



Date: January 30, 2018

Dear Bidders,

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

**FERTILIZATION TREATMENT SERVICES
FOR LAWNS ON 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:

Thursday, March 1, 2018 at 11:00 a.m., local time

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

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

For more information or to request a copy of the bid/proposal specifications, please call (616)-676-9191- ext. 50. A copy of the bid specifications may also be picked up at the Ada Township Clerk's office at 7330 Thornapple River Drive.

Sincerely,

George Haga
Ada Township Supervisor



SPECIFICATIONS FOR FERTILIZATION TREATMENT SERVICES

For Ada Township Streetscapes, Fire Stations, Town Hall, Parks, Cemeteries and Utility Facilities

SCOPE

Ada Township is requesting bids for seasonal fertilization and other lawn care treatments on various lawns in properties owned by Ada Township.

The work covered in these specifications consist of furnishing all necessary labor, equipment, supplies and materials and performing all operations in connection with a complete lawn care program of these properties.

Prices are requested for three years. Acceptance of the second and third years is optional for the Township. Lawn fertilization program for the period estimating commencing:

April 1, 2018 - September 30, 2018

April 1, 2019 - September 30, 2019

April 1, 2020 - September 30, 2020

GENERAL SPECIFICATIONS

LOCATIONS

Township Hall

Ada Township Hall -7330 Thornapple River Dr.

Streetscapes

Ada Streetscape - Ada Drive from E. Fulton to Rix Street

Ada Streetscape - Bronson Street from E. Fulton Street to the Covered Bridge.

Ada Streetscape - Headley Street from Bronson Street to Thornapple River.

Ada Streetscape - Headley Street from Fulton to Thornapple River.

Ada Streetscape - Headley Street from Headley Street to Headley Street

Ada Streetscape - Thornapple River Dr. from Headley St. to the Thornapple River bridge.

Fire Stations

Ada Fire Station #1 - 6990 E Fulton St

Ada Fire Station #2 - 7211 Knapp St NE

Museum

Averill Historical Museum - 7144 Headley St

Parks

Ada Township Park - 1180 Buttrick Ave SE
Leonard Field - 7500 Thornapple River Dr.
Roselle Park - 1010 Grand River Dr.

Cemeteries

Ada Cemetery - 6645 Fulton St
Findley Cemetery - 7200 2 Mile Rd NE

Utility Facilities

Ada Sewer Station – 7380 E. Fulton St.
Ada Elevated Water Tank – 5554 Ada Dr.
Ada water Pump Station – 4816 Ada dr.
Ada Sewer Lift Station – Corner of Cascade Road and Spaulding Ave.
Ada Sewer Lift Station – 290 Spaulding Ave.
Hall Street Lift Station – 5465 Hall St.
Ada Moorings Lift Station – Corner of Thornapple Club Dr. and Jacaranda Circle in Ada Moorings Development off Grand River Dr.
Grand Valley Estates Water Pump Station – 5458 Grand Valley Court in Grand Valley Estates
Grand Valley Estates Elevated Water Tank – 5842 Knapp Street.

SERVICES REQUESTED

*Crabgrass herbicide treatment with phosphorous free fertilizer (organic considered) in April to specified lawn areas.

*Insecticide treatment for beetle larvae (grub) along with phosphorous free fertilizer (organic considered) in the June to specified lawn areas.

*Broad leaf herbicide treatment (to be effective on clover) with phosphorous free fertilizer (organic considered) in the summer (softball fields) and September to specified lawn areas.

BID PRICING STRUCTURE

- *Bids are to identify amount per treatment for each individual site.
- *Bids are to include expected annual cost plus a total for three years of service.
- *Contractor to list products and analysis to be used such as MSDS and safety sheets.
- *Contractor shall furnish to Ada Township an invoice for services after each set of treatments have been completed (3 times per year).
- *Payment will be withheld for any site not treated 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 a three-year period.
- *This contract will be awarded based on cost, competence of bidder, and equipment used. Township has the right to reject any and all bids.

TECHNICAL SPECIFICATIONS

Fertilization treatment program to be provided to the following properties:

Ada Township Hall -7330 Thornapple River Dr.

