

DEPARTMENT OF PUBLIC WORKS

October 12, 2023

Request for Proposal-Thomas Township
2024-2026 Lawn Mowing and Landscaping Services
249 North Miller Road, Saginaw, Michigan 48609
(989) 781-0150; (989) 781-6438

Thomas Township is seeking quotes for lawn mowing and landscaping maintenance services for various Township owned properties during the 2024 mowing season with an option to extend for the 2025 and 2026 seasons. You are being asked to provide a detailed quote to provide these services. Sealed quotes may be hand delivered or mailed to the Municipal Offices located 249 North Miller Road, Saginaw, MI 48609. Bids must be received by **3:00 PM Wednesday, November 15, 2023**. Please clearly mark your sealed envelopes as 2024-2026 Lawn Mowing and Landscaping Services attention Trevor Schultz. Bids will be opened at **3:05 PM, November 15, 2023** at the Municipal Office Building. You are welcome to submit supporting information with your bid; however, all quotes must be submitted on the uniform Thomas Township Bid Form that has been included with this request to be considered. Please quote 2024, 2025 and 2026 services separately as outlined on the bid form. Our intent is to award the work for 2024 to a single contractor and exercise the optional 2025 and 2026 agreements provided the Township is satisfied with the 2024 performance. An award date of early January 2024 is anticipated for the 2024 services. The award date for the optional 2025 and 2026 services is anticipated early October, 2024.

SCOPE OF AND DEFINITION OF SERVICES REQUESTED

SEASON: Weekly services to begin **April 1st** (or later as directed by Township), continuing until **October 31st** (or earlier as directed by Township).

MOWING: Maintenance of all designated lawn areas must be cut to a minimum height of 2" and a maximum height of 3" whether by mechanical means or by hand. Areas are to be uniformly maintained regardless of the equipment used. Lawn clippings are to be bagged and disposed of properly. Sidewalks, concrete areas, gutters, parking areas and curbed areas shall be swept clear of clippings, dirt, mud, stone or other debris.

EDGING: Maintaining all edges of the lawn areas serviced from any growth encroaching upon sidewalks, curbs, asphalt areas or landscaping beds. Includes metal edging repair.

TRIMMING: Trimming of all growth in lawn areas that are not accessible by other cutting means. Trimming will be required around, under and along posts, fencing, trees, shrubs, monuments, grave markers, signs, buildings and other obstructions. Trimmed heights must be uniform and equal to the mowed heights. Trimmings are to be disposed of properly. Trimming services will be extremely critical in the cemetery.

LANDSCAPING MAINTENANCE: A minimum of twice-yearly trimming of trees, bushes, shrubs and other plants in the defined areas. (Some years may require more services). Landscaping maintenance shall also include the weeding of the landscaping beds in the defined areas on a monthly basis beginning and ending with the mowing season. This would include applications of “Roundup” or other types of weed killing solution to the beds to decrease the weed growth.

SPRING AND FALL CLEANUP SERVICES: One-time special cleanups of leaves, needles, and debris in early spring and late fall for the following areas. These services will be scheduled by Thomas Township when needed:

- Roethke Park pavilions and playground areas.
- Roberts Park playground and pavilion areas.
- Township Public Safety Building, Public Works Building, Municipal Building.
- Greenbelt along Shields Dr. from the Thomas Trail to Miller Rd.
- Owens Cemetery grounds.

GRATIOT ROAD (M-46) MEDIAN SERVICES:

- Seasonal maintenance on the median of Gratiot Road (M-46) from Gaslight Lane to M-52.

Purpose Guidelines and Requirements:

SERVICES REQUESTED:

Please Note: The proposal and quotes of service are divided into Divisions as defined by the extent of the services requested.

➤ **DIVISION A; Mowing, edging and trimming areas.**

- **Robert’s Park, end of Bacon Street:** General park grounds, playgrounds, parking areas, walking areas, picnic areas and the Miller Road and Bacon Street entrances. (Map #1)
- **Robert’s Park Softball Fields 1, 2, 3 & 4.** All areas defined within the field fence lines. (This includes maintaining the warning track areas free of grass and weeds). (Map #2)
- **Day Park, W. side of South River Rd located between Gratiot Rd and Ronald Dr:** General park grounds, parking areas, walking areas, picnic areas and the greenbelt located between River Road and the parking areas. (Map #3)
- **Roethke Park, 400 Leddy Rd:** General park grounds, band shell area, swimming pool perimeter, playgrounds, grassed parking area, walking areas around pond, picnic areas and the Leddy Rd entrance. MDOT Clear View area at Leddy and Gratiot (M-46). (Map #4)

- **Roethke Park, 400 Leddy Rd: Greenbelt between Leddy and Thomas Roads. MDOT clear-view area Thomas and Gratiot Roads.** Entire frontage along Gratiot (M-46) from the tree line to the shoulder of the roadway. (Map #5)
- **Community Park, 249 N Miller Rd:** General park grounds, ice rinks and Shield's Drive greenbelt. (Map #6). **Also note that this area is currently under construction and will be changing dramatically. Please see site plan Map #23 for the future campus layout.**
- **Owen Cemetery, 2000 N River Rd, (located between Miller Rd and State Street):** General cemetery grounds and entrance area. (Map #7)
- **Thomas Township Trail, North Miller Road to Saginaw Valley Rail Trail:** The total trail length is approximately 16,350 feet. The area to be maintained varies between sections.
 - The area between Shields Dr. and Gratiot Rd. shall be maintained 50 foot either side of the trail edge. Includes the grass median between sidewalk and Gratiot Rd curb-line. (Map #8)
 - The area between Gratiot Rd. and O'Hern shall be generally maintained 12 foot either side of trail edge with the exception of the area abutting Swan Valley High School where the area to be maintained is fence-line to fence-line. Includes the grass median between sidewalk and Gratiot Rd. curb-line from the designated pedestrian crossing to trail. (Map #9)
 - The area between O'Hern and Ederer Roads shall be generally maintained 12 foot either side of trail edge. (Map #10)
 - The area between Ederer Road and the terminus located at the Saginaw Valley Rail Trail intersection shall be generally maintained 12 foot either side of trail edge. (Map #11)
 - The area between Shields Dr. north to Miller Rd. shall be generally maintained 12 foot either side of the trail edge. (Map #12).
- **Dice Road Park, 9970 Dice Rd:** Baseball field including greenbelt between fence-line and Dice Rd. (Map #13)

➤ **DIVISION B; Mowing, edging, trimming and landscaping maintenance.**

- **Township Municipal Offices, 249 N Miller Rd:** General grounds, parking area islands and peninsulas. (Map #14). **Also note that this area is currently under construction and will be changing dramatically. Please see site plan Map #23 for the future campus layout.**
- **Fire Station #1, 355 N Miller Rd:** General grounds, parking area islands, peninsulas and Shield's Drive greenbelt. (Map #15)
- **Fire Station #2, 9970 Dice Rd:** General grounds, parking area islands and peninsulas. (Map #16)
- **Public Safety Administration Building, 8215 Shields Dr:** General grounds, parking area islands and peninsulas. (Map #17)

- **Department of Public Works Administrative Building, 251 Miller Ct:** General grounds, parking area islands and peninsulas. (Map #18)
- **Vacant Parcel, 270 N Miller Rd:** General grounds. (Map # 19)
- **Elevated Water Tower & Bulk Water Sales, 1167 Graham Rd:** General grounds and entrance area. (Map # 20)
- **Great Lakes Bay Tech Park, 351 Graham Rd:** General grounds, planting areas, and landscaped areas only located within the road right-of-way and greenbelt along both Graham Road and Sunshine Court. This work will include trimming around all fences, pillars, signs and gates. Maintain landscape beds free of weed growth and include regular cutting and trimming of the ditch-line along Graham Road. (Map #21)

3. DIVISION C; Mowing and trimming only – Occasional Special Requests.

- **Various Areas as necessary:** On occasion, additional mowing and trimming services may become necessary to facilitate a special event or to enforce the Township's Ordinance regarding un-kept or overgrown parcels that cannot be defined with any other division. This type of work is typically completed on a non-maintained subdivision lot. (The average size is roughly 100' X 130'). **Please quote this service in Cost per Hour.**

