

GRAND RAPIDS HOUSING COMMISSION
LAWN CARE BID PACKAGE

TABLE OF CONTENTS

	<u>Page</u>
INVITATION TO BID.....	2
GENERAL CONDITIONS, INSTRUCTIONS, & INFORMATION.....	2
GENERAL SCOPE OF WORK.....	4
SITE SPECIFIC REQUIREMENTS.....	5
SITE LOCATIONS AND CONTACT NUMBER.....	11
SITE VISIT VERIFICATION FORM.....	12
BID/PROPOSAL FORM.....	13
CONTRACT FORM.....	15

INVITATION TO BID

The Grand Rapids Housing Commission is seeking a one (1) year bid with a second year renewal for lawn treatment and lawn maintenance for several sites specifically serving the needs of families, senior citizens, and disabled residents. Proposals will be received at the office of the Creston Plaza Apartments, **c/o Brooke Allen, 1080 Creston Plaza Dr. NE, Grand Rapids, MI 49507**, until **February 23, 2018** until **5pm** for lawn treatment and lawn maintenance at the Main Office of the Grand Rapids Housing Commission and its eight (8) housing sites: Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

Term and period of performance of the contract shall be for one (1) year with a second year renewal. The Housing Commission intends to renew each contract for one additional one-year period upon mutual agreement of both parties; and if all conditions of the bid are met such as, but not limited to, annual insurance and acceptable performance.

Prices quoted shall be for year one. Prices for year two shall be subject to a price adjustment equivalent to increases or decreases in the Consumer Price Index (CPI). For example, if the CPI increases 5% over the next year, then for the 2019 season, contractors will be paid the 2018 rate(s) as bid on the Bid Proposal Form plus the CPI 5%. The Housing Commission will compute the new prices and notify the contractors of same in writing.

All bids shall be subject to the conditions as listed herein. **BIDS WILL NOT BE ACCEPTED WITHOUT A SIGNED SITE-VISIT VERIFICATION FORM FROM THE SITE STAFF.** In compliance with the provisions of this bid document, the bidder(s) offers and agrees, if this bid be accepted within 20 days from date of opening of bids, to enter into a contract in accordance with the prices stated therein.

The successful bidder shall submit a Certificate of Liability Insurance indicating Worker's Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the Grand Rapids Housing Commission in an amount not less than \$500,000 in the event of bodily injury and \$100,000 in the event of property damage, and Automobile Liability Insurance minimum amounts of \$500,000/\$1,000,000 for bodily injury and \$100,000 for property damage. Certificates of insurance with a 30-day cancellation clause with notice to the Grand Rapids Housing Commission shall be submitted before work commences. The Bodily Injury and Property Damage Insurance shall include endorsement naming the Housing Commission as an additional named insured.

Notice of Award – will be issued by the Housing Commission after the bid has been approved by the Housing Commission. Upon approval of the Housing Commission and receipt of proof of insurance, a **Notice to Proceed** will be issued by the Executive Director of the Housing Commission. **No work shall begin until the signed Notice to Proceed is returned to the Contractor.**

Performance – under this contract will include, but not be limited to, the following:

Performances as specified in the bid documents, attachments, and references herein.

Performance as directed from time to time by the property Manager in a timely and satisfactory manner according to industry standards for like work. All work shall be performed in accordance with nationally-recognized standards, and applicable codes in a fashion so as not to cause an unreasonable risk or harm to the Housing Commission, its employees or its residents.

Deductions – the Housing Commission reserves the right to withhold payment anytime after the first occurrence of non-performance until the situation is resolved. After the second occurrence, the Housing Commission may elect to engage the services of another Contractor to provide the labor necessary for completion or performance of services as described in the bid package. Deductions made from payments will be equal to the cost borne by the Housing Commission and will be deducted from earnings due the Contractor for other services under this or any other contract held by the Housing Commission.

Bid Evaluation – Bids will be evaluated on the basis of, but not limited to, the following:

- Tour of facilities and signed verification of site visit
- Bid response and responsiveness
- References/Responsibility
- Price

The Grand Rapids Housing Commission reserves the right to reject any or all bids or to waive any irregularities in the bids submitted.

Each change or addendum issued in relation to this bid document will be on file in the Office of the Grand Rapids Housing Commission.