- Ada Streetscape - Ada Drive from E. Fulton to Rix Street
- Ada Streetscape - Bronson Street from E. Fulton Street to the Covered Bridge.
- Ada Streetscape - Headley Street from Bronson Street to Thornapple River.
- Ada Streetscape - Headley Street from Fulton to Thornapple River.
- Ada Streetscape - Headley Street from Headley Street to Headley Street
- Ada Streetscape - Thornapple River Dr. from Headley St. to the Thornapple River bridge.

- Ada Fire Station #1 - 6990 E Fulton St
- Ada Fire Station #2 - 7211 Knapp St NE

Averill Historical Museum - 7144 Headley St

- Ada Township Park - 1180 Buttrick Ave SE
- Leonard Field - 7500 Thornapple River Dr.
- Roselle Park - 1010 Grand River Dr.

- Ada Cemetery - 6645 Fulton St
- Findley Cemetery - 7200 2 Mile Rd NE

- Ada Sewer Station – 7380 E. Fulton St.
- Ada Elevated Water Tank – 5554 Ada Dr.
- Ada water Pump Station – 4816 Ada dr.
- Ada Sewer Lift Station – Corner of Cascade Road and Spaulding Ave.
- Ada Sewer Lift Station – 290 Spaulding Ave.
- Hall Street Lift Station – 5465 Hall St.
- Ada Moorings Lift Station – Corner of Thornapple Club Dr. and Jacaranda Circle in Ada Moorings Development off Grand River Dr.
- Grand Valley Estates Water Pump Station – 5458 Grand Valley Court in Grand Valley Estates
- Grand Valley Estates Elevated Water Tank – 5842 Knapp Street.

For the properties of Ada Township Hall, Ada Streetscapes, Ada Fire Station #1, Averill Historical Museum, Ada Township Park, Leonard Field Park and Roselle Park, the program is to have three treatments per year to the following specifications:

Application #1: To be done in April of each year

Pre-emergent crabgrass herbicide plus fertilizer:

- *Fertilizer: no phosphates; ¾ lb of nitrogen per 1000 sq ft; 1/3 lb of potassium per 1000 sq ft.
- *Pre-emergent: Barricade at .516 lb AI per acre or Dimension at .19 lb AI per acre.

Application #2: To be done in June of each year.

Grub Preventer plus fertilizer to all sites plus a broadleaf weed control to the Ada Park softball fields.

- *Fertilizer: no phosphates; ¾ lb of nitrogen per 1000 sq ft; 1/3 lb of potassium per 1000 sq ft., organic or partially organic given consideration.
- *Merit Grub Preventer plus fertilizer- to be used at full rate of Merit.
- *Broadleaf Weed Control- blanket application to the softball fields, (to be effective on clover).

Application #3: To be done in September of each year.

Fertilizer plus Broadleaf Weed Control

*Fertilizer: no phosphates; ¾ lb of nitrogen per 1000 sq ft; 1/3 lb of potassium per 1000 sq ft., organic or partially organic given consideration.

*Broadleaf Weed Control- blanket application, (to be effective on clover).

For the properties of Ada Township Cemeteries, Fire Station #2 and the Utility Facilities listed, the program is to have one treatment only in the fall per the following specifications:

Application to be done in September of each year.

Fertilizer plus Broadleaf Weed Control

*Fertilizer: no phosphates; ¾ lb of nitrogen per 1000 sq ft; 1/3 lb of potassium per 1000 sq ft., organic or partially organic given consideration.

*Broadleaf Weed Control- blanket application

Additional Technical Specifications:

*That all fertilizers be phosphate free

*Fertilizer: ¾ lb of nitrogen per 1000 sq ft; 1/3 lb of potassium per 1000 sq ft

*Consideration given to organic fertilizers or fertilizer with partial organic mix when applicable.

*Pre-emergent: Barricade at .516 lb AI per acre or Dimension at .19 lb AI per acre

*Grub Preventer - Merit - to be used at full rate of Merit; applied in early summer

*Broadleaf Weed Control- blanket application (to be effective on clover).

*Pre-notification of applications is required. Materials may be viewed and/or counted prior to and after completion of treatments.

*Contractor will be responsible for weeds that do not die and/or uneven applications, to be fixed at the Contractors expense.

*No damage by machines, personnel, herbicides to occur to garden and landscape vegetation. Contractor to be liable for any damage or loss.

*Contractor to list products and analysis to be used.

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 expenses, \$1,000,000 auto liability, worker compensation limits of \$100,000/\$50,000/\$10,000 umbrella limit of \$1,000,000.