4. DIVISION D; Gratiot Road (M-46) Median, Map #22

- Four (4) cuttings of the median grass area along Gratiot Road (M-46) beginning at Gaslight Lane and continuing west to Graham Road (M-52).
- The cuttings are to be completed within the first five (5) days of June, July, August and September, of each year.
- Mowing services can only take place on Tuesday, Wednesday or Thursday and between the hours of 8 am and 5 pm per the Michigan Department of Transportation (MDOT).
- The Township may delay the scheduled cutting based on weather-related conditions.
- A minimum of Ten (10) days of advance notice is required to satisfy MDOT advance notice requirements.
- A finished grass height of the median shall be no higher than five (5) inches.
- A tractor used for cutting must have warning or flashing lights which can be seen from all directions. No other vehicles may be in the median area during the cutting. No trailer or tow vehicle may be parked in or along the median during cutting.
- Any trash that is in the median shall be picked up **prior** to any cutting. At no time is any trash to be mowed over. It is the responsibility of the contractor to dispose of the debris collected.
- All edges and areas around signs, bridges, abutments or any area not accessible with the lawn cutting tractor are to be mechanically trimmed to an equal cutting height to maintain a proper aesthetic appearance, each time maintenance is performed.
- Removal of grass clippings is not deemed necessary unless there is such growth that it affects the aesthetic appearance of the median. If clippings have not been removed and it is deemed necessary by Thomas Township for them to have been removed, contractor shall remove clippings at no additional cost or expense to the Township.
- Junk, trash and debris sometimes accumulates in the median area. Contractor must remove such junk, trash and debris prior to cutting the median area and must dispose of the same at contractor's expense.

5. **DIVISION E; Spring and Fall Cleanup Services**

Twice yearly special cleanups of leaves, needles, and debris in early spring and late fall for the following areas. These services will be scheduled by Thomas Township when needed but are typically completed in late March and early November:

- Roethke Park pavilion and playground areas.
- Roberts Park playground and east pavilion area.
- Township Public Safety Building, Public Works Building, Municipal Building.
- Greenbelt along Shields Dr. from the Thomas Trail to Miller Rd.
- Owens Cemetery grounds.

➤ **Contact Information**

- For additional information and questions regarding expected services for Robert's Park, Community Park, Day Park, Dice Rd Park, Thomas Township Trail and Roethke Park, please contact ***John Corriveau at (989) 781-0151.***
- For additional information and questions regarding expected services for Municipal Bldg., Public Safety Bldg., Public Works Bldg., Owen Cemetery, Fire Stations 1 & 2, Elevated Tank & Bulk Water Sales site, Great Lakes Bay Tech Park, the "vacant" lot or regarding occasional special requests, please contact ***Trevor Schultz at (989) 781-6438.***
- For additional information and questions regarding expected services for the M-46 median work, please contact ***Dan Sika at (989) 781-0150.***

➤ **SPECIAL INSTRUCTIONS**

Only those quotes submitted on the attached uniform Thomas Township Bid Form will be considered.

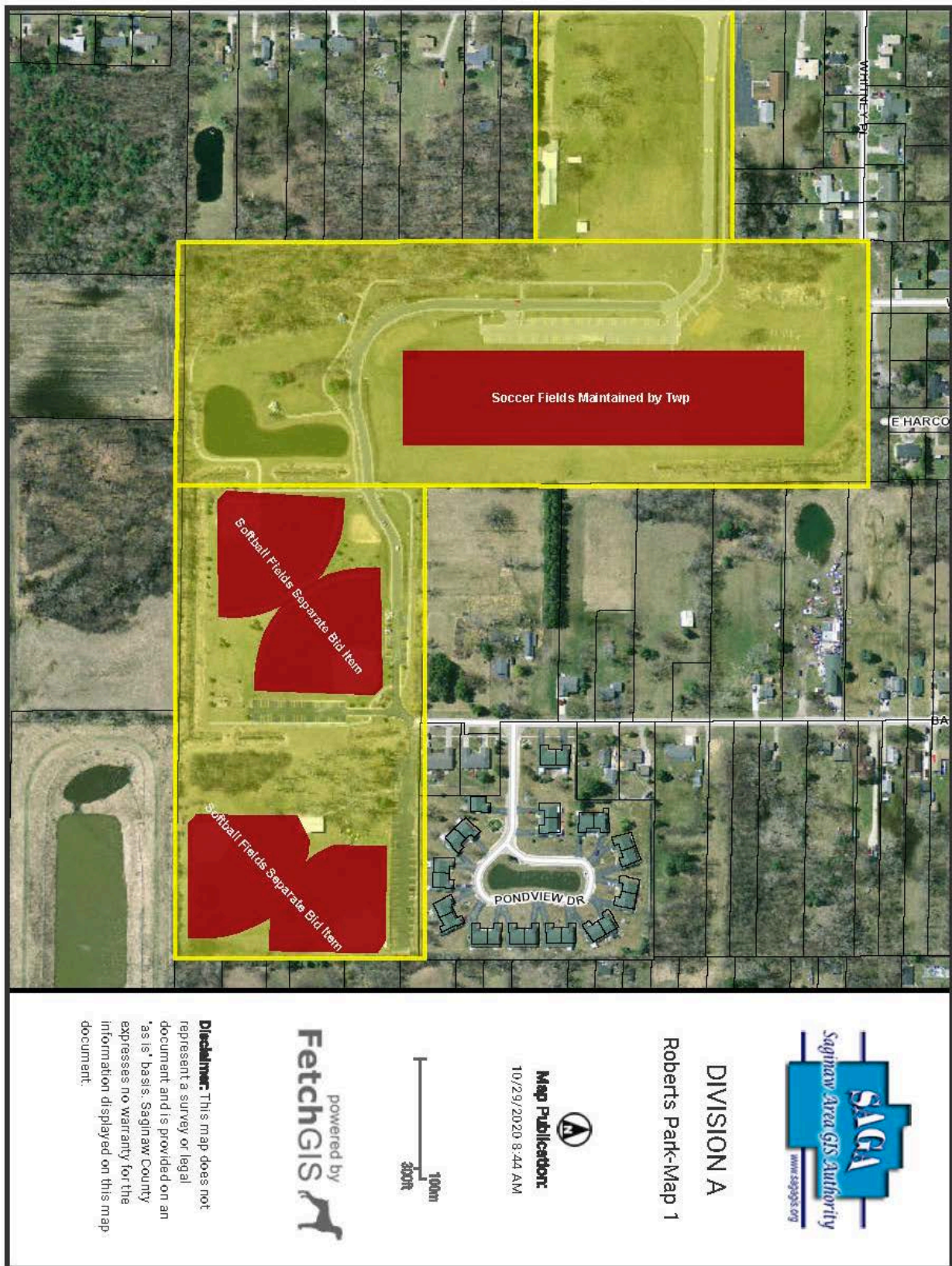
1. You, as contractor will be required to quote off of your own measurements of the areas listed.
2. The Thomas Township Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids not proposed for the lowest amount submitted.
3. While it is Thomas Township's intention to complete all of the proposed work, the Township reserves the right to delete any of the above listed work at its own discretion, at any time.
4. You, as contractor, will be required to exercise all reasonable efforts to protect other areas from damages while performing your duties. This includes but is not limited to concrete, curbing, sidewalks, signage, landscaping, edging, grave markers, monuments, grass, plantings, lighting fixtures, vehicles, fences, pillars and buildings.
5. Thomas Township reserves the right to schedule any portion of the work requested according to the Township's convenience.
6. If selected as the contractor, you will be required to furnish references of prior work.
7. If selected, you will be required to submit a verifiable list of equipment and staffing necessary to complete the work.
8. If selected as the contractor, you will be expected to complete all of the work as described. No subcontractors are to be used without the advanced written permission of the Township Manager.

