

NOTICE TO BIDDERS

Sealed bids will be received by the Board of County Road Commissioners of the County of Gratiot at their office at 200 Commerce Drive, PO Box 187, Ithaca, MI 48847, until **10:00 AM, Tuesday, December 10, 2024** for the following:

**LAWN MAINTENANCE SERVICES AT THE ITHACA GARAGE,
ITHACA MAIN OFFICE, ASHLEY GARAGE AND BRECKENRIDGE GARAGE**

SNOW REMOVAL SERVICES AT THE ITHACA MAIN OFFICE FACILITY ONLY

Further information upon which bids shall be based is available at the offices of the Road Commission.

The Board reserves the right to accept or reject any or all bids, waive any irregularities and to accept the bid which, in their opinion, is in the best interest of the County of Gratiot.

Any bid received after the specified time will be returned unopened.

**BOARD OF COUNTY ROAD COMMISSIONERS
OF GRATIOT COUNTY**

BY: Wesley Federspiel, Chairman

GENERAL INFORMATION TO BIDDERS

SCOPE OF WORK:

The undersigned hereby proposes to perform snow removal, lawn care and maintenance services as outlined herein in accordance with the specifications to follow.

The contractor shall furnish all labor, equipment and materials necessary to perform work described herein.

EXAMINATION OF GROUNDS:

Bidders shall familiarize themselves with the grounds on which the work is to be performed.

INSURANCE REQUIREMENTS:

The bidder will be required to furnish evidence of insurance coverage in the following types and amounts by Certificates of Insurance.

TYPE	MINIMUM LIMITS
Workman's Compensation	Statutory Limit
Commercial General Liability	\$250,000 Accident & Aggregate

UNIT PRICES:

Unit prices will be based on the total cost for providing labor, equipment and materials for performing described work each time the work is performed.

BASIS OF PAYMENT:

Payment will be made monthly on the basis of the number of units performed during that month at the unit prices indicated herein upon satisfactory completion of each item.

FREQUENCY AND TIME OF WORK:

Lawn Care:

Lawn mowing will be performed as needed, generally once per week during the growing season.

Weed control for landscaping and sidewalks as needed.

Shrubs will be pruned twice per season.

Fertilizer will be applied four times per year.

Cleanup of leaves at the Ithaca Main Office facility only, as needed.

Sidewalk edging twice per year.

Snow Removal:

Snow shall be removed from all sidewalks and sidewalks shall be salted before 6:30am, Monday through Friday, with any accumulating snow or ice event. No snow removals on Saturdays and Sundays. Second removals will be required as needed. Second removals shall be completed by noon on the day of the event. Salt shall be used if needed. Removals shall not exceed twice per day.

GENERAL DESCRIPTION OF WORK:

A. LAWN CARE APPLICATIONS

1. Early Spring Treatment (Applied March/April)
 - Pre-emergent crabgrass control (Prodiamine)
at the rate of 1 lb. AI/Acre
 - Balanced Fertilization. Rates are per 1,000 sq. ft.
 - Nitrogen - 1.0 lb
 - Phosphorus - .120 lb
 - Potassium - .300 lb

2. Late Spring Treatment (Applied May/June)
 - Balanced Fertilization. Rates are per 1,000 sq. ft.
 - Nitrogen - 1.0 lb
 - Phosphorus - .130 lb
 - Potassium - .280 lb
 - Trimec Broadleaf Weed Control Application Rate/Label

3. Summer Treatment (Applied July/August)
 - Balanced Fertilization. Rates are per 1,000 sq. ft.
 - Slow Release Nitrogen - .55 lb
 - Quick Release Nitrogen - .45 lb
 - Phosphorus - .120 lb
 - Potassium - .280 lb
 - Selective Treatment of weeds as needed

4. Fall Treatment (Applied September/October)
 - Balanced Fertilization. Rates are per 1,000 sq. ft.
 - Nitrogen - 1.0 lb
 - Phosphorus - .120 lb
 - Potassium - .30 lb
 - Trimec Broadleaf Weed Control Application Rate/Label

B. LAWN MAINTENANCE (MOWING, TRIMMING AND EDGING)

1. Contractor shall mow grass weekly or as needed at a setting of 2.5" - 3". Approximately 26 to 28 mowings annually.
2. Mowing shall include trimming around trees, shrubs, curbs, and sidewalks as needed.
3. Contractor shall comply with all current OSHA standards.

4. Grass clippings on sidewalks, roads, and driveways shall be swept or blown free. Excessive grass clippings on lawn shall be raked or collected.
5. Weed control and maintenance for the landscaping and sidewalks at both Ithaca facilities.
6. Sidewalk edging done twice per year.

C. SHRUB PRUNING

1. Professional pruning of shrubs will be done once in the spring and once in the fall.

D. SNOW REMOVAL

1. Sidewalks only.
2. Snow removals are before 6:30am, Monday through Friday. No removals on Saturdays and Sundays.
3. Second removals shall be completed by noon on the day of the event, as needed.
4. Removals shall not exceed twice per day.

GENERAL REQUIREMENTS:

1. Contractor is expected to be professional. Personnel will be properly attired.
2. Should contractor fail to meet any of the below specifications, then this contract may be cancelled upon verbal or written notice.
3. Contractor shall use only industry approved application methods and equipment to apply fertilizer and weed control, mowing, and shrub pruning.
4. Contractor upon request shall provide specifics on equipment settings for each application and provide site management with method of verification. Contractor shall provide a sample of fertilizer for analysis at owners expense upon request.
5. Contractor shall provide a copy of pesticide license at time of bid to be considered.
6. All fertilizer to be used shall be specified and contractor shall provide MSDS sheets upon request.
7. **No mowing on Thursdays before 11:00am.**
8. Contractor shall use only salt that is non-corrosive on concrete and asphalt surfaces.

Business ID Number

Authorized Signature of Bidder

Date

Exceptions, recommendations or remarks:

REFERENCES: (Give 3 with name, address and telephone number)

TITLE VI – The GRATIOT COUNTY ROAD COMMISSION in accordance with Title VI of the Civil Rights Act of 1964, 78-252, 42 U.S.C. 2000d-2222d-4, the Civil Rights Act of 1987, P.L. 100-259, and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Non-discrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of Race, Color, Sex, Age, National Origin, or Handicap in consideration for an award.