



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, OCTOBER 12, 2020 MEETING, 8:00 A.M.
ADA TOWNSHIP OFFICES, ASSEMBLY ROOM
7330 THORNAPPLE RIVER DR SE, ADA, MI**

AGENDA

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes of September 14, 2020 Regular Meeting
- IV. Consider Approval of Contract for Sidewalk Snow Removal Services for 2020-21 Season
- V. Consider Approval of Contract for Holiday Garland Installation and Removal on Downtown Lightpoles
- VI. Consider Approval of Contract for Sidewalk Obstruction Joint Grinding
- VII. Staff/Committee Updates
 - a. Discussion of Potential Capital Projects for Capital Improvements Plan Update
 - b. DDA Financial Report, 9/30/20
- VIII. Board Member Comment
- IX. Public Comment
- X. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE SEPTEMBER 14, 2020 MEETING, 8:00 A.M.**

DRAFT

A regular meeting of the Ada Township Downtown Development Authority (DDA) was held on Monday, September 14, 2020, 8:00 a.m. via video/audio-conferencing, in conformance with the Michigan Governor's Executive Order concerning temporary authorization of remote participation in public meetings.

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Chairperson, Bowersox.

BOARD MEMBERS PRESENT: Bowersox, Coe, Haga, Harrison, Idema, Knapp, Norman

BOARD MEMBERS ABSENT: Vanderwulp, Wright

STAFF AND OFFICIALS PRESENT: Ferro, Moran, Suchy

PUBLIC PRESENT: 0

II. APPROVAL OF AGENDA

It was moved by Idema, seconded by Harrison, to approve the agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES OF THE AUGUST 10, 2020, REGULAR MEETING AND AUGUST 10, 2020, SEMI-ANNUAL INFORMATION MEETING

It was moved by Idema, seconded by Haga, to approve the minutes of the August 10, 2020, meetings as presented. Motion passed by 7-0 roll call vote, 2 absent; Vanderwulp, Wright.

Vanderwulp arrived at 8:04 a.m.

IV. STATUS OF SIDEWALK SNOW REMOVAL SERVICES FOR 2020-2021 SEASON

Ferro stated he was contacted by Ken Remijn from Woods Landscaping requesting Ada Township DDA convert their current sidewalk snow removal agreement from "pay as you go" to a full season rate. Ferro stated he later received a letter from Ken at Woods stating he doesn't want to ask for a full season rate but rather turn the job over completely and exit out of the two-year contract. Ferro referred to the letter in the packet from Woods Landscaping that states the reasons for the request. Ferro stated he had invited Ken to attend today's DDA meeting for further discussion. Ken stated he would not be participating in the meeting and thanked the DDA for the business given to Woods over the past few years. Ferro stated Ken gave him references for a couple of other sources and also suggested the DDA consider doing the work "in house."

V. RFP FOR SIDEWALK SNOW REMOVAL SERVICES FOR 2020-2021

Ferro stated there were bids in the past from Woods and Thornapple Inc., and he reached out to DJ's Landscaping to inform them he would send an RFP to them. Ferro said that DJ's currently provides snow removal services to other locations in the village including Amway's main campus.

Harrison asked if the township uses any contractors for plowing. Haga advised the township presently receives plowing from Woods Landscaping for The Community Church parking lot and all other plowing is done by township staff. Haga stated the township used DJ's for woodchip projects and other township properties and they have performed well.

Commission members discussed the snow removal options, possible costs, and pursuing RFP proposals from bidders. It was also discussed whether current Ada staff could do the snow removal, but lack of adequate staffing and equipment would be an issue at this time.

Harrison suggested we ask for a bundle quote on woodchips and snow shoveling to get interest in more bids. Harrison also suggested we put out bid requests with a 2-3 week deadline and not too close to the upcoming season. Bowersox stated we should request proposals/bids by October 1st. Ferro stated we should have bids ready in time to add to the DDA and Township Board Meeting agendas for the October 12th meeting.

Wright arrived 8:15 a.m.

VI. STAFF/COMMITTEE UPDATES

A. DISCUSSION OF POTENTIAL CAPITAL PROJECTS FOR CAPITAL IMPROVEMENTS PLAN UPDATE

Ferro stated we started our Capital Improvement Plan annual update process and is looking for input from the DDA Board on any new ideas for future capital projects in the next five years.

Ferro stated last year a couple projects that were in the budget were business district entry signs and township facility identification signs that should be done by next year.

Ferro stated the DDA has a current fund balance of \$487,000 (that should increase by the end of the year when tax revenues are received). Ferro added that we still have \$210,000 in debt service to pay in the current budget year.

B. STATUS FOR SIDEWALK TRIP HAZARD CORRECTION ON BRONSON ST.

Ferro stated he has found a contractor that does sidewalk replacement and sidewalk edge grinding. Ferro stated it would be best rather than try and address that one block (Bronson St) this year, to survey the entire village and look at where there may be other hazards in need of sidewalk repair and plan for work to be done next year. Vanderwulp asked if the sidewalk repairs include brick repair. Ferro stated that brick repair would be a different contractor.

VII. BOARD MEMBER COMMENT

Harrison stated from Amway's perspective he has been told he will be working from home until at least the end of the year.

Harrison asked who owns the old Road Commission building and what is its current use. Ferro stated Thornapple Pines Development owns the property. Harrison asked if there is an opportunity to use that space for outdoor events. Idema stated she thought that space would be great for a indoor/outdoor Farmer's Market. Ferro stated the plan for that facility that was brought to the Planning Commission was a single family development/homes.

Idema stated the graffiti that was in the tunnel between Rix and Bronson has been partially painted, but not all of it. Haga stated the paint was to just cover up the graffiti and he has three quotes to power wash and paint the entire tunnel.

VIII. PUBLIC COMMENT

No public comment.

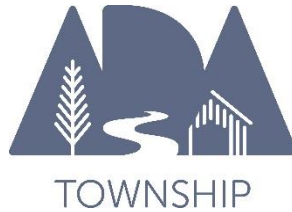
IX. ADJOURNMENT

It was motioned by Bowersox, moved by Norman, to adjourn the meeting at 8:40 a.m.
Motion passed unanimously.

Respectfully submitted:

Devin Norman, Secretary

rs:eb



MEMORANDUM

Date: 10/7/20

TO: DDA Board
FROM: Julius Suchy, Township Manager
RE: Bids for Village Sidewalk Snow and Ice Removal

The RFP for Village Sidewalk Snow Removal was sent to five companies and also uploaded to the Township website. Three bids for sidewalk snow and ice removal services in the Village were received by the bid submittal deadline at 5:00 p.m. on Friday, October 2nd. The bid documents from all three bidders are enclosed. Also attached is a table with the list of contractors that received the RFP.