9. You, as contractor, will be considered the general contractor and will be responsible for any and all coordination between sub-contractors assuring all work is completed in a professional and timely manner, as specified or directed, verbally or in writing by the Township. No sub-contracting is allowed without the specific, advance permission of the Township.
10. You, as contractor, will be required to ensure that all Federal, State, and Local regulations are complied with in the performance of your duties.
11. You, as contractor, must provide acceptable proof of Workman's Compensation for all employees.
12. You, as contractor, must ensure any or all sub-contractors provide acceptable proof of Workman's Compensation to the Township for all sub contracted employees.
13. You, as contractor, must provide a General Liability Insurance Policy in the amount of not less than \$ 1,000,000.00, with Thomas Township listed as an additional insured entity.
14. You, as contractor, may be required to submit documentation of items disposed such as weigh slips or waste disposal manifests at the request of the Township, to ensure the lawful disposal of materials.
15. You, as contractor will be compensated with monthly payments equal to 1/7th of the seasonal contracted amount. Payments will be available on or after the 25th of the month of service and may be picked up in person or mailed for your convenience.
16. Special request services will be compensated based upon the invoiced amounts outlining the hourly effort necessary to mow and trim the area requested. Hourly effort will be compensated in one-quarter (1/4) hour increments, with a minimal compensation of one (1) hour. Once notified of an area needing special services, the Township will require that the work is completed within two (2) working days of our request. Such notification of request will be by dated Work Order generated by Township. The Work Order shall be completed by contractor and submitted with the invoice once the service is completed.
17. Invoices submitted for special request services shall show dates of service and the hours of effort provided. Invoices submitted without such information or the accompanying Work Order will not be honored.
18. Gratiot Road (M-46) median work entails four (4) cutting per year, during the months of June, July, August and September. The work shall be completed within five (5) days of the beginning of each month unless you are permitted to delay the work by the Township. Mowing these areas can only be completed on Tuesdays, Wednesdays and Thursdays and between the hours of 8:00 am and 5:00 pm due to MDOT requirements.
19. Gratiot Road (M-46) median work requires the advance permission from MDOT for each time the median is serviced. At least ten (10) days of notice to Thomas Township is required to schedule the median work.
20. Gratiot Road (M-46) median work requires all vehicles completing the work within the median show warning and flashing lights that can be seen from all directions.
21. Invoices submitted for Gratiot Road (M-46) median work shall show dates of services.
22. Invoices submitted for Spring and Fall cleanup services shall be itemized to show the areas cleaned and the dates of services.

The Thomas Township Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids not proposed for the lowest amount submitted. I further understand that if selected, the successful bidder must provide acceptable proof of Liability Insurances in the amount of \$1,000,000.00 with Thomas Township as an additional insured, and Workman's Compensation insurances for all employees.

