



February 16, 2023

Dear Bidder:

Ada Township is soliciting bids for the following commodity or service:

**MOWING AND TRIMMING SERVICES FOR PROPERTIES OWNED
BY ADA TOWNSHIP**

This bid will be publicly opened at the Ada Township Hall, 7330 Thornapple River Drive, Ada, MI on the date and time specified below:

Wednesday, March 1, 2023, at 11:00 a.m., Local time

**LATE BIDS WILL NOT BE OPENED. FAXED RESPONSES WILL NOT BE
ACCEPTED. E-MAIL RESPONSES WILL NOT BE ACCEPTED.**

After the public opening, bid/proposals will be available for review after the evaluation by staff, or fifteen (15) business days after the opening date, whichever occurs first.

A copy of the specifications along with the bid sheet is attached.

For more information, please call 616-676-9191, ext. 7348 or 616-676-0520 for assistance.

Julius Suchy
Ada Township Manager

Ada Township
7330 Thornapple River Dr., P.O. Box 370, Ada, MI 49301
www.adatownshipmi.com



SPECIFICATIONS FOR ADA TOWNSHIP LAWN CARE SERVICES

For Ada Township Cemeteries, Parks, Streetscapes, and Utility Facilities

SCOPE

Ada Township is requesting bids to contract for seasonal lawn care services which include mowing, trimming and other services as needed to best handle Township property lawncare.

The work covered by these specifications consists of furnishing all necessary labor, equipment, supplies and materials and performing all operations in connection with complete and professional quality mowing, trimming, and edging services of these properties. This also includes providing recommendations to the Township on how to best care for Township lawns.

Prices are requested for three years. Acceptance of the second and third year is optional for the Township. Lawn Care Services for the period estimated commencing:

March 21, 2023 – November 13, 2023

March 22, 2024 – November 12, 2024

March 21, 2025 – November 11, 2025

GENERAL SPECIFICATIONS

LOCATIONS

Cemeteries

- Ada Cemetery – 6645 East Fulton Street
- Findlay Cemetery – 7200 2-Mile Road

Parks

- Leonard Field Park/Ada Covered Bridge – 7500 Thornapple River Drive
- Ada Township Park – 1180 Buttrick Avenue
- Roselle Park – 1010 Grand River Drive
- Legacy Park – 7450 River Street
- Knapp Corner – 4950 Knapp Street

Streetscapes

- Ada Drive from East Fulton Street to (new) Headley
- Ada Drive from Headley to Rix Street including the embankments on both sides of the railroad tracks at the bike path.
- Bronson Street from East Fulton Street to the Covered Bridge.
- Thornapple River Drive from Thornapple River Bridge to (old) Headley Street.
- (old) Headley Street from Thornapple River Drive to Bronson Street.
- (new) Headley Street from Thornapple River Drive by River Street to Thornapple River Drive and the section up to Fulton Street.

Utility Department Facilities

- Ada Sewer Station – 7380 East Fulton Street
- Ada Sewer Lift Station – 6245 East Fulton Street
- Ada Elevated Water Tank – 5554 Ada Drive
- Ada Water Pump Station – 4816 Ada Drive
- Ada Sewer Meter Station – 801 Patterson
- Ada Sewer Lift Station – Corner of Cascade Road and Spaulding Drive
- Ada Sewer Lift Station – 290 Spaulding Drive
- Hall Street Lift Station – 5465 Hall Street
- Ada Moorings Lift Station – Corner of Thornapple Club Drive and Jacaranda Circle in Ada Moorings Development off Grand River Drive SE
- Grand Valley Estates Water Pump Station – 5458 Grand Valley Court in the Grand Valley Estates Development at Knapp Street and Grand Valley Drive.
- Grand Valley Estates Elevated Water Tank – 5842 Knapp Street

General Township Facilities

- Fire Station 1 – 6990 E. Fulton
- Fire Station 2 – 7211 Knapp
- Township Hall and Offices – 7330 Thornapple River Dr.
- Averill Historic Museum – 7144 Headley
- AVA Library -7215 Headley

The Contractor must be well acquainted with the sites and be knowledgeable about areas to be serviced. For questions contact: Julius Suchy at 616-676-9191 ext. 7348, or Mark Fitzpatrick at 616-676-0520.