Bid Details:

	Natural Landscapes LLC	Thornapple Inc.	VanVossen Property Services
Option #1 Price Per Push	\$890.00	\$800.00	\$600.00
Option #2 Lump Sum Bid	\$17,690.00	\$13,500.00	\$12,000.00
Additional Cost Per Push	\$890.00	\$600.00	\$600.00
Windrow Removal Rate (hr.)	\$89.00	\$250.00	\$350.00
Ice Control Rate (hr.)	\$85.00	\$60.00	\$55.00
Ice Control Deicer Per Pound	\$5.00	\$0.65	\$0.75
Additional Comments:		400 lbs. per occurrence for deicer	

Note: Option #2 Lump Sum Bid is based on 20 push maximum

All three bidders provided per push costs as well as lump sum bids. Only Thornapple Inc. provided discount for the lump sum fee, which at 20 pushes would result in a per push price of \$675.00.

The per push price under the 2019-2020 contract with Woods Landscaping was \$560.00 per push. That amount was scheduled to increase to \$585.00 per push for the 2020-2021 season prior to Woods Landscaping notifying the DDA of their desire to discontinue the contract.

The main difference in equipment among the three bids is that VanVossen only has 1 dump truck available for windrow removal while the other two have 2 dump trucks. This will result in additional time to complete windrow removal as personnel will have to wait for the truck to return before loading additional snow.

Recommendation:

Staff recommends selecting VanVossen Property Services for the per push price of \$600.00. The Township utilized VanVossen Property Services for mulch this past year and was satisfied with the level of service. Staff has also contacted references and feels that VanVossen will be able to meet the service level needed throughout the Village.



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
SNOW AND ICE REMOVAL FROM VILLAGE SIDEWALKS
September 16, 2020**

OVERVIEW:

The Ada Township DDA seeks proposals from qualified vendors to provide snow and ice removal services from public sidewalks in the Ada Village business district and surrounding residential neighborhood for the 2020-21 winter season. The cost of all labor and any snow removal products, supplies, and equipment usage necessary to meet the requirements of these bid specifications shall be included in the total bid amount submitted, unless otherwise indicated.

PROPOSAL SUBMITTAL DEADLINE:

Proposals, including the completed and signed attached Bid Form, must be received at the office of the Ada Township Clerk, 7330 Thornapple River Dr. SE, PO Box 370, Ada, MI 49301 no later than **Friday, October 2, at 5:00 p.m.** Proposals shall be submitted in a sealed envelope displaying the bidder's name and labelled "Snow Removal Proposal."

Proposals received after the date and time specified above will not be considered. No proposal may be withdrawn after opening for a period of sixty (60) days.

GEOGRAPHIC SCOPE OF SERVICES:

The sidewalks for which snow and ice removal services are to be provided are delineated on the attached map titled "Ada Village Sidewalk Inventory Map," and are itemized in the attached table titled "Inventory of Sidewalks in Scope of Snow Removal Services Contract," including approximate dimensions and square footage of areas from which snow is to be removed.

REQUIRED SCOPE OF SERVICES:

1. Prior to beginning snow and ice removal operations under the contract, the successful bidder shall inspect the areas where snow removal operations will be conducted, and place delineation stakes to identify areas of meandering pavement edges or locations of obstacles that may be visually obscured by accumulated snow.
2. Each snow event that produces two (2) inches or more of snow accumulation shall be removed from the designated sidewalks by the Contractor. **Snow depth as specified above shall be as measured by the Owner at the Ada Township Office, 7330 Thornapple River Dr., Ada, MI.** Snow accumulation may also occur as a result of wind conditions causing drifting in excess of two (2) inches requiring additional snow removal operations. Ice of any depth shall also receive deicer application.

INVENTORY OF SIDEWALKS IN SCOPE OF SNOW REMOVAL SERVICES CONTRACT				
MAP #	SIDEWALK SEGMENT	LENGTH (FT.)	WIDTH (FT)	AREA (SQ. FT.)
1	Headley St. (north side), Fulton St. east to Ada Drive	1,285	8	10,280
2	Headley St. (south side), Fulton St., east to Old Headley St.	180	5	900
3	Headley St. (south side), Old Headley Street east to pedestrian crosswalk	330	5	1,650
4	Headley St. (south side), pedestrian crosswalk east to Ada Drive	790	8	6,320
5	Headley St. (north side), River Street west to limits of snowmelt system	100	8	800
6	Headley St. (north side), driveway access east to Thornapple River bridge	110	8	880
7	Headley St. (south side), Ada Drive east to driveway access	120	8	960
8	Headley St. (south side), driveway access east to Thornapple River Dr.	180	5	900
9	Headley St. (south side), Thornapple River Dr. east to River St.	100	5	500
10	Thornapple River Dr. (north side), Headley St. east to Ada Drive	1,175	5	5,875
11	Thornapple River Dr. (south side), Headley St. east to Ada Drive	1,070	5	5,350
12	Thornapple River Dr. (north side), Ada Drive east to Headley St.	395	5	1,975
13	Thornapple River Dr. (south side) Ada Drive east to River St.	535	5	2,675
14	Bronson St. (north side), Headley St. east to Teeple	500	5	2,500
15	Bronson St. (north side), Teeple east to Ada Drive	1,015	5	5,075
16	Bronson St. (north side), Ada Drive east to River St.	580	5	2,900
17	Bronson St. (north side), Fulton St. east to Thornapple River Dr.	1,725	5	8,625
18	Headley St. (north side), Thornapple River Dr. east to new Headley St.	420	5	2,100
19	Headley St. (south side), Bronson St. east to Thornapple River Dr.	590	5	2,950
20	Headley St. (south side), Thornapple River Dr. east to new Headley St.	430	5	2,150
21	Connector Stub at Thornapple River Dr. New Headley intersection	40	5	200
22	Ada Drive (west side), Fulton St. south to Headley St.	790	8	6,320
23	Ada Drive (west side), Headley St. south to Thornapple River Dr.	325	5	1,625
24	Ada Drive (west side), Ada Drive south to Bronson St.	335	10	3,350
25	Ada Drive (east side), Headley St. south to Thornapple River Dr.	275	5	1,375
26	Ada Drive (east side), Thornapple River Dr. south to Bronson St.	335	10	3,350
27	River St. (east side), Thornapple River Dr. south to Bronson St.	350	5	1,750
28	Walkway/driveway, River St. east to Covered Bridge	190	10	1,900
29	Bronson St. (south side), Ada Drive west to RR tunnel, and tunnel to Rix St.	180	6	1,080
30	Connector stub at Thornapple River Dr. New Headley intersection	90	5	450
31	Connector stub at River St. to New Headley intersection	20	5	100
32	Bench and Trash Receptacle Plaza at Bronson St./Ada Drive	30	12	360
33	Bench and Trash Receptacle Plaza on Ada Drive next to Ada Liquor	20	8	160
34	Ada Drive (east side), Fulton St. south to limits of snowmelt system	175	8	1,400
35	Ada Drive (east side), Bronson St. south to north side of 660 Ada Dr. Building	570	5	2,850
36	Community Church sidewalks adjacent to parking on north and east sides of building	250	5	1,250
	TOTAL:	15,605		92,885

3. Snow removal operations following any snow event shall be completed within a deadline as set forth in the table below, based upon the time of day the snow event ends:

Timeframe of Snow Event	Deadline for Completion of Snow Removal Operations
Snow event ending during a 12 hour period ending at midnight.	7:30 a.m. the following morning.
Snow event ending during a 12 hour period ending at 12 noon.	5:00 p.m. the same day.