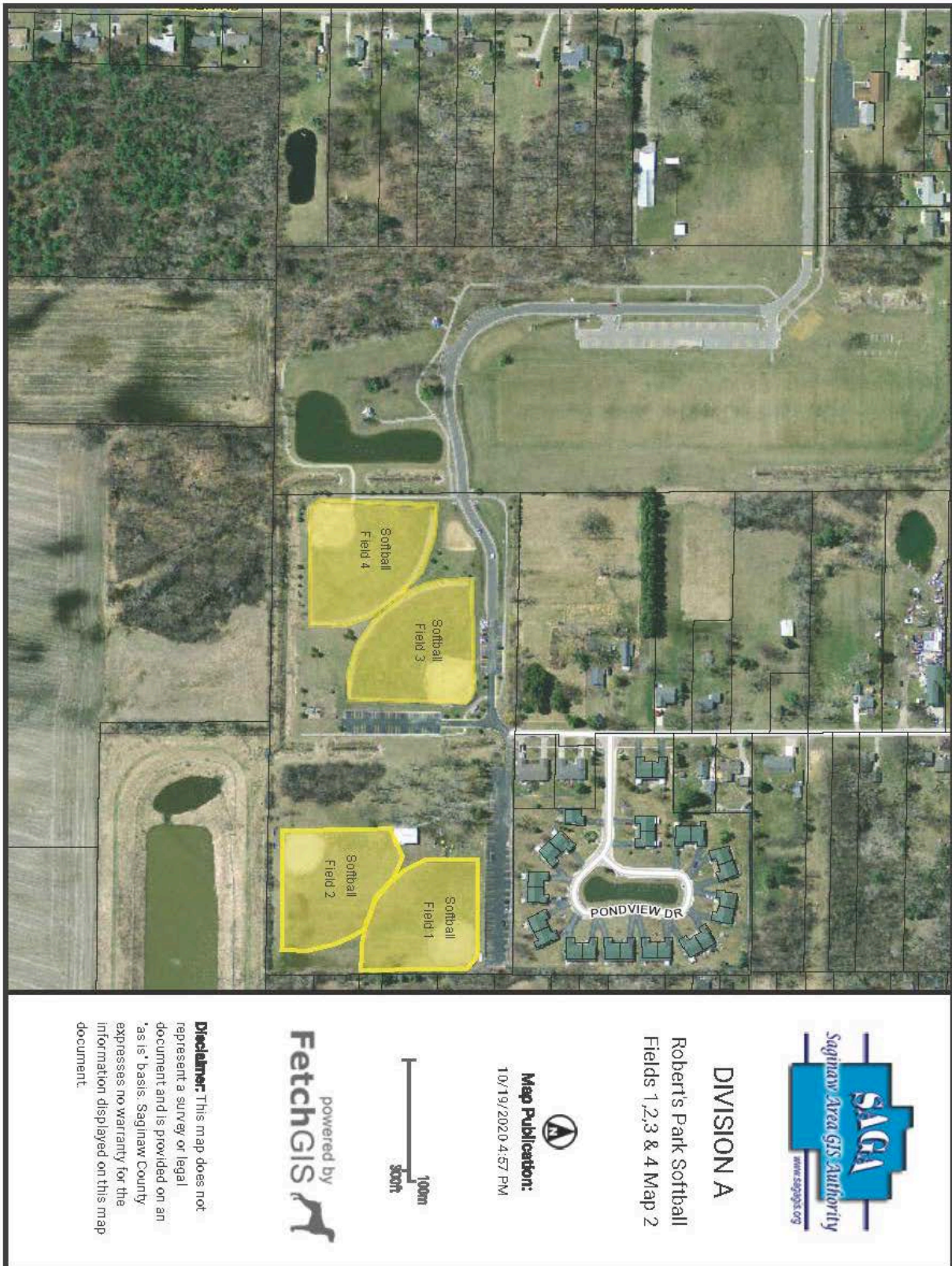
DIVISION A; Map #1

Robert's Park, end of Bacon Street



DIVISION A; Map #2

Robert's Park Softball Fields 1, 2, 3 & 4



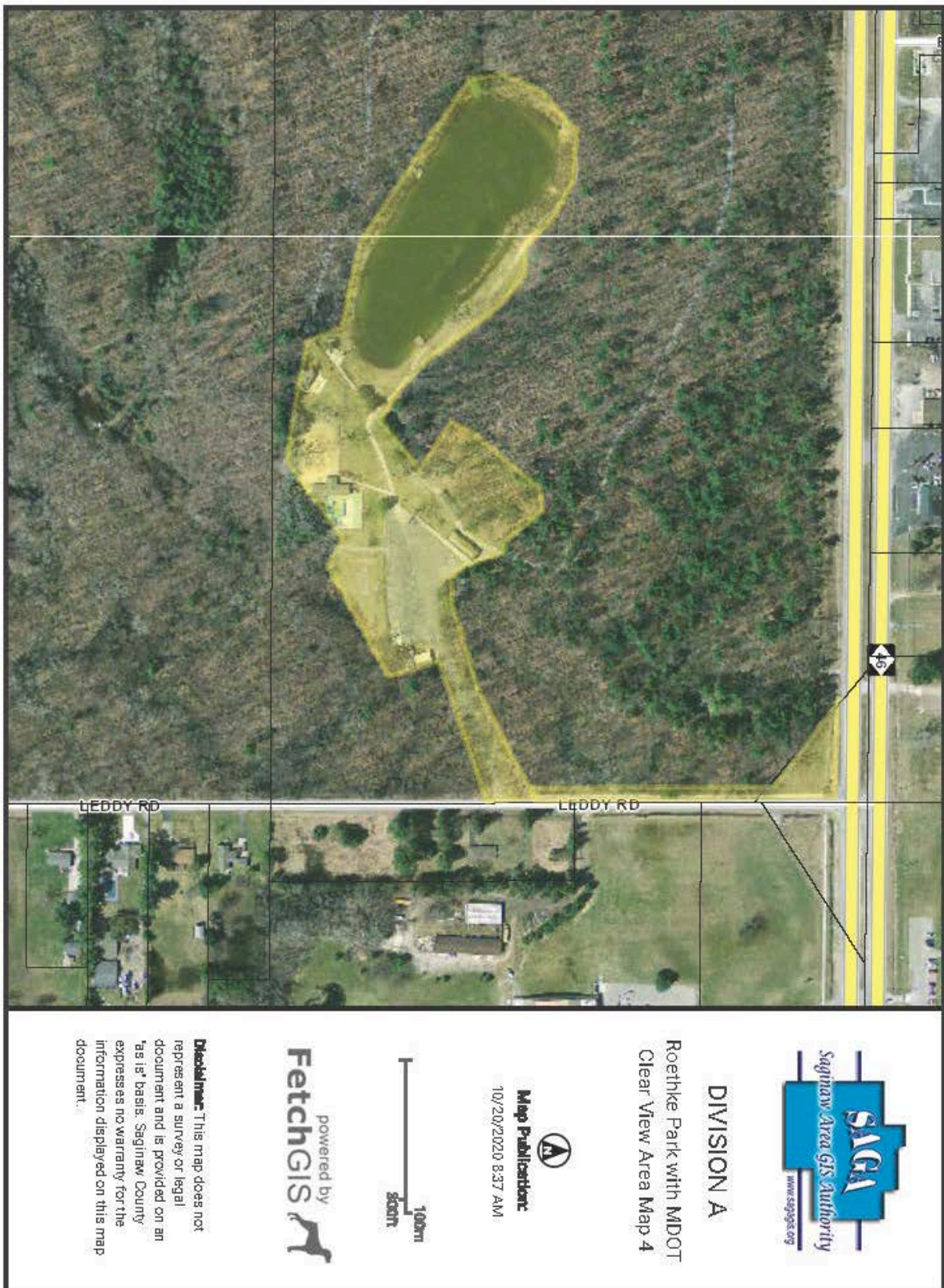
DIVISION A; Map #3

Day Park, W. side of South River Rd located between Gratiot Rd and Ronald Dr



DIVISION A; Map #4

Roethke Park, 400 Leddy Rd



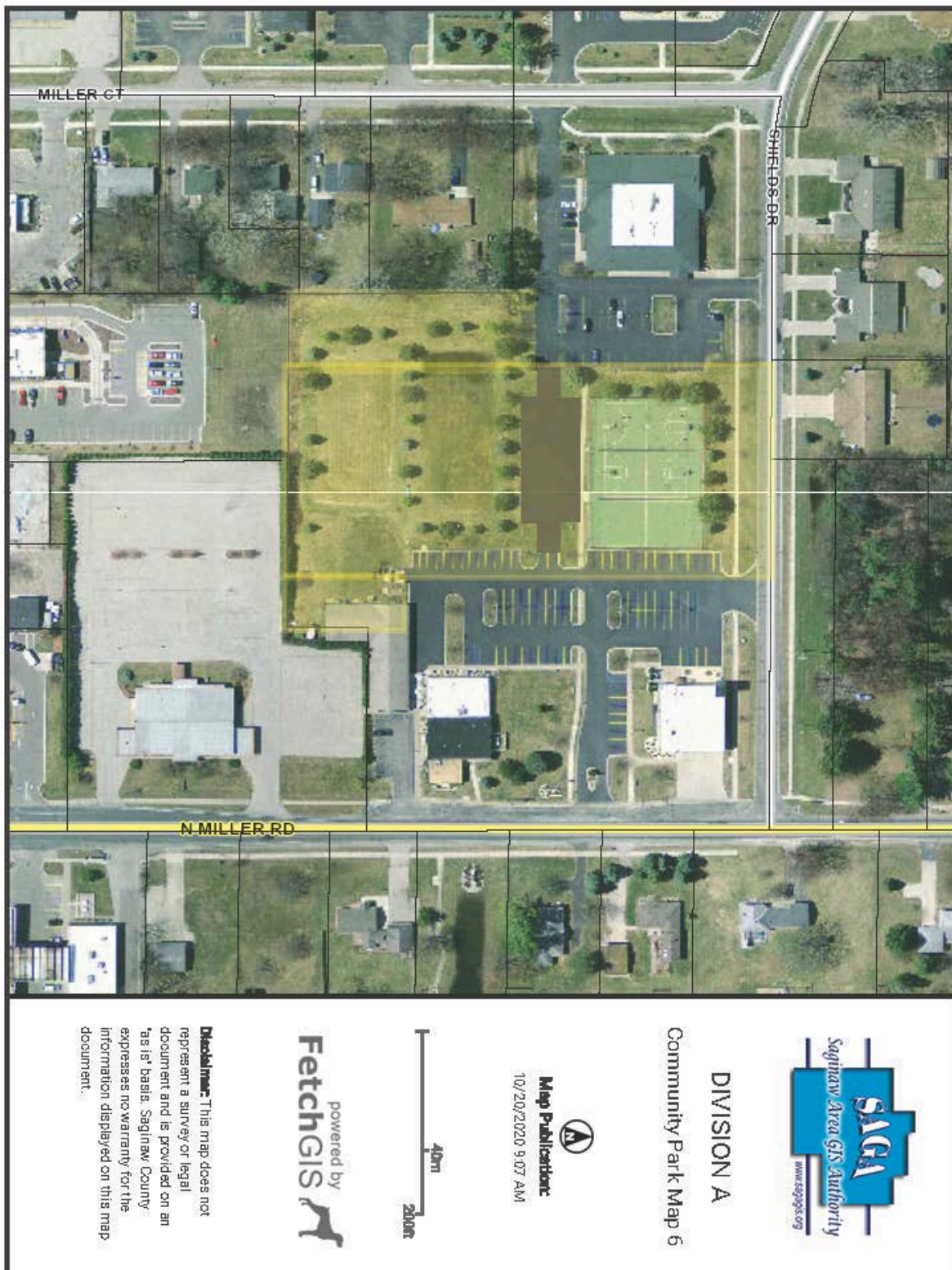
DIVISION A; Map #5

Roethke Park, 400 Leddy Rd: Greenbelt between Leddy and Thomas Roads



DIVISION A; Map #6 – See Map #23 for updated future campus site plan.

Community Park, 249 N Miller Rd



DIVISION A; Map #7

Owen Cemetery, 2000 N River Rd, (located between Miller Rd and State St)