SERVICES

- Mowing, trimming,
- Spring and Fall cleanups
- Provide Recommendations on Lawn Care Improvements as Identified by Contractor

BID PRICING STRUCTURE

- Amount per mowing and trimming, of each site inclusive of the cost of spring and fall cleanup – total estimated mowings at each site: 32 each year.
- Contractor shall furnish to Ada Township an invoice for services rendered in accordance with the following schedule defining dates that each site was serviced:
 - 1/6 of Annual Contract price on May 1
 - 1/6 of Annual Contract price on June 1
 - 1/6 of Annual Contract price on July 1
 - 1/6 of Annual Contract price on August 1
 - 1/6 of Annual Contract price on September 1
 - 1/6 of Annual Contract price when fall clean-up is complete, subject to approval by the Township (November)

- Payment will be withheld for any site not mowed, trimmed or edged in accordance with specifications.
- All Contractor work shall be accomplished per Specifications herein to the satisfaction of the Ada Township representative prior to payment for services.
- Prices must remain firm for the three-year period.

TECHNICAL SPECIFICATIONS

SPRING AND FALL CLEANUP

- All specified areas shall be cleaned of winter debris in the spring and before mowing work begins by means of hand or mechanical raking.
- In the fall, all leaves shall be removed from the site by hand, leaf bagger/vacuum or mechanical raking or by a mulching means agreed upon by the Contractor and the Township's representative. This operation shall take place at each mowing during the fall season, when there is leaf accumulation and shall continue until all leaves have fallen.
- Contractor must remove any accumulation of leaves from the site.
- **Care must be taken to not damage/hinder grass or remove topsoil during clean-up and leaf pick up.**
- **Entire fall cleanup, including leaf accumulation, must be completed before last invoice of services rendered is submitted for payment.**

MOWING

- Mowing of Parks, with exception of the softball fields, shall be done on Thursdays in the AM, unless other arrangements are coordinated with the Park Director.
- Mowing of park softball fields is to be done in the AM every Monday and Thursday from the last week of March until the end of the 1st full week of September. After the first full week in September, ball fields are only to be mowed once per week on Mondays.
- Mowing shall be done in areas free of public use during mowing.
- Mowing of Utility Department facilities and Streetscapes shall be done on Thursdays.
- Mowing of cemeteries shall be done on Fridays.
- Debris on the ground is to be removed prior to mowing.
- Contractor shall be required to manually move picnic tables, refuse disposal containers and nets for mowing purposes during each mowing. Upon completion of mowing, tables, containers and nets must be moved back into same positions and locations.
- All, except those noted, specified areas shall be maintained, by mowing, to ensure grass does not exceed a length of 3.5 inches at any time. Ball fields shall be maintained to ensure grass does not exceed a length of 2.25 inches during April – September (in times of low precipitation, consult with the Park Director regarding length of grass on ball fields). Grass at Roselle Park and in the Arboretum area of Ada Township Park should be maintained at levels closer to 3 inches.
- Mowers are to avoid hitting trees, shrubs, cemetery monuments/foundations, grills, refuse disposal containers, water spigots/sprinkler heads, trail posts, tree identification posts and other amenities or fixed objects with mowers, trimmers, and other equipment. If an object is damaged, moved or dislocated during mowing, the Contractor shall inform the Township's personnel on the day of the damage. Any costs for repairs will be submitted to your insurance carrier for reimbursement of claim.
- Mowing should not be conducted near people or pets. Contractor is to coordinate with the Township on events and programs being held outside that may conflict with the regular mowing schedule.
- Care shall be taken to avoid hitting objects that could be projected into the air, causing injury or damage.