4. Snow removal operations.

Snow removal operations from areas indicated on the Ada Village Sidewalk Inventory Map shall be conducted in the following manner, varying according to location as specified:

a. West side of Ada Drive, between Thornapple River Drive and Bronson Street (Map No. 24); East side of Ada Drive, from the south side of Headley St. south to Bronson St. (Map No.'s 25 and 26)); Ada Drive and Headley St. frontages of the building located at the southwest corner of Headley Street and Ada Drive (100 feet along Headley St./50 feet along Ada Dr.).

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the edge of the curb of the adjacent street. Snow may be deposited in curbed areas around light poles and street trees.

b. North and south sides of Headley St., from Fulton St. (M-21) to Ada Drive (Map No.'s 1 through 4), except for the portion fronting the building located at the southwest corner of Headley St. and Ada Drive.

Snow removal operations shall be conducted using equipment not larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the outer edge of the sidewalk (the edge of the sidewalk adjoining private property).

c. Other streets

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown or plowed and windrowed onto the grass parkway located between the sidewalk and the curb.

d. Walkway between west end of Covered Bridge and River St (Map No. 28).

Snow removal operations may be carried out using a pickup truck plow unit. Snow shall be pushed toward the adjacent railroad right-of-way.

e. Bench and trash receptacle plazas (Map No's 32 and 33).

Snow removal operation shall be carried out with equipment no larger than a walk-behind snow blower, or by hand-shoveling. Snow shall be broomed or brushed off benches.

5. Following completion of road plowing by the Kent County Road Commissions, snow windrows at crosswalks of all street intersections shall be cleared of snow. This shall be completed within 12 hours of completion of snow plowing by the Road Commission.

6. Snow windrows along public sidewalks shall not be deposited across driveway accesses or sidewalks intersecting the public sidewalk.

7. Snow shall not be pushed, blown or otherwise deposited on the adjacent public roads.

8. Portions of sidewalks that are covered by ice or hard-pack snow shall receive an application of calcium chloride ice control material, on an as-needed basis, sufficient to keep sidewalks free of ice

9. Any damage to pavement surfaces, curbs, shrubs, trees, sod, buildings, benches, light poles, trash receptacles or other site furnishings on public or private property shall be repaired and corrected by the Contractor to the complete satisfaction of the Owner, prior to the final Contract payment at the end of the snow removal season.

10. If snow windrows on public street curb lines that are adjoined by parallel on-street parking become excessive as a result of Kent County Road Commission snow plowing operations, the Contractor, at the request of the Owner, will provide periodic services to remove snow from the curb line, load it into dump trucks, and transport the snow for disposal at a designated location in Ada Township Park, 1180 Buttrick Ave SE, Ada, MI. Loading and hauling operations will be required to be conducted after 10:00 p.m., and will be carried out as an optional service, and only if requested by the Owner.

INSURANCE REQUIREMENTS:

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish the Ada Township DDA with Certificates of Insurance identifying the Ada Township DDA and Ada Township as an additional insured on your policies for the duration of the contract. Certificates of Insurance shall be submitted prior to undertaking work under the Contract, demonstrating the following:

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.

PAYMENT TERMS:

Requests for Payment shall be submitted monthly to the Ada Township DDA. The first billing period shall be for the period ending November 30, 2020. Requests for payment shall identify the number of snow removal events for which services were provided during the billing period.

REQUIRED PROPOSAL CONTENTS:

Proposals submitted in response to this RFP shall include the following information:

1. Description of Means of Providing Service: Submit a written description of:
 - a. the number, types, sizes and ages of equipment that will be used to provide the required snow removal services.
 - b. the number of personnel assigned to respond to a snow removal event.
 - c. the name and contact information for the person who will have oversight responsibility for providing services under the Contract.
2. Provide a list of any governmental, school, church or other institutional clients for whom you currently provide or have provided services similar to those requested in this RFP.
3. Provide a list of three references from current or past clients for whom you have provided similar services, including names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.
4. A completed and signed Bid Form. The Bid Form shall be signed by an authorized principal of the Bidder.

ALTERNATES OR ADDENDUMS:

Explanations desired by a prospective bidder shall be requested in writing to the Ada Township DDA, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each bidder. Every request for such explanation shall be in writing and addressed to:

Jim Ferro, Planning Director
Ada Township DDA
PO Box 370, Ada, MI 49301
jferro@adatownshipmi.com

FORM OF CONTRACT:

Services to be provided will be pursuant to a written contract entered into between the Ada Township Downtown Development Authority and the successful Bidder. The form of the contract will be provided to all Bidders in an Addendum issued on or before Friday, September 25, 2020.

CANCELLATION OF THIS CONTRACT

The Ada Township Downtown Development Authority reserves the right to terminate the contract if at any time the Contractor should abandon this work; or if he should be adjudged bankrupt, or if his performance on this project is unnecessarily or unreasonably delayed; or if he should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of insolvency; or if he should persistently or repeatedly fail to supply enough properly skilled workmen or sufficient suitable material or equipment for the work; or if he should habitually fail to make prompt payment for materials and labor; or if he should persistently disregard laws or ordinances or the directions of the Downtown Development Authority; or if he should willfully violate any of the terms of the contract. In the event of such termination, a 21-day notice will be issued by the Ada Township Downtown Development Authority to the Contractor.

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.

REJECTION OF BIDS:

The Ada Township DDA reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion, is deemed most advantageous to the Ada Township DDA.

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 FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **FRIDAY, OCTOBER 2, 2020, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ _____ PER PUSH

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2020-21 snow removal seasons:

\$ _____ FOR THE 2020-21 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: _____.