DIVISION A; Map #8

Thomas Township Trail, Norh Miller Road to Saginaw Valley Rail Trail



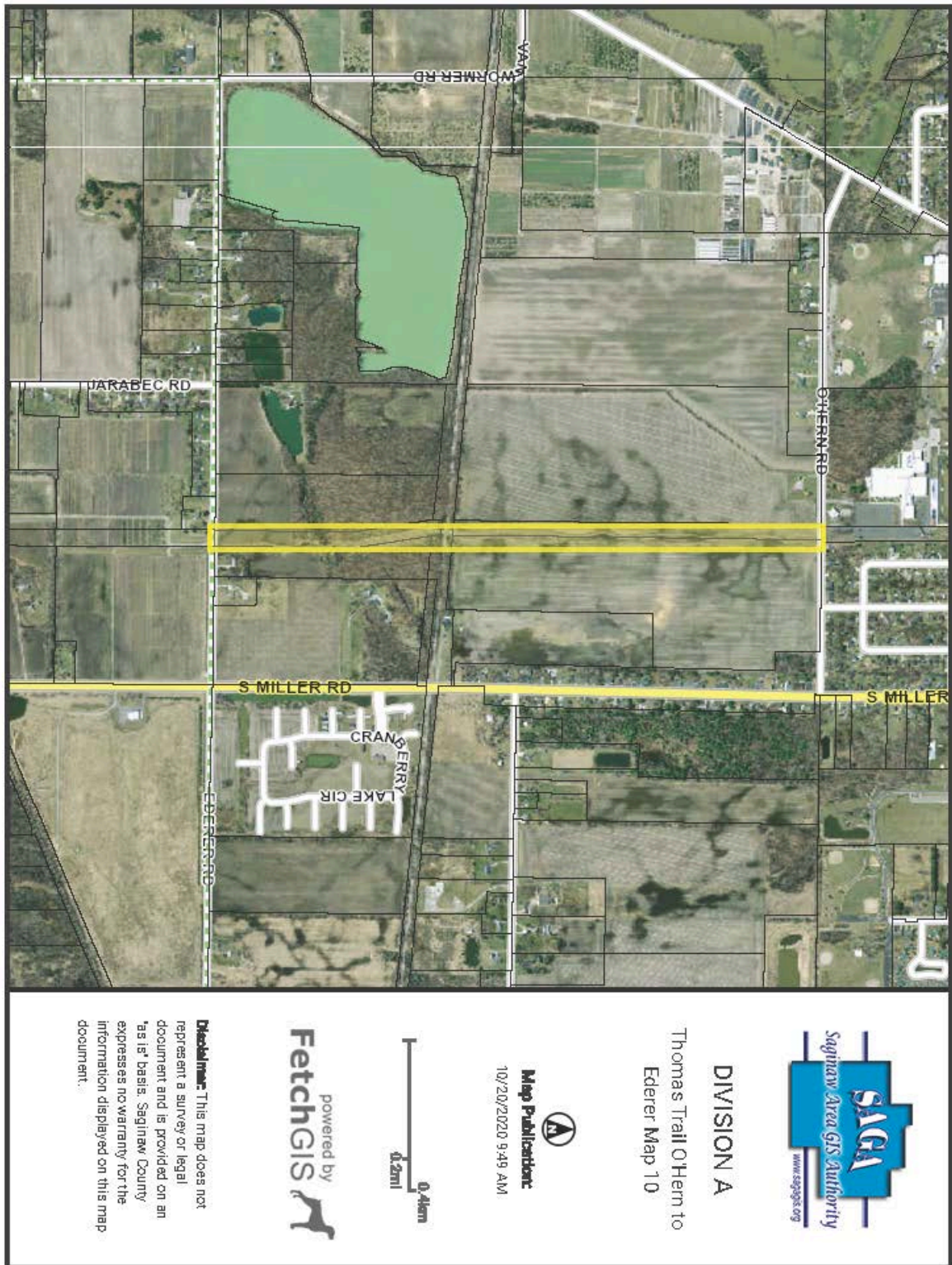
DIVISION A; Map #9

Thomas Township Trail, Norh Miller Road to Saginaw Valley Rail Trail



DIVISION A; Map #10

Thomas Township Trail, Norh Miller Road to Saginaw Valley Rail Trail



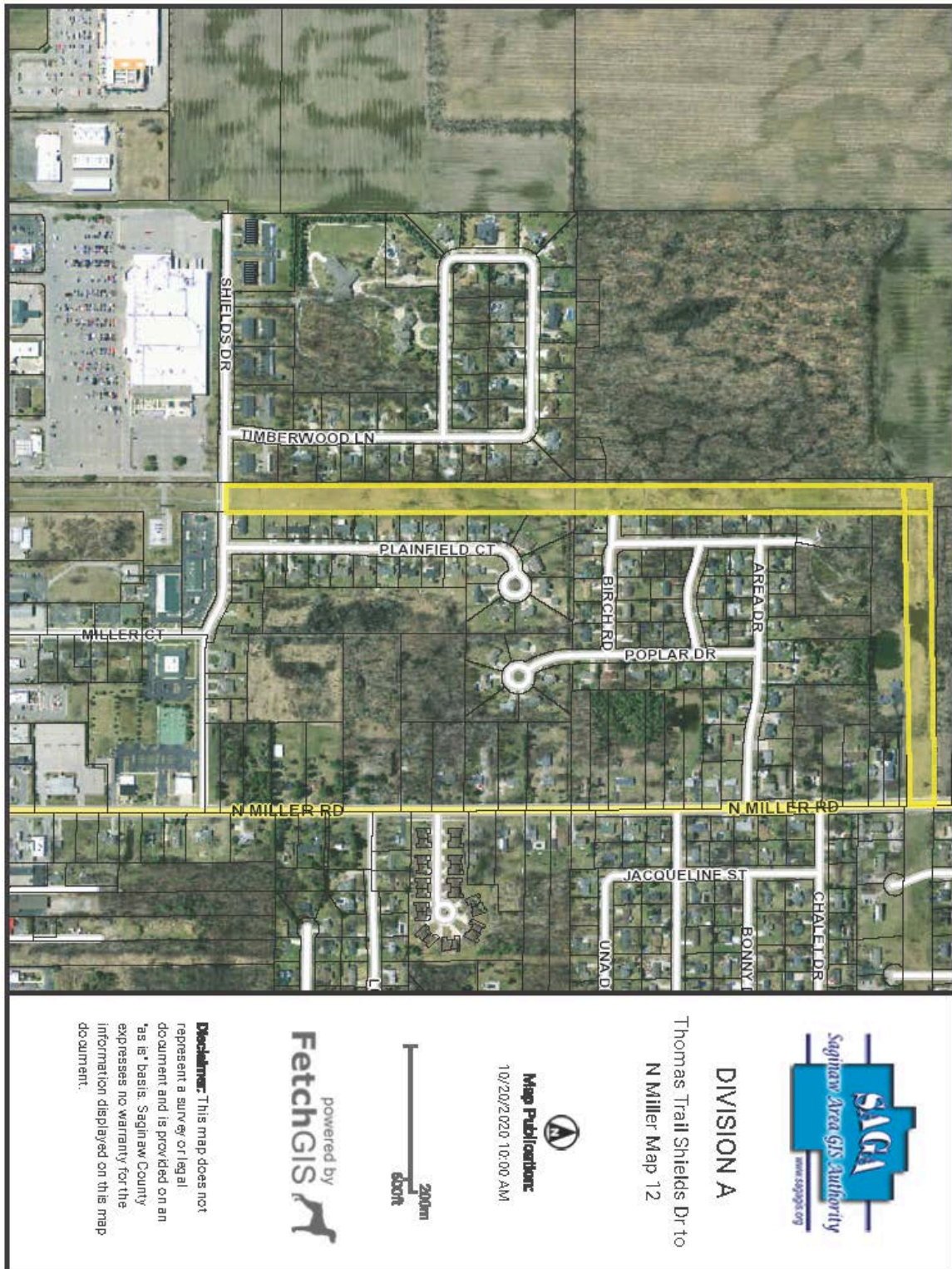
DIVISION A; Map #11

Thomas Township Trail, North Miller Road to Saginaw Valley Rail Trail