- Clippings:
 1. Compost mowing is preferred to minimize grass clippings. Grass clipping from the mowers should be left on site when possible. Areas that pile up, are unsightly or impeded safety should be removed.
 2. Care shall be exercised during mowing to prevent any clippings from entering ground cover areas, stone cover areas, drives, walkways, gardens, parking areas, ponds, or waterways.
 3. Care shall be exercised during mowing to prevent any clippings from adhering to cemetery monuments, walls, fences, benches, picnic tables or barrier stones.
 4. All walkways, shelters, parking areas, curbs, tennis courts and other facilities effected shall be blown free of grass clippings and debris after mowing.
 5. Clippings should not be blown into streets, parking areas, sidewalks or activity areas.
- Contractor shall be required to repair any lawn areas damaged by their equipment at the time of the damage.
- After mowing and clean-up operations are completed, all areas shall be left in a neat, clean and professional manner.
- No mowing is to be done within four (4) feet of the pond and streams in Ada Park except in designated access areas.
- No clippings or leaves are to be blown into the pond, streams or woodlots or natural areas.
- Contractor shall utilize best management practices to minimize the spread of seeds and parts from invasive plants from one site to another and from other locations onto Township properties. This should include blowing of mowers after use at other sites prior to use on Township properties.

TRIMMING

- All areas around trees, posts, play equipment, fences, barrier stones, benches, bleachers, cemetery monuments/foundations and fixed objects located within or adjacent to specified areas shall be trimmed and maintained in a neat and professional manner.
- No debris from trimmings is to be allowed into or within three feet of the pond or streams.
- Contractor shall not trim tree branches or bushes. If trees or bushes interfere with mowing, Contractor shall contact the Township's Park Director for handling.
- Contractor is to coordinate with the Parks Director to identify desired landscape plants and non-desired invasive plants to ensure best management practices.

DEBRIS

Debris on the ground is to be picked up prior to mowing. All accumulated debris shall be deposited in the refuse disposal containers when provided. If containers are not provided, the removal and disposal of debris shall be the responsibility of the Contractor. Tree branches are not to be placed in refuse disposal containers. Sticks and branched picked up from the lawns may be piled and coordinated with the Township staff for disposal.

INSURANCE

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish Ada Township with Certificates of Insurance identifying Ada Township as an additional insured on your policies for the duration of the contract. General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising

injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker's compensation limits of \$100,000/500,000/100,000 umbrella limit of \$1,000,000.

CANCELLATION OF THIS CONTRACT

- Ada Township shall have the right to cancel this contract for non-performance. If an inspection by a representative of Ada Township reveals that the Contractor's work results in any non-acceptable maintenance condition(s)A representative from Ada Township shall call a meeting with the Contractor and/or issue a written warning of possible contract termination should the condition continue.
- If the condition should repeat for a second time, Ada Township shall issue a written notice of contract termination.

LICENSES & CERTIFICATION

It shall be the responsibility of the Contractor to comply with all OSHA, Federal, State or local requirements for all work performed, including licensing and certification that is required for work performed under this contract.

EQUIPMENT AND PERSONNEL

Each bidder shall include a brief description of their related equipment and a framework of personnel to clarify their ability to perform the conditions of the contract. Contractors need to endure enough equipment and personnel to complete the mowing services in a reasonable amount of time.

REFERENCES

Each bidder shall include at least three references that may be contacted regarding performance of this type of work. The reference list shall include names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.

BID PREPARATION AND RESPONSE

To be considered, bids must be received in the Ada Township Clerk's Office, 7330 Thornapple River Drive, PO Box 370, Ada, MI 49301 no later than Wednesday, March 1, 2023 at 11:00 AM. Bids should be submitted in a sealed envelope marked "Ada Township Lawn Care Bid".

BID SELECTION

Ada Township will select those bids that it deems to be in its best interest.

NON-DISCRIMINATION

Ada Township's contractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

FREEDOM OF INFORMATION ACT

Information submitted in this bid is subject to the Michigan Freedom of Information Act and may not be held in confidence after the bid is opened. The bid will be available for review after staff has evaluated it, or fifteen (15) business days after the opening date, whichever comes first.