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the maximum number specified above, if any:

\$ _____ PER PUSH

Total hourly rate (inclusive of all equipment and labor) for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ _____ PER HOUR

Rates for application of calcium chloride ice control material, as needed:

\$ _____, PER HOUR, FOR PERSONNEL COSTS

\$ _____, PER POUND OF DEICER APPLIED

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

Name of Company

Address

Name and Title of Signatory

City, State Zip

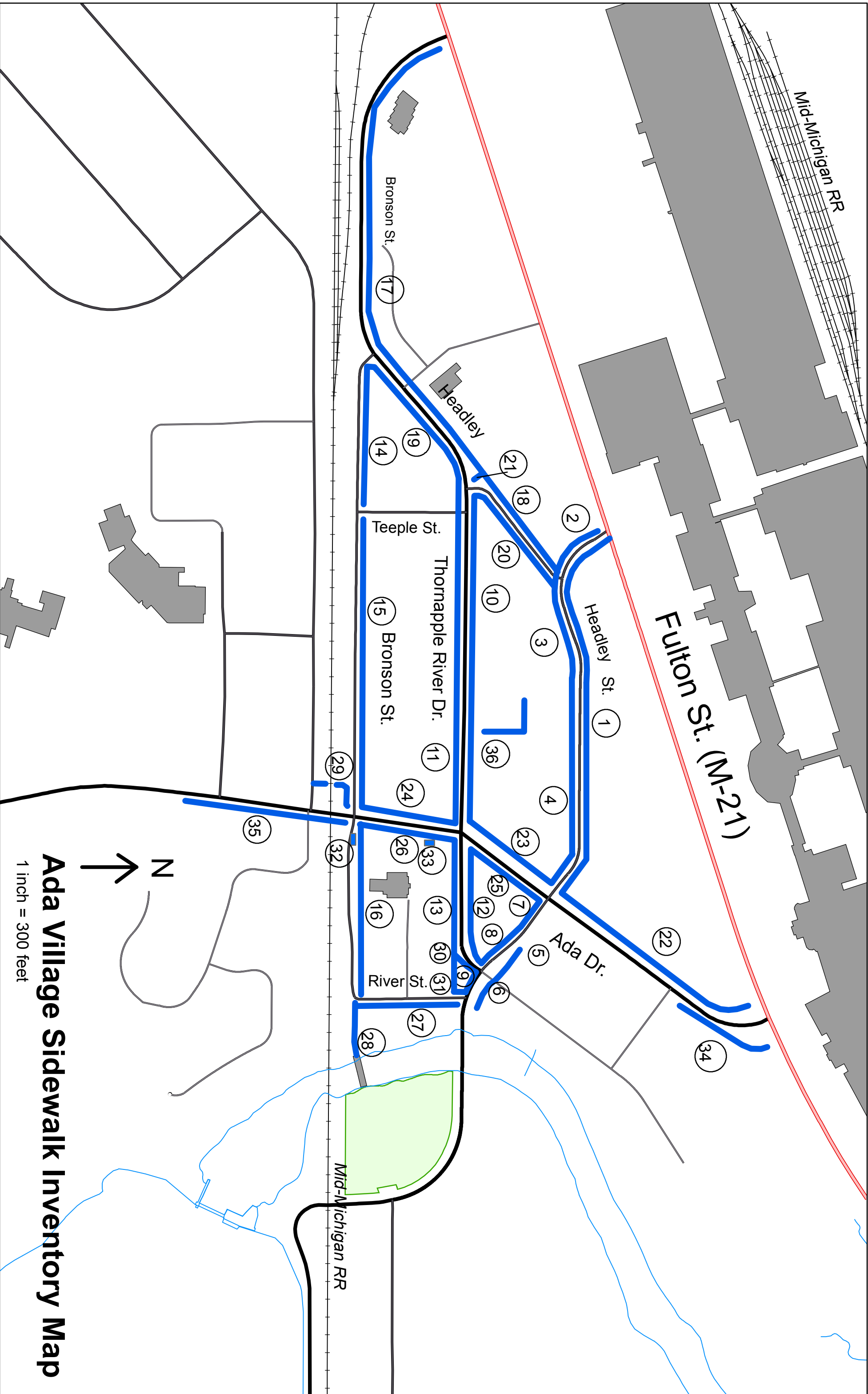
Signature

Phone

Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.



Ada Village Sidewalk Inventory Map

1 inch = 300 feet

RFP RECIPIENT LIST

VILLAGE SIDEWALK SNOW REMOVAL, 2020-21 SEASON

Lawns of Distinction
Attn: Robert Bannister
2555 Dunnigan Ave NE
Grand Rapids, MI 49525
Email: bob@lawnsfordistinction.com
Phone: O: 616 361-7987
C: 616 291-0141

Thornapple, Inc.
Attn: Scott Rissi
11240 Cascade Road
Lowell, MI 49331
Email: office@thornappleinc.com
Phone: 616 868-9770

DJ's Landscape Management
Attn: Michael Gadula, Account Manager
4720 52nd St SE
Grand Rapids, MI 49512
Email: Michael.gadula@djslandscape.com
Phone: 616 698-2700

Natural Landscapes
Attn: Shawn Sremba
8830 Belding Rd.
Rockford MI 49341
Email: ssremba@aol.com
Phone: 616 724-0857
616 437-0389

Scholten Landscape
P.O. Box 770
Ada MI, 49301
Phone: 616 897-2038

2020-2021 DDA Sidewalk Snow Removal Bid Tab

<u>Vendor</u>	<u>OPTION #1 Price Per Push</u>	<u>OPTION #2 Lump Sum Bid*</u>	<u>Additional Per Push Cost</u>	<u>Hourly Rate for Snow Windrow Removal</u>	<u>Ice Control Personnel Costs Per Hour</u>	<u>Ice Control Deicer Per Pound Cost</u>	<u>Note</u>
Natural Landscapes LLC	\$890.00	\$17,690.00	\$890.00	\$89.00	\$85.00	\$5.00	
Thornapple Inc.	\$800.00	\$13,500.00	\$600.00	\$250.00 (3 hour minimum)	\$60.00	\$0.65	400 lbs. Per Occurrence for Deicer
VanVossen Property Services	\$600.00	\$12,000.00	\$600.00	\$350.00	\$55.00	\$0.75	

*Option 2 is for maximum of
20 pushes

Date: 9/30/2020

Attn: Ada township

From: Shawn sremba

Thank you for the opportunity to bid on the sidewalk maintenance for Ada Township. Below is an overview of the personnel and equipment we propose to administer contract.

* we have a 2016 kawasaki mule with 5 foot blade and a 204 bobcat loader with a 5 foot plow for sidewalk snow removal. we also have two 300lb salt spreaders for salt application

* we will have two people assigned to this contract and one supervisor to oversee completion of job. supervisor is Shawn Sremba 616-437-0389.

After two inches of accumulation or snowfall event completion we will mobilize to remove snow from walks. We currently have contracts with city of grand rapids and grand rapids housing commission and kent county road commission for snow removal. At GR housing we remove snow from sidewalks so we understand the process of sidewalk removal. thanks again for the opportunity and we look forward to working with you.

sincerely,



Shawn Sremba



Natural Landscapes Services

8830 Belding Road NE, Suite D

Rockford, MI 49341

www.naturallandscapesllc.com

Company Profile:

Natural Landscapes is a professional full-service landscape company serving the West Michigan area for the past 20 years. We specialize in the services listed below. Customer service and attention to detail are our # 1 priority. We offer this and a low price guarantee for equal price structures. Thank you for considering our company to handle your landscape needs.