DIVISION A; Map #12

Thomas Township Trail, North Miller Road to Saginaw Valley Rail Trail



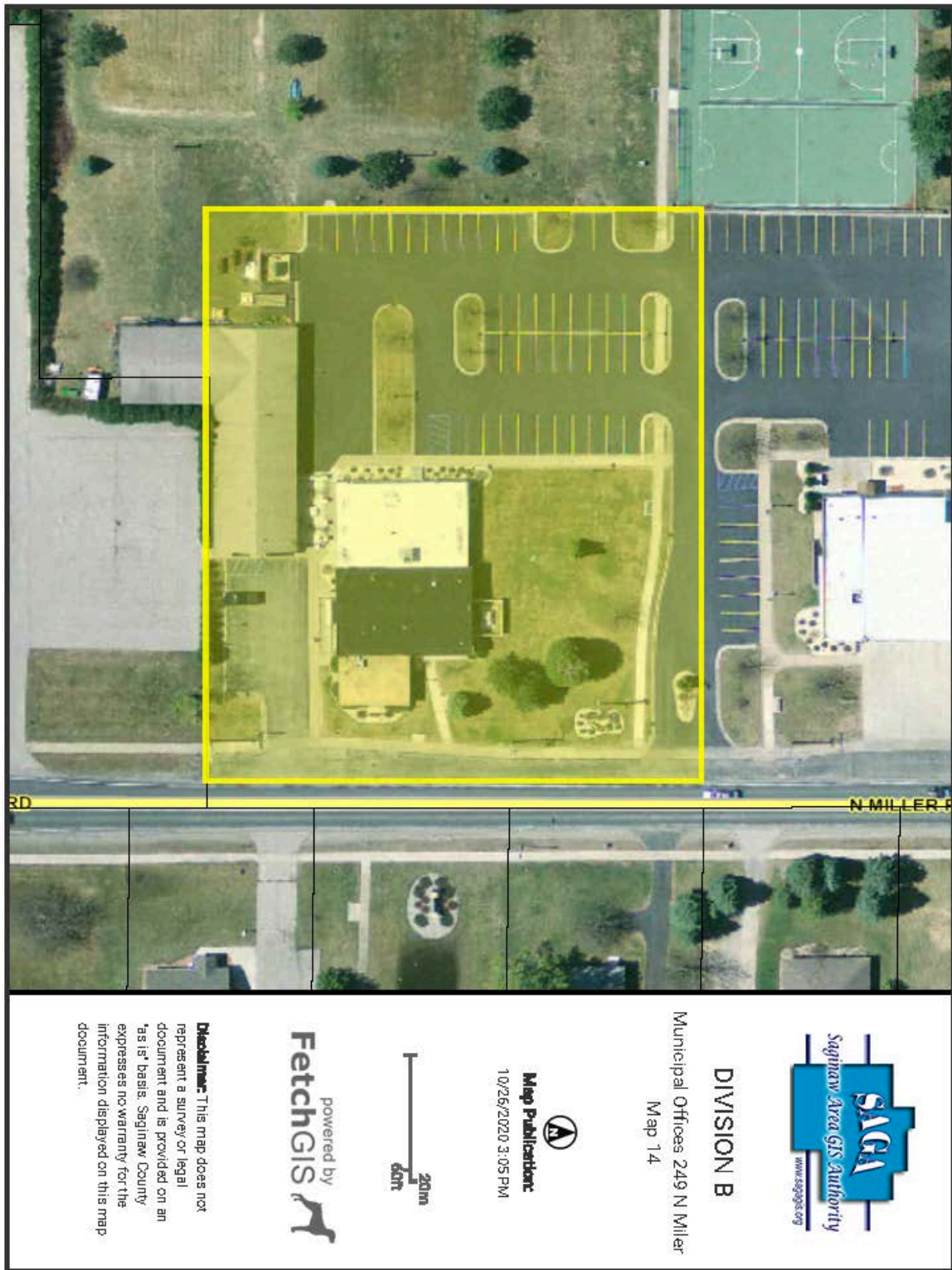
DIVISION A; Map #13

Dice Road Park, 9970 Dice Rd



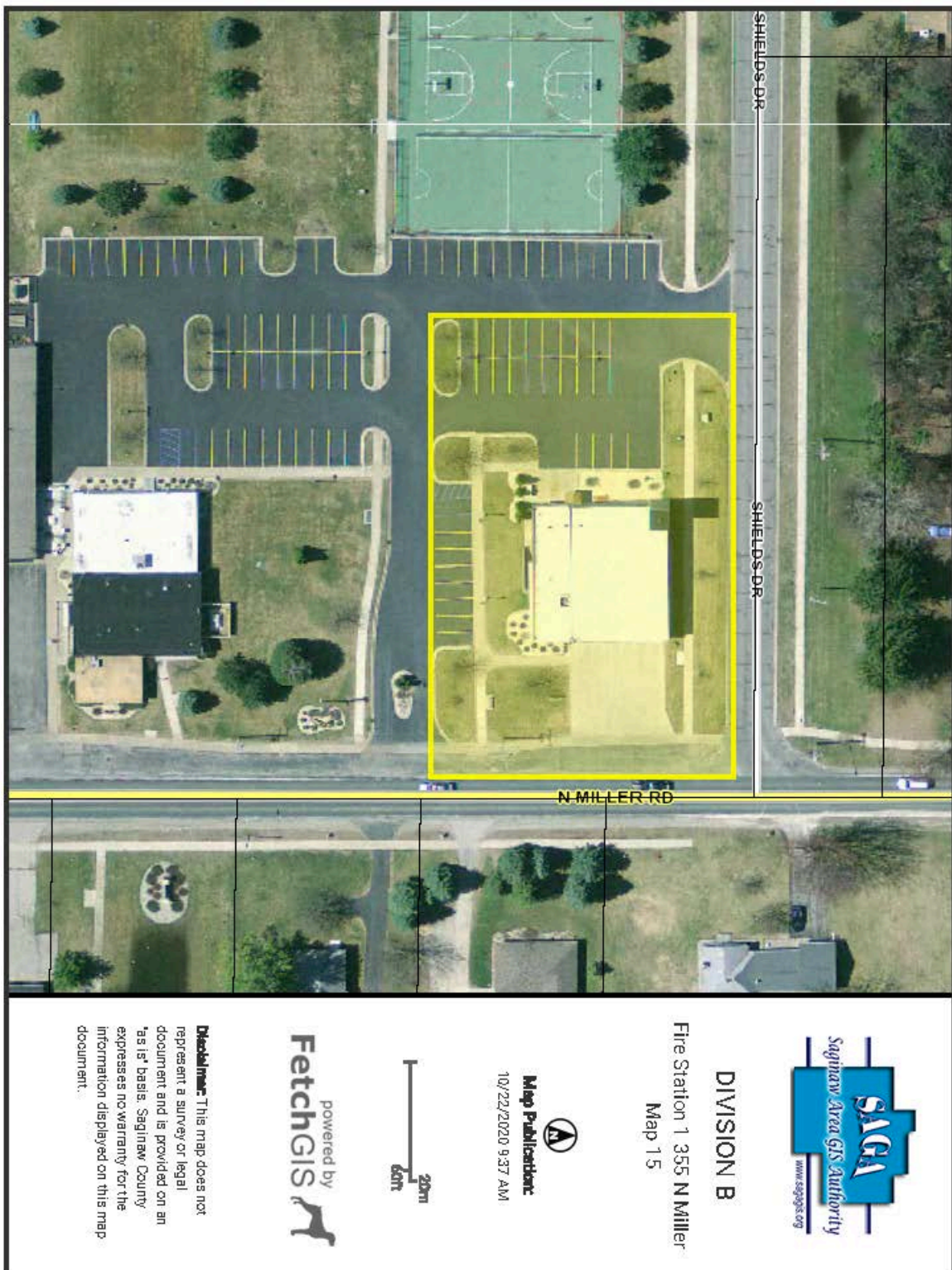
DIVISION B; Map #14 - See Map #23 for updated future campus site plan.

Township Municipal Offices, 249 N Miller Rd



DIVISION B; Map #15 - See Map #23 for updated future campus site plan.