WITHDRAWAL

A bid may be withdrawn in person or by written request prior to the time specified for opening the bids.



BID SHEET

FOR GROUNDS MOWING, TRIMMING, EDGING SERVICES AT ADA TOWNSHIP PROPERTIES

THREE YEAR
BID AMOUNT

GENERAL TOWNSHIP FACILITIES

- FIRE STATION 1 –6990 E. FULTON _____
- FIRE STATION 2 -7211 KNAPP _____
- TOWNSHIP HALL AND OFFICES- 7330 THORNAPPLE RIVER DR. _____
- AVERILL HISTORIC MUSEUM -7144 HEADLY _____
- AVA LIBRARY -7215 HEADLY _____

CEMETERIES:

- ADA CEMETERY-6645 EAST FULTON _____
- FINDLAY CEMETERY-7200 2-MILE ROAD _____

PARKS:

- ADA COVERED BRIDGE/LEONARD FIELD PARK _____
7500 THORNAPPLE RIVER DRIVE
- ADA TOWNSHIP PARK - 1180 BUTTRICK AVENUE _____
- ROSELLE PARK - 1010 GRAND RIVER DRIVE _____
- LEGACY PARK 7450 RIVER STREET _____
- KNAPP CORNER 4950 KNAPP STREET _____

ADA "VILLAGE" STREETSCAPES (Map attached)

1. ADA DRIVE FROM E. FULTON ST. TO (new) HEADLEY ST. _____
2. ADA DRIVE FROM (new) HEADLEY ST. TO RIX STREET _____
INCLUDING EMBANKMENTS ON SIDES OF RAILROAD
3. BRONSON STREET FROM EAST FULTON TO COVERED BRIDGE _____
4. THORNAPPLE RIVER DRIVE FROM THORNAPPLE RIVER BRIDGE _____
TO (old) HEADLEY STREET
5. (old) HEADLEY ST. FROM THORNAPPLE RIVER DR TO BRONSON ST. _____
6. (new) HEADLEY STREET FROM THORNAPPLE RIVER DRIVE _____
At RIVER STREET TO THORNAPPLE RIVER DRIVE AND THE
SECTION UP TO FULTON STREET. _____

UTILITY DEPARTMENT FACILITIES:

- ADA SEWER STATION-7380 EAST FULTON _____
- ADA SEWER LIFT STATION - 6245 EAST FULTON _____
- ADA ELEVATED TANK - 5554 ADA DRIVE _____
- ADA WATER PUMP STATION - 4816 ADA DRIVE _____
- ADA SEWER METERING STATION - 801 PATTERSON _____
- ADA SEWER LIFT STATION-CORNER OF CASCADE ROAD
AND SPAULDING DRIVE _____
- ADA SEWER LIFT STATION - 290 SPAULDING DRIVE _____
- HALL STREET LIFT STATION - 5465 HALL STREET _____
- ADA MOORINGS LIFT STATION - CORNER OF THORNAPPLE
CLUB DRIVE AND JACARANDA CIRCLE IN ADA MOORINGS _____
- GRAND VALLEY ESTATES PUMP STATION _____
- 5458 GRAND VALLEY COURT _____
- GRAND VALLEY ESTATES ELEVATED TANK - 5842 KNAPP STREET _____

TOTAL FOR THREE (3) YEAR PROPOSALS _____

Note: The three-year total will be divided equally to determine an Annual Contract Amount.



SIGNATURE PAGE

CONTRACTOR SIGNATURE

PRINTED NAME

DATE

COMPANY NAME & ADDRESS

TELEPHONE NUMBER(S)

E-MAIL ADDRESS

PLEASE RETURN THIS BIDS STATEMENT AND SIGNATURE PAGE ONLY, IN A SEALED ENVELOPE. MARK ENVELOPE **'BID FOR LAWN CARE SERVICES'**