Services:

Lawn care maintenance

Complete landscape packages

Retaining walls

Hydroseeding services

Snow removal services

Hardscapes (patios and Structures)

Equipment:

Top of the line exmark/toro mowers

6 Chevy trucks

Bobcat loader

1000 gallon bowie hydroseeder

6 Boss v blades and salters

Maxi Sneaker and all equipment

References:

Please feel free to contact references below for our work. Thank you for your time.

The Score sports bar

Joe Locke: 704-649-4582

City of Grand Rapids

Joe Sulak: 616-490-2157

Kent County Road Commission

Steve Roon: 616-293-2640

**BID FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **FRIDAY, OCTOBER 2, 2020, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 890.⁰⁰ PER PUSH

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2020-21 snow removal seasons:

\$ 17,690.⁰⁰ FOR THE 2020-21 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 20.

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the maximum number specified above, if any:

\$ 890.⁰⁰ PER PUSH

Total hourly rate (inclusive of all equipment and labor) for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 89.⁰⁰ PER HOUR

Rates for application of calcium chloride ice control material, as needed:

\$ 85.⁰⁰, PER HOUR, FOR PERSONNEL COSTS


\$ 5.⁰⁰, PER POUND OF DEICER APPLIED

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

Natural Landscapes LLC
Name of Company

8830 Belding Rd Ste D Shawn Sember Owner
Address Name and Title of Signatory

Rockford, MI 49341 
City, State Zip Signature

616-437-0389 9/30/2020
Phone Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.



THORNAPPLE INC.

11240 Cascade Road Lowell, Michigan 49331
Office 616-868-9770 Fax 616-868-1130

10-2-2020

Thornapple Inc proposes to clear walks in the RFP using a new Grasshopper 725DT with a 48" snow blower head. We have checked with our supplier and a unit is in stock ready for service.

We feel given the scope of the project this will be the safest, and most reliable means to clear walks efficiently. We also have many other tools available for the task not limited to just shovels and various large snow blowers. We also have 3 utility vehicles with plows.

If ice melt is to be applied, at night we would do this using a John Deere Gator 825M with a snow-ex drop spreader. This will be a precise efficient way to distribute the material and the best option to keep it out of the landscape.

We anticipate an operator will need 4-5 hours to adequately do the tasks outlined in the scope.

In the event we need to re locate snow, we have 4 loaders, (3 are skid loaders) and 2 dump trucks that could be mobilized for this task.

While almost 70% of our annual sales at Thornapple Inc is snow removal related, we do not currently have any contracts with miles of just sidewalk clearing. We had a project in the past with a few thousand feet of sidewalk. If you wish to speak with the manager of that project contact Claire at 616-392-6480. The project was all snow removal for streets and walks at Celadon New Town in Grand Rapids Township. Most of Thornapple Inc's typical snow removal is retail or office space. With over 20 vehicles prepared for snow and ice removal Thornapple Inc is prepared to adequately handle this task.

Respectfully Submitted,

Scott Rissi
Thornapple Inc
616-868-9770

**BID FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **FRIDAY, OCTOBER 2, 2020, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 800 PER PUSH

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2020-21 snow removal seasons:

\$ 13,500 FOR THE 2020-21 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 20

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the maximum number specified above, if any:

\$ 600 PER PUSH

Total hourly rate (inclusive of all equipment and labor) for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 250 PER HOUR 3 hour Minimum Charge Per Occurrence

Rates for application of calcium chloride ice control material, as needed:

\$ 60 PER HOUR, FOR PERSONNEL COSTS

\$.65 PER POUND OF DEICER APPLIED

APPROX 400 LBS PER OCCURRENCE FOR ALL WALKS

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

Thornapple Inc
Name of Company

11240 Cascade Rd
Address

Lowell MI 49546
City, State Zip

616-868-9770
Phone

Scott Rissi V.P.
Name and Title of Signatory

Scott Rissi
Signature

10-2-2020
Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.



7120 Driftwood Dr.
Ada, MI 49301
Cell : 616-292-2947
vanvossenoutdoors@gmail.com

Ada Township

Equipment Used on City Walks include

- 2018 Boss Snowrator with 52" blade and salt spreader
- 2020 Polaris Ranger with front v blade and salt spreader
- Shovels/snow blowers where necessary

Equipment for snow pile removal

- New Holland skid steer
- John Deere 444J wheel loader
- Gmc 6500 with 15 yd dumper

1-2 Guys will maintain the city walkways. On an average snowstorm, VanVossen has 15-20 sidewalk shovelers within the Ada, Cascade Area

Alek VanVossen - Site Manager
292-2947

Grandmark Property Management
7 Condo Properties with sidewalk snow removal
Justin Vanderhoof - Justin@grandmark.management

Elston Richards Warehouse
10 Acre lot with city sidewalk snow removal
John Holmes - john-holmes@att.net

Lazy Boy Furniture
Seamus Dillon - sales@dystrolandscape.com

**BID FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **FRIDAY, OCTOBER 2, 2020, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thomapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ 600.00 PER PUSH

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2020-21 snow removal seasons:

\$ 12,000 FOR THE 2020-21 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: 20

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the maximum number specified above, if any:

\$ 600.00 PER PUSH

Total hourly rate (inclusive of all equipment and labor) for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ 350.00 PER HOUR

Rates for application of calcium chloride ice control material, as needed:

\$ 55.00 PER HOUR, FOR PERSONNEL COSTS

\$.75 PER POUND OF DEICER APPLIED

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

Van Vossen Property Services

Name of Company

7120 Driftwood dr

Address

Ada, MI 49301

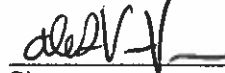
City, State Zip

616-292-2947

Phone

Alek Van Vossen, President

Name and Title of Signatory



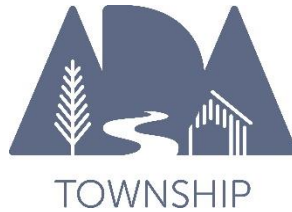
Signature

10/2/20

Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.



MEMORANDUM

Date: 10/6/20

TO: DDA Board
FROM: Julius Suchy, Township Manager
RE: Garland Installation/Takedown Quotes

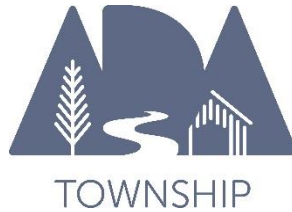
For the past few years, the Township and DDA have split the cost for installation and takedown of garland on Village light posts 50/50.