Fire Station #1, 355 N Miller Rd



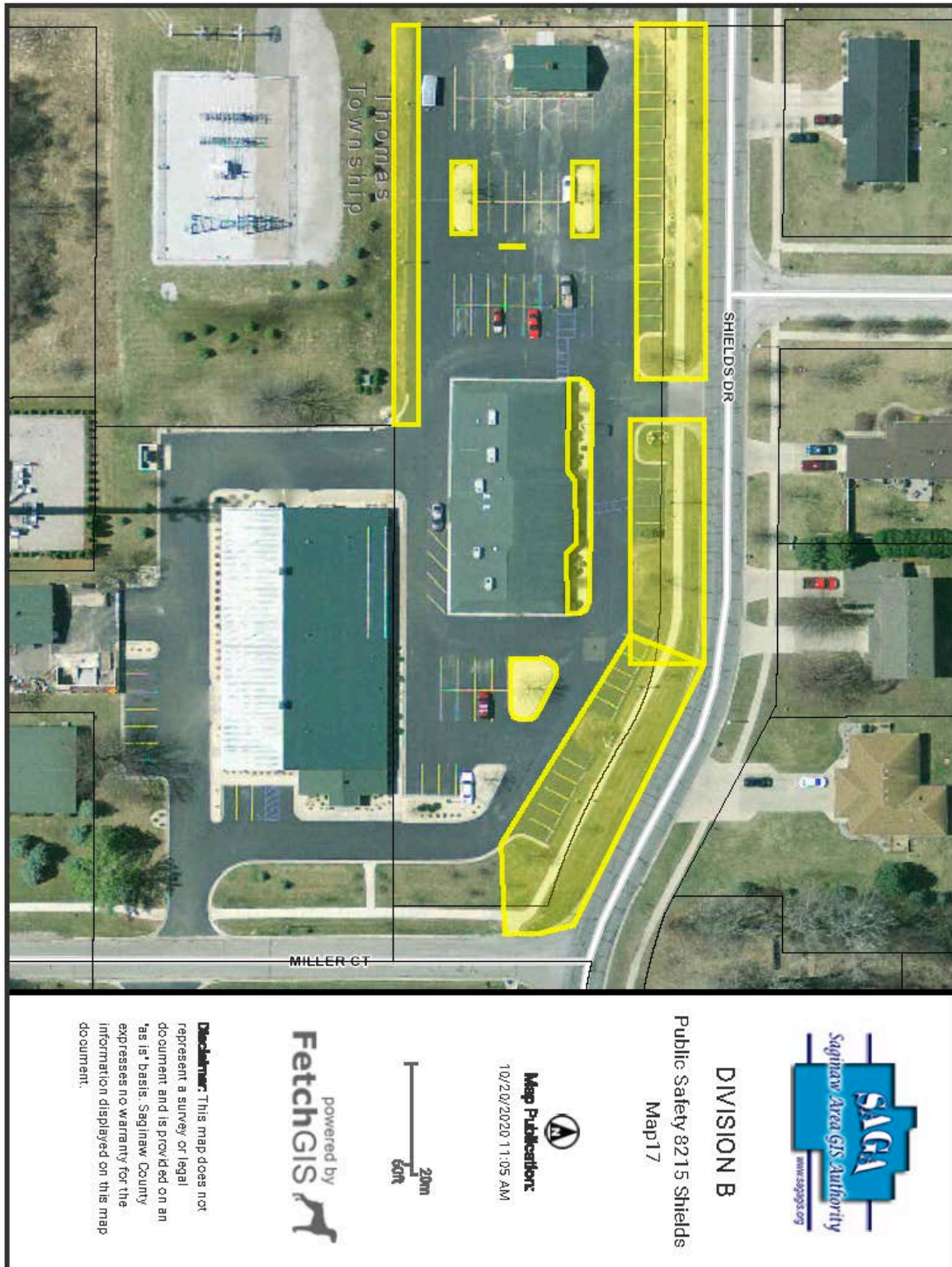
DIVISION B; Map #16

Fire Station #2, 9970 Dice Rd



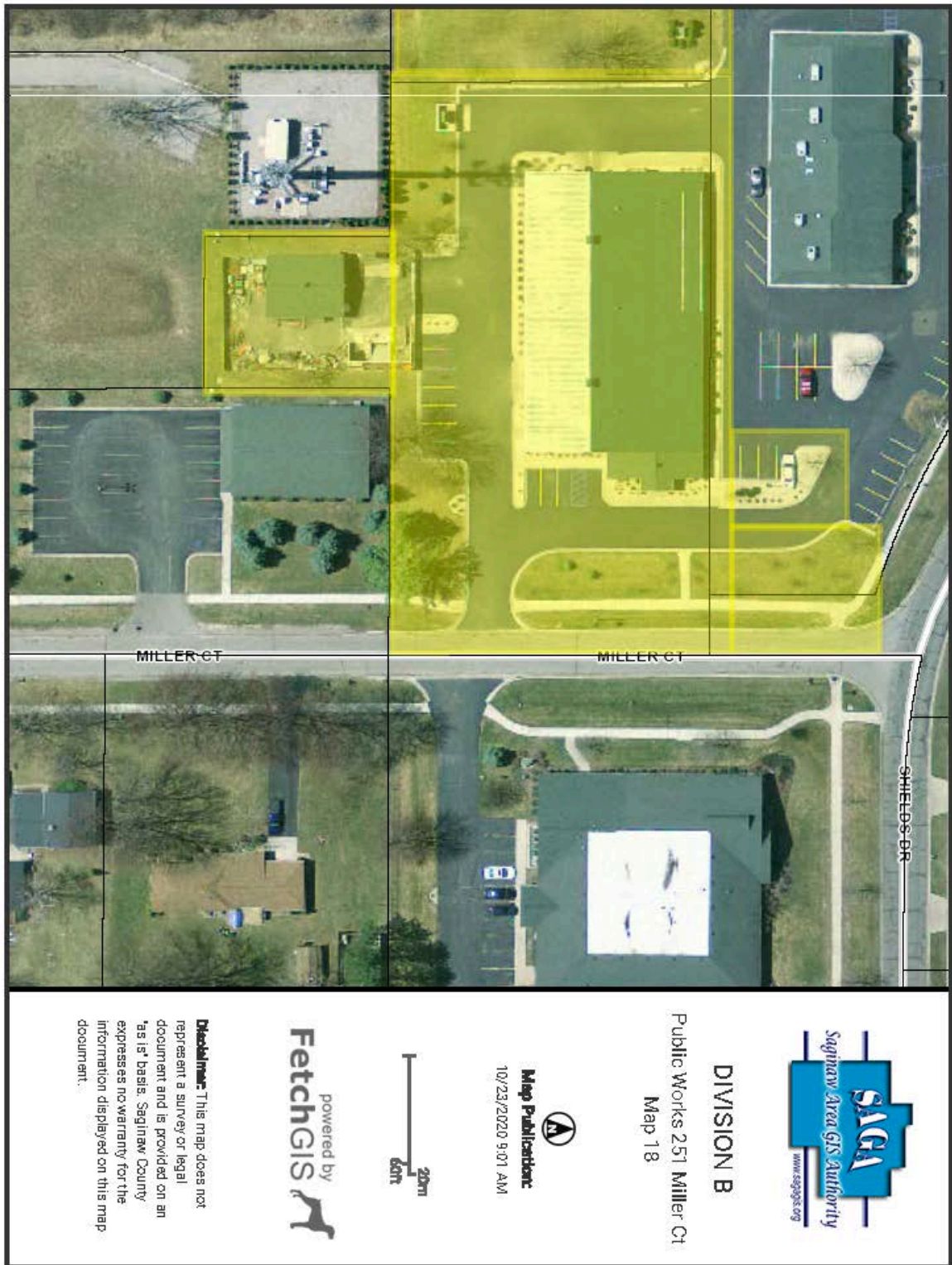
DIVISION B; Map #17

Public Safety Administration Building, 8215 Shields Dr



DIVISION B; Map #18

Department of Public Works Administrative Building, 251 Miller Ct



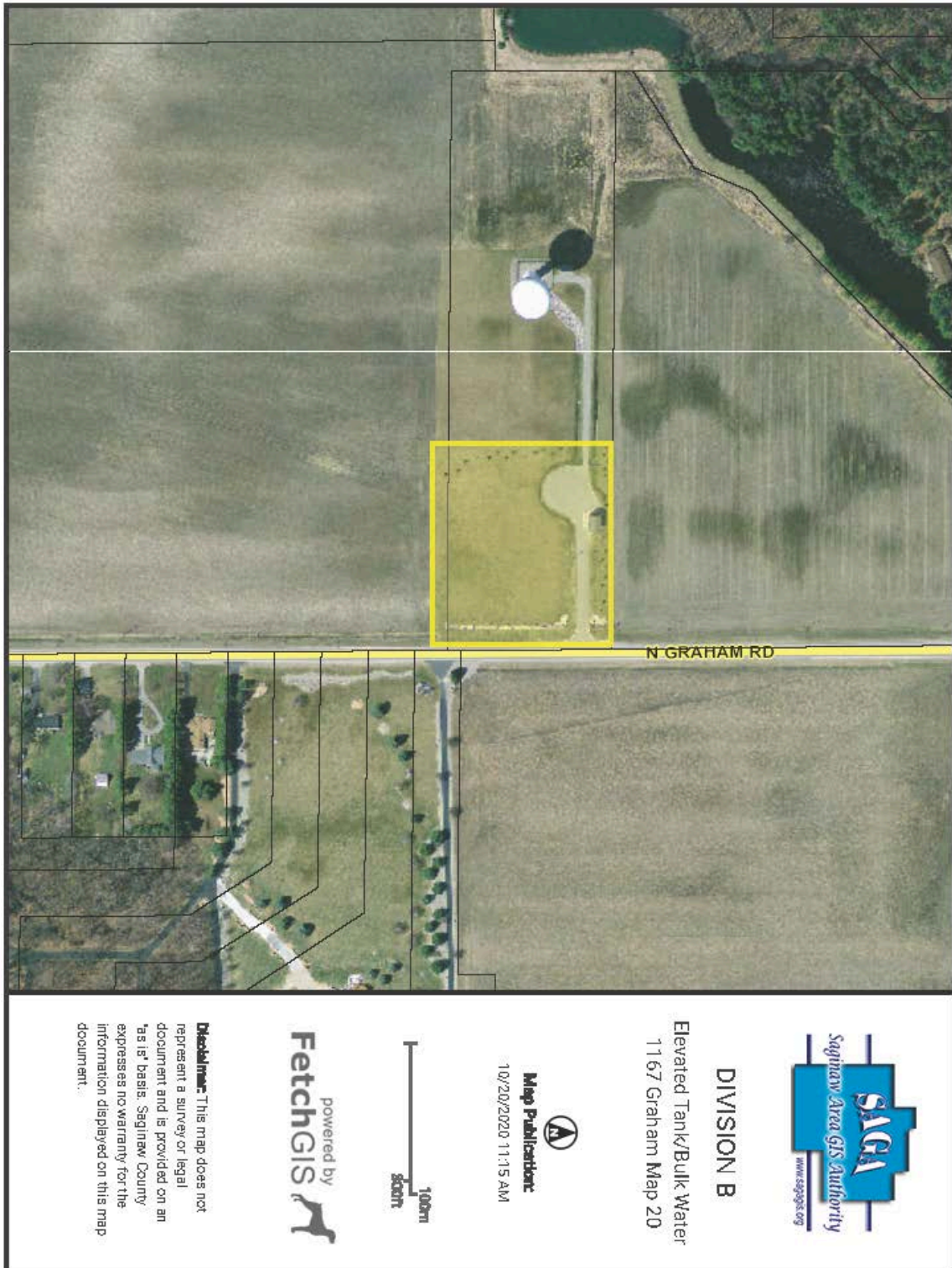