CANCELATION 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 conditions:

1. 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.
2. If the condition should repeat for a second time, Ada Township shall issue a written notice of contract termination.

LICENSES & CERTIFICATIONS

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 application of fertilizers, herbicides and insecticides or other work performed under this contract.

Contractor must submit a copy of Pesticide Application Business License.

Company Information:

Business Name: _____

Contact: _____

Phone: _____

Address: _____

Number of years in Business: _____

Certified Applicator Names & Licenses Numbers: _____

REFERENCES

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

List 3 other properties of similar scope and size that you were under contract for the 2014 season. Please include property name, contact with phone number, size of the property in acres, and also how many years you have been treating at this site:

1. _____
2. _____
3. _____

Please list equipment to be used on these properties:

BID PREPARATION AND RESPONSE

To be considered, bid must be received in the Ada Township Clerk’s office, 7330 Thornapple River Dr., P.O. Box 370, Ada, MI 49301 no later than **11:00 a.m. Thursday, March 1, 2018.**

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 individuals ability to perform the duties of a particular job or position.

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, 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 STATEMENT
FOR FERTILIZATION TREATMENT AT ADA TOWNSHIP PROPERTIES

List size (to 1/10 of acre) for each property and projected amount for each year:

PROPERTIES	ACRES	BID AMOUNTS		
		2018	2019	2020
Township Hall (3 treatments/year for 3 years) Ada Township Hall -7330 Thornapple River Dr.	_____	_____	_____	_____
Streetscapes (3 treatments/year for 3 years)				
1) Ada Drive from E. Fulton to Rix Street	_____	_____	_____	_____
2) Bronson Street from E. Fulton Street to the Covered Bridge	_____	_____	_____	_____
3) Headley Street from Bronson Street to Thornapple River.	_____	_____	_____	_____
4) Headley Street from Fulton to Thornapple River.	_____	_____	_____	_____
5) Headley Street from Headley Street to Headley Street	_____	_____	_____	_____
6) Thornapple River Dr. from Headley St. to the Thornapple River bridge.	_____	_____	_____	_____
Museum (3 treatments/year for 3 years) Averill Historical Museum - 7144 Headley St	_____	_____	_____	_____
Parks (3 treatments/year for 3 years)				
Ada Township Park - 1180 Buttrick Ave SE	_____	_____	_____	_____
Leonard Field - 7500 Thornapple River Dr.	_____	_____	_____	_____
Roselle Park - 1010 Grand River Dr.	_____	_____	_____	_____
Fire Station #1 (3 treatments/year for 3 years) Ada Fire Station #1 - 6990 E Fulton St	_____	_____	_____	_____
Fire Station #2 (1 treatment per year for 3 years) Ada Fire Station #2 - 7211 Knapp St NE	_____	_____	_____	_____
Cemeteries (1 treatment per year for 3 years)				
Ada Cemetery - 6645 Fulton St	_____	_____	_____	_____
Findley Cemetery - 7200 2 Mile Rd NE	_____	_____	_____	_____
Utility Facilities (1 treatment per year for 3 years)				
Ada Sewer Station – 7380 E. Fulton St.	_____	_____	_____	_____
Ada Elevated Water Tank – 5554 Ada Dr.	_____	_____	_____	_____
Ada Water Pump Station – 4816 Ada Dr.	_____	_____	_____	_____
Ada Sewer Lift Station – Corner of Cascade Rd. & Spaulding Ave.	_____	_____	_____	_____
Ada Sewer Lift Station – 290 Spaulding Ave.	_____	_____	_____	_____
Hall Street Lift Station – 5465 Hall St.	_____	_____	_____	_____
Ada Moorings Lift Station – Corner of Thornapple Club Dr.	_____	_____	_____	_____
Grand Valley Estates Water Pump Station - 5458 Grand Valley Ct.	_____	_____	_____	_____
Grand Valley Estates Elevated Water Tank – 5842 Knapp Street.	_____	_____	_____	_____
Sub-Totals:	_____	_____	_____	_____

TOTAL PROPOSAL: _____

 CONTRACTOR SIGNATURE

 PRINTED NAME

 DATE

 COMPANY NAME

 ADDRESS

 TELEPHONE NUMBERS

 FAX

 EMAIL ADDRESS