Staff released a short request for proposal and provided it to companies that have bid on this work the past few years.

A quote has been received from RRR Lawn and Landscape who performed the garland installation/takedown in 2018/2019 and 2019/2020. This quote is for \$2,995.00 which at a 50% split with the Township will cost the DDA \$1,497.50. The quote provided by RRR is the same price they performed the work for last year.

Recommendation:

Based on the quote provided, it is recommended that the DDA approve the quote from RRR Lawn and Landscape for the installation and removal of garland on Village light posts, and once again split the cost 50/50 with the Township.



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
GARLAND INSTALLATION AND TAKEDOWN FROM VILLAGE LIGHT POLES**

OVERVIEW:

The Ada Township DDA seeks proposals from qualified vendors to provide installation and takedown services of garland on light poles in the Ada Village business district and surrounding residential neighborhood for the 2020-21 season. The cost of all labor, supplies, and equipment usage necessary to meet the requirements of these bid specifications shall be included in the total bid amount submitted, unless otherwise indicated.

PROPOSAL SUBMITTAL DEADLINE:

Proposals, including the completed and signed attached Bid Form, must be received at the office of the Ada Township Clerk, 7330 Thornapple River Dr. SE, PO Box 370, Ada, MI 49301 no later than **Tuesday, October 6, at 2:00 p.m.** Proposals shall be submitted in a sealed envelope displaying the bidder's name and labelled "Garland Installation and Takedown Bid."

Proposals received after the date and time specified above will not be considered. No proposal may be withdrawn after opening for a period of thirty (30) days.

GEOGRAPHIC SCOPE OF SERVICES:

The 135 light poles to have garland installed and taken down are delineated on the attached map titled "2020 Garland Installation".

REQUIRED SCOPE OF SERVICES:

1. Pick up garland from Roselle Park Storage and install garland on 135 light poles in the Village (62 10' poles, and 73 12' poles) and return boxes to storage at Roselle Park. **Installation to be completed by November 27, 2020**
2. Removal of all garland from 135 light poles in the village, store in boxes (provided by the Township) and return boxes to Township storage. **Removal to be completed by February 27, 2021.**

INSURANCE REQUIREMENTS:

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish the Ada Township DDA with Certificates of Insurance identifying the Ada Township DDA and Ada Township as an additional insured on your policies for the duration of the contract. Certificates of Insurance shall be submitted prior to undertaking work under the Contract, demonstrating the following:

- a) General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate for bodily injury, personal injury and property damage.
- b) Worker compensation insurance with statutory limits and employer liability coverage with minimum limits of \$500,000 per occurrence and in the aggregate.
- c) Automobile liability insurance covering all owned, non-owned and hired vehicles with at least a \$1,000,000 per accident limit for bodily injury and property damage.
- d) "Special perils" insurance covering the replacement cost for Contractor's personal property used in connection with services provided under this Agreement.
- e) Umbrella liability insurance with minimum limits of \$1,000,000 per occurrence.

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.

REJECTION OF BIDS:

The Ada Township DDA reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion, is deemed most advantageous to the Ada Township DDA.

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 FORM
ADA TOWNSHIP DDA
GARLAND INSTALLATION AND REMOVAL SERVICES**

Proposals to be received until **TUESDAY, OCTOBER 6, 2020, 2:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

\$ _____ FOR 2020-2021 GARLAND INSTALLATION AND REMOVAL

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

Name of Company

Address

Name and Title of Signatory

City, State Zip

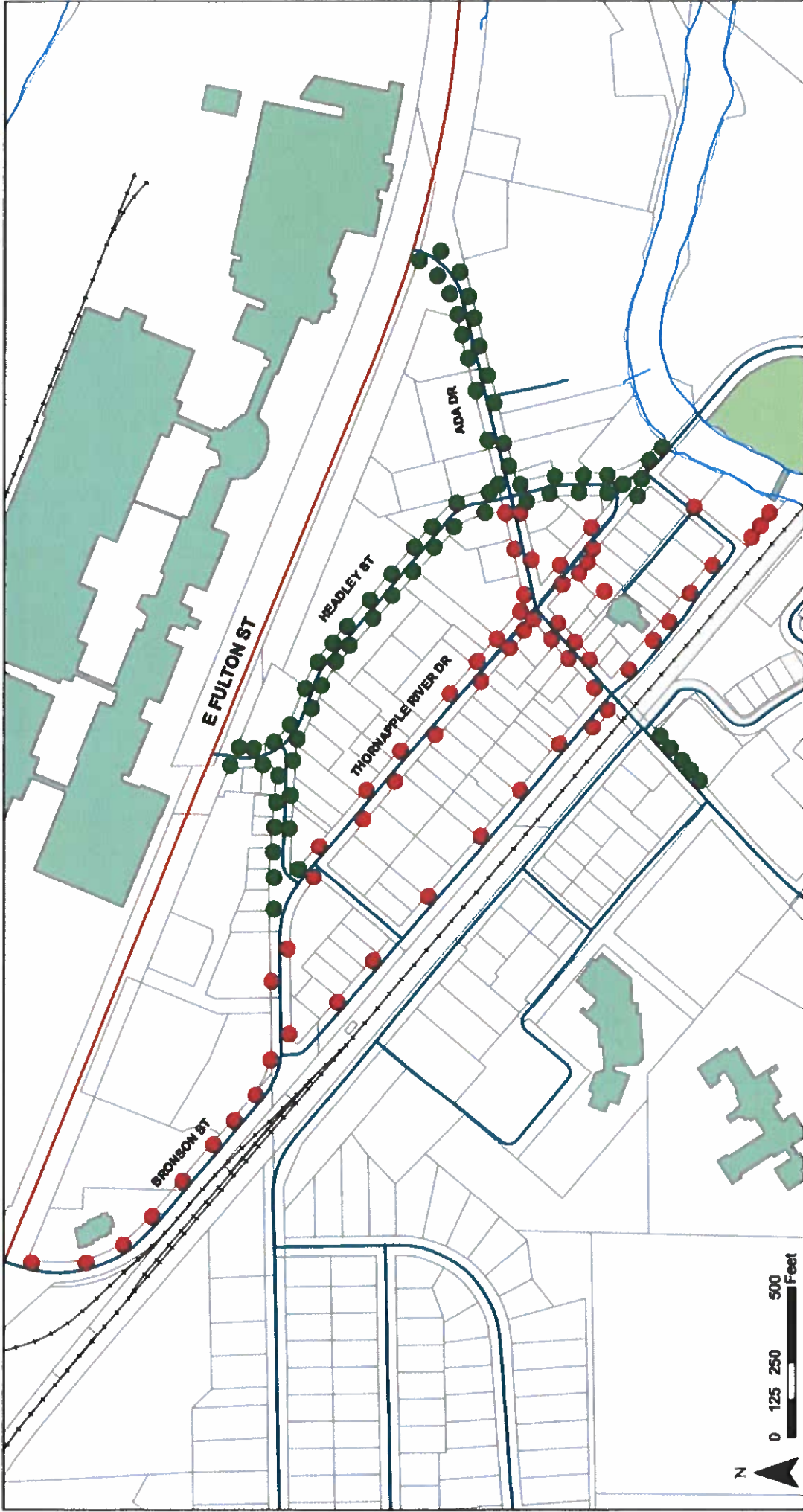
Signature

Phone

Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.