DIVISION B; Map #19

Vacant Parcel, 270 N Miller Rd



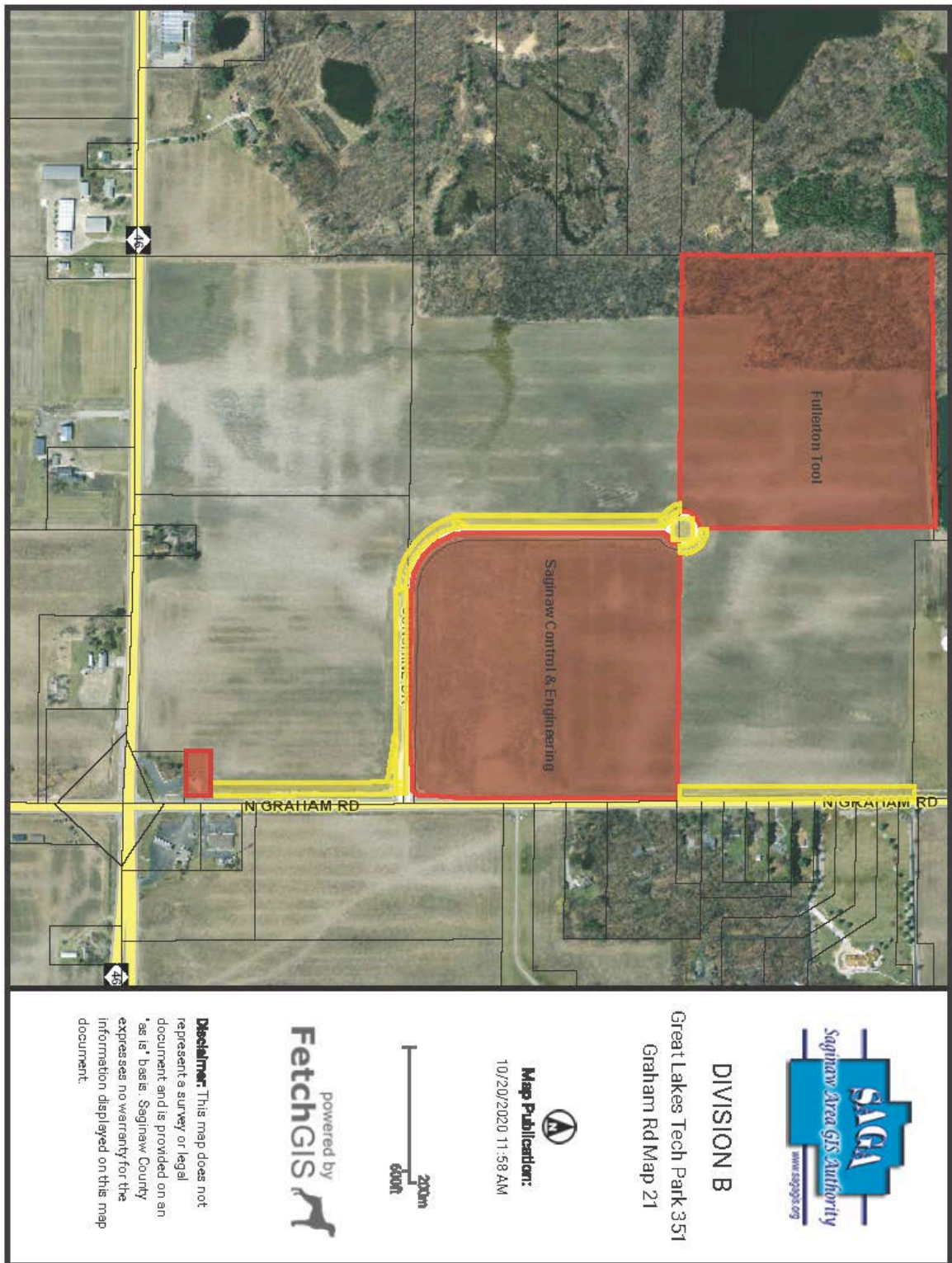
DIVISION B; Map #20

Elevated Water Tower & Bulk Water Sales, 1167 Graham Rd



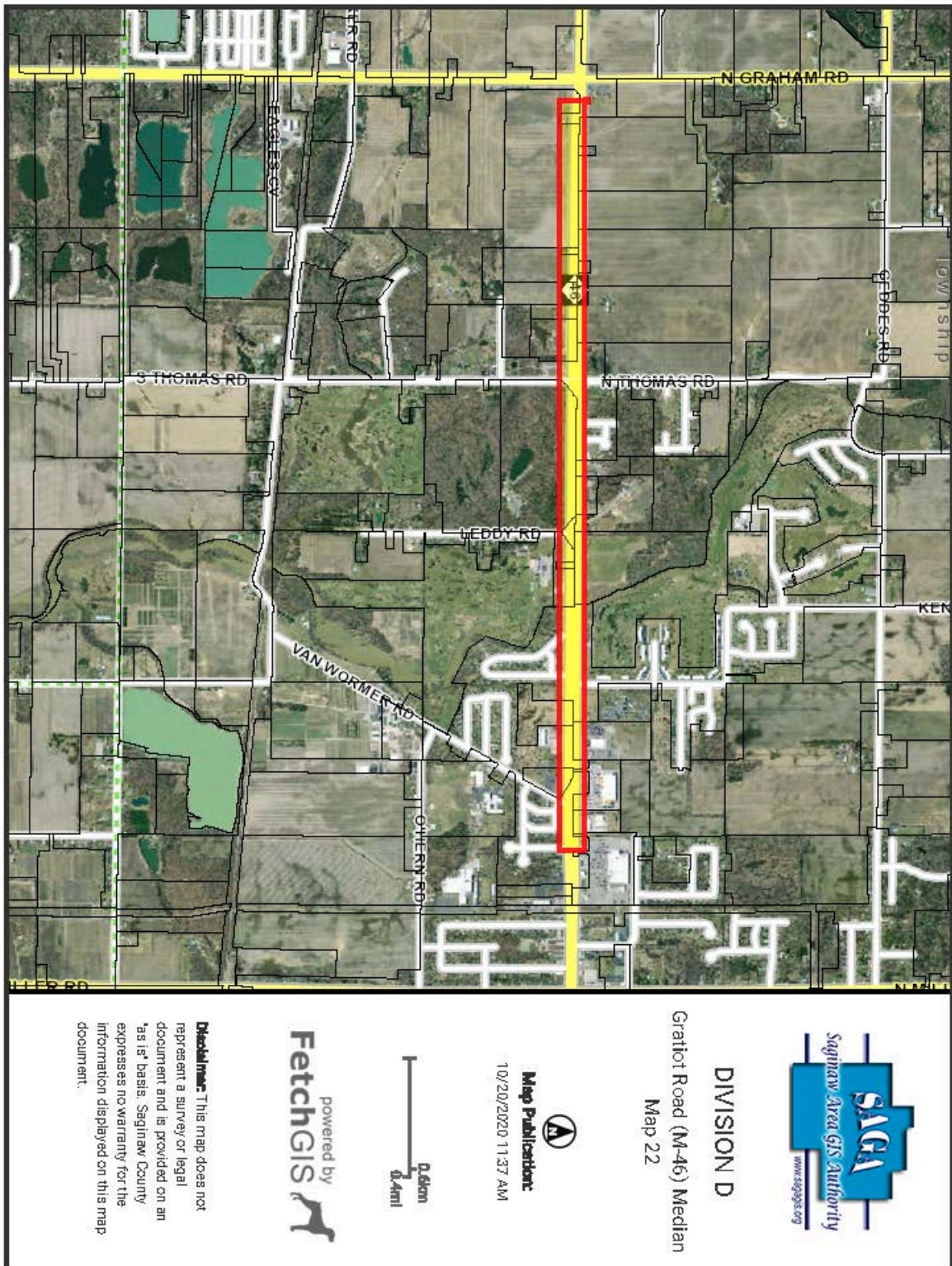
DIVISION B; Map #21

Great Lakes Bay Tech Park, 351 Graham Rd



DIVISION D; Map #22

Gratiot Road (M-46) Median



Map #23 – Updated Campus Site Plan