● Lightposts with 20' Garland

● Lightposts with 15' Garland

2020 Garland Installation

**BID FORM
ADA TOWNSHIP DDA
GARLAND INSTALLATION AND REMOVAL SERVICES**

Proposals to be received until **TUESDAY, OCTOBER 6, 2020, 2:00 P.M.** at:
Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

\$ 2,995.00 FOR 2020-2021 GARLAND INSTALLATION AND REMOVAL

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

It is anticipated that the DDA Board will award this Contract at the meeting of October 12, 2020.

RRR Lawn and Landscape
Name of Company

6757 Cascade Rd SE Ste 121
Address

Grand Rapids MI 49546
City, State Zip

616-240-4063
Phone

Nicky Riebel, Operations manager
Name and Title of Signatory

[Signature]
Signature

10/1/20
Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.

RRR Lawn and Landscape LLC

6757 Cascade Rd SE #121 Grand Rapids, MI 49546



RRR Lawn
- & Landscape LLC -

(616) 893-5765

nriebel@rrrlawn.com | www.rrrlawn.com

RECIPIENT:

Ada Township

7330 Thornapple River Dr PO Box 370
Ada, Michigan 49301

Estimate #1968

Sent on 10/01/2020

Total \$2,995.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Garland Installation & Takedown	<p>Work Includes:</p> <p>Pick Up of garland from Roselle Park Storage Install garland on 135 light poles in the Village (62 10' poles, and 73 12' poles) and return boxes to storage at Roselle Park. Installation to be completed by November 27, 2020. (Weather Pending)</p> <p>Remove all garland from 135 light poles in the village, store in boxes (provided by the Township) and return boxes to Township storage.</p> <p>Removal to be completed by February 27, 2021. (Weather Pending)</p> <p>** If any return visits are necessary above and beyond initial installation/removal: \$68.00 trip fee and \$60.00 per hour per man (Ex/ Power failure at street lamp)</p>	1	\$2,995.00

Total \$2,995.00

As in previous year, 2018, 2019 and 2020 we collect 50% of total upon installation of garland in November 2020 and the remaining 50% balance upon takedown of garland in February 2021.

This estimate is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____



MEMORANDUM

Date: 10/8/20

TO: DDA Board
FROM: Jim Ferro, Planning Director
RE: Quote for Power Grinding of Sidewalk Joint Trip Hazards on Village Sidewalks

In response to DDA Board concerns with unsafe vertical offsets on sidewalk joints on Bronson St., an inventory of sidewalk conditions on all of the older concrete sidewalks in the Village was recently conducted. The results of the inventory are attached. The inventory data shows that offset joint conditions are concentrated on the segment of Bronson St. between Ada Drive and River Street, and on Thornapple River Dr. between Ada Drive and Headley St.

Mechanical grinding of vertical offsets at joints in sidewalk slabs is a cost-effective method used by many communities to address these hazards.

I requested a quote from Groundhawk Excavating, from Lowell, to grind vertical offsets of 1/2 inch or more as identified in the inventory. Groundhawk has had large contracts for this type of work with the City of Grand Rapids, and has also completed this work for the City of East Grand Rapids. They have the proper equipment to carry it out. I have verified that their grinding machines are equipped with vacuum dust collection to avoid creation of airborne dust or accumulation of grinding dust on sidewalks.

I have not yet found other local sources of completing this work.

Groundhawk Excavating's quote of \$2,112 is well under the maximum \$3,000 purchase amount that may be sole-sourced without competitive bidding, as provided in the Township purchasing policy. They have indicated they are able to complete the work this year.

This method of correcting trip hazards is likely far less costly than replacing entire sidewalk sections. Since many of the hazard areas are likely caused by tree root growth, it also may not be a long-term solution, but will provide several years of added useful life of the sidewalks. The joint grinding will also facilitate safe, obstruction-free operation of snow removal equipment on the sidewalks.

Recommendation:

Authorization to contract with Groundhawk Excavating for grinding of offset sidewalk joints in excess of 1/2 inch vertical offset as identified in the sidewalk condition inventory, at a cost not to exceed \$2,112, is requested.

SIDEWALK CONDITION INVENTORY IN ADA VILLAGE

September, 2020

Frontage Location	vertical offset (inches)	Transverse or Longitudinal orientation of offset joint	Length of offset area (feet)
BRONSON ST., ADA DR TO RIVER ST			
Ada Vision	0.75	L	10 *
Ada Vision	0.75	T	2.5
West of Twp driveway	0.75	T	3
West of Twp driveway	0.75	L	15 *
At Twp sidewalk	0.5	L	5 *
Kaiser property	1	L and T	2.5
Kaiser property	1.25	T	2.5
Kaiser/VanderVeen boundary	1.25	T	4
Czekai	1	L	2.5
Czekai	1	L and T	7.5
Czekai	0.75	L and T	5
Czekai	0.75	T	2.5
BRONSON ST, ADA DR TO HEADLEY ST.			
Between 7151 and 7145 Bronson at corner of Bronson/Headley, between pavers and sidewalk	1.5	T	5
	.75"	T	5
THORNAPPLE RIVER DR., HEADLEY TO ADA DR., SOUTH SIDE			
West boundary of Museum property	0.5	T	5
7172 Thornapple River Dr.	0.5	T	5
7202 TRD	0.5	T	5
7212 TRD	0.75	T	2.5
7220 TRD	0.5	T	5
7242 TRD	0.75	T	2.5
7242 TRD	1.25	T	3
7242 TRD	0.625	T	4
7242 TRD	0.5	T	3
THORNAPPLE RIVER DR., HEADLEY TO ADA DR., NORTH SIDE			
Brody B Café	0.5	T	5
Brody B Café	0.625	T	5
Community Church	0.5	T	5
Community Church, at west driveway	0.75	T	5
Critter Cottage	0.5	T	5
Critter Cottage	0.5	T	5
Critter Cottage	1.5	T	5
Badly cracked square - Critter Cottage			
Critter Cottage	1.5	T	5
Periwinkle	0.5	T	5
Periwinkle	0.5	T	2.5
Badly cracked square -Grand Salon			
7171 TRD - Korth office	0.5	T	5
Hansen	1.125	T	2.5
Hansen	0.5	T	2.5
Hansen	1	T	2.5

Total length of grinding (ft): 167
 Ave depth of grinding (in): 0.788

GROUNDHAWG EXCAVATING & LANDSCAPING LLC
 10216 CASCADE RD SE
 LOWELL, MI 49331
 CELL :616-218-4850
 EMAIL: groundhawg2012@gmail.com

Estimate

Date	Estimate #
9/18/2020	386

Name / Address
ADA Village 7330 Thonrapple River DR Ada, MI 49301

Project

Description	Qty	Rate	Total
Sidewalk grinding in the Village of Ada-1" or less	140	12.00	1,680.00
Sidewalk grinding in Village of Ada-1'-1'1/2 per ft	27	16.00	432.00
Total			\$2,112.00

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 50.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 (DECREASE)	BALANCE (ABNORMAL)	
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES: DDA AD VAL	22,977.00		1,436.12	0.00	21,540.88	6.25
248-000.000-401.406	TAXES: DDA IFT	29,124.00		0.00	0.00	29,124.00	0.00
248-000.000-665.000	INTEREST REVENUE	7,550.00		1,000.71	0.00	6,549.29	13.25
Total Dept 000.000		59,651.00		2,436.83	0.00	57,214.17	4.09
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	328,047.00		172.67	0.00	327,874.33	0.05
248-020.000-423.000	TAXES: IFT	23,122.00		0.00	0.00	23,122.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	140,185.00		0.00	0.00	140,185.00	0.00
Total Dept 020.000 - TAXES		491,354.00		172.67	0.00	491,181.33	0.04
Dept 026.000 - CONTRIBUTIONS							
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	84,000.00		(450.00)	0.00	84,450.00	(0.54)
Total Dept 026.000 - CONTRIBUTIONS		84,000.00		(450.00)	0.00	84,450.00	(0.54)
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000	MISC AND OTHER REVENUE	1,000.00		1,000.00	0.00	0.00	100.00
248-028.000-694.001	REGISTRATIONS	6,600.00		4,755.00	75.00	1,845.00	72.05
Total Dept 028.000 - FARMER'S MARKET		7,600.00		5,755.00	75.00	1,845.00	75.72
TOTAL REVENUES		642,605.00		7,914.50	75.00	634,690.50	1.23
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	43,255.00		2,168.02	0.00	41,086.98	5.01
248-170.000-704.001	WAGES - SUPPORT	8,574.00		10,525.58	1,616.34	(1,951.58)	122.76
248-170.000-715.000	FICA - TOWNSHIP SHARE	3,213.00		761.92	96.20	2,451.08	23.71
248-170.000-716.000	FICA - MEDICARE TWP SHARE	752.00		178.21	22.50	573.79	23.70
248-170.000-719.000	RETIREMENT - EMPLOYER COST	5,183.00		1,269.40	161.64	3,913.60	24.49
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,473.00		1,523.90	241.60	949.10	61.62
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	12,680.00		1,196.31	10.47	11,483.69	9.43
248-170.000-800.000	CONTINUING EDUCATION	560.00		0.00	0.00	560.00	0.00
248-170.000-801.000	CONTRACT SERVICE	26,920.00		4,665.00	1,080.00	22,255.00	17.33
248-170.000-820.000	MEMBERSHIP & DUES	368.00		125.00	0.00	243.00	33.97
248-170.000-828.000	LEGAL SERVICES	2,000.00		0.00	0.00	2,000.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	1,150.00		0.00	0.00	1,150.00	0.00
248-170.000-974.000	IMPROVEMENTS	27,300.00		0.00	0.00	27,300.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		134,428.00		22,413.34	3,228.75	112,014.66	16.67
Dept 299.000 - GENERAL ADMINISTRATION							
248-299.000-906.001	COMMUNITY EVENTS	78,770.00		1,104.00	0.00	77,666.00	1.40

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 50.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 NCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND						
Expenditures						
Total Dept 299.000 - GENERAL ADMINISTRATION		78,770.00	1,104.00	0.00	77,666.00	1.40
Dept 900.000 - OTHER TOWNSHIP EXPENSES						
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	122.72	19.82	(122.72)	100.00
248-900.000-947.000	TRANSFERS OUT TO OTHER FUNDS	0.00	100,000.00	0.00	(100,000.00)	100.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	100,122.72	19.82	(100,122.72)	100.00
Dept 990.000 - BOND ISSUANCE						
248-990.000-991.000	BOND PRINCIPAL PAYMENTS	161,151.00	0.00	0.00	161,151.00	0.00
248-990.000-995.000	BOND INTEREST PAYMENTS	101,387.00	50,693.53	0.00	50,693.47	50.00
Total Dept 990.000 - BOND ISSUANCE		262,538.00	50,693.53	0.00	211,844.47	19.31
TOTAL EXPENDITURES		475,736.00	174,333.59	3,248.57	301,402.41	36.65
Fund 248 - DDA FUND:						
TOTAL REVENUES		642,605.00	7,914.50	75.00	634,690.50	1.23
TOTAL EXPENDITURES		475,736.00	174,333.59	3,248.57	301,402.41	36.65
NET OF REVENUES & EXPENDITURES		166,869.00	(166,419.09)	(3,173.57)	333,288.09	99.73
BEG. FUND BALANCE		650,573.62	650,573.62			
END FUND BALANCE		817,442.62	484,154.53			

REVENUE AND EXPENDITURE REPORT FOR ADA TOWNSHIP

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 50.14

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020	MONTH 09/30/2020	BALANCE	
			(ABNORMAL)	(DECREASE)	(ABNORMAL)	
Fund 248 - DDA FUND						
Revenues						
Dept 028.000 - FARMER'S MARKET						
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	100.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	6,600.00	4,755.00	75.00	1,845.00	72.05
Total Dept 028.000 - FARMER'S MARKET		7,600.00	5,755.00	75.00	1,845.00	75.72
TOTAL REVENUES		7,600.00	5,755.00	75.00	1,845.00	75.72
Expenditures						
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION						
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,740.00	276.31	10.47	1,463.69	15.88
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	7,920.00	4,665.00	1,080.00	3,255.00	58.90
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		9,960.00	4,941.31	1,090.47	5,018.69	49.61
TOTAL EXPENDITURES		9,960.00	4,941.31	1,090.47	5,018.69	49.61
Fund 248 - DDA FUND:						
TOTAL REVENUES		7,600.00	5,755.00	75.00	1,845.00	75.72
TOTAL EXPENDITURES		9,960.00	4,941.31	1,090.47	5,018.69	49.61
NET OF REVENUES & EXPENDITURES		(2,360.00)	813.69	(1,015.47)	(3,173.69)	34.48
BEG. FUND BALANCE		650,573.62	650,573.62			
END FUND BALANCE		648,213.62	651,387.31			