Upon acceptance of a contract for the performance of a service, the bidder agrees to follow all federal, state and local laws, regulations and safety standards of the Occupational Safety and Health Administration Standards governing the furnishing and use of all safeguards, safety devices, protective equipment, and work procedures.

The General Conditions, Instructions, and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Eight) form part of this proposal.

GENERAL SCOPE OF WORK – ALL SITES

1. Spring clean-up of lawn area: Pick up all branches, leaves and rubbish in designated areas, including around and under shrubs, trees and flower beds **(except where noted in the site specific instructions)**.
2. Lawn cutting every 15 days at all locations **(except where noted in several site specific instructions)**.
3. Edging of sidewalks, driveways, and parking areas. Provide weed control treatment of unwanted vegetation in sidewalk areas and around selected areas of buildings once per month.
4. Trimming around buildings twice monthly. Trim shrubs and bushes monthly.
5. Contractor is responsible for removal of clippings, etc. Disposal of such may **NOT** be in site dumpsters or on grounds. All clippings, etc. must be blown or removed from sidewalks or walkways in some fashion. **If clippings are blown, it must be blown away from the buildings, air conditioning units, windows and vehicles.**
6. Two or **more** applications of fertilizer and weed control, and crab grass preventer **(except where noted in several site specific instructions)**.

SPRING/EARLY SUMMER:

29-3-4 Scotts Turf Builder Plus Halts or comparable product.

.8 lbs. Nitrogen per 1000 sq. ft. **(except where noted in site specific instructions)**.

VERIFICATION of application is REQUIRED (signed by site manager or designee).

LATE SUMER/FALL:

28-3-3 Scotts Turf Builder Plus 2 or comparable product **(except where noted in site specific instructions)**.

.8 lbs. Nitrogen per 1000 sq. ft. **(except where noted in site specific instructions)**.

Numbers of applications are listed in site specific proposals – Note carefully.

7. Fall clean up of lawn area, leaf, branches and brush removal, clean up flowerbeds. Disposal procedure same as spring cleanup. Fall clean-up may extend beyond end of October depending on when nearly all of the leaves have fallen.
8. Length of contract will be April 2018 through November 2018 (one-year contract with an additional one-year renewal for April 2019 through November 2019).

PROPOSAL ONE: LAWN CUTTING AND TREATMENT

Location: Grand Rapids Housing Commission Main Office and
Adams Park Apartments
1420 & 1440 Fuller SE
Grand Rapids, MI 49507
235-2865

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work”.
2. **Twice monthly** lawn cutting on Adams Street, Calvin, Ramona and the hillside by the retention pond. **Weekly** lawn cutting at the Housing Commission’s Main Office and the immediate area around Adams Park building and Maintenance garage.
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
7. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL TWO: LAWN CUTTING AND TREATMENT

Location: Campau Commons Apartments
821 S. Division, SW
Grand Rapids, MI 49507
235-2879

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions and maintenance of the “DIVISION AVENUE – FRANKLIN STREET TO DELAWARE STREET LANDSCAPING IMPROVEMENTS” in accordance with the “OPERATIONS AND MAINTENANCE” agreement, executed May 5, 2007, between the City of Grand Rapids and the Grand Rapids Housing Commission a copy of which is available for inspection at the Location listed above.
2. **Bi-weekly** lawn cutting, except **weekly** during the months of April, May and June.

3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once per month.
4. Weeding of all areas, including all flowerbeds, twice a month or as needed.
5. Trimming around buildings twice monthly.
6. Trimming all shrubs and bushes once each month.
7. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL TWO-A: FERTILIZATION/WEED CONTROL

Location: Campau Commons Apartments
 821 S. Division, SW
 Grand Rapids, MI 49507
 235-2879

Scope of Work: Site Specific

1. **Four** applications of fertilizer and weed control according to “General Scope of Work” instructions.

PROPOSAL THREE: LAWN CUTTING AND TREATMENT

Location: Creston Plaza Apartments
 1080 Creston Plaza NE
 Grand Rapids, MI 49503
 235-2879

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Bi-weekly** lawn cutting, except weekly during the months of April, May and June.
3. Twice monthly lawn cutting at 100 Barnett NE (vacant lot).
4. Edging of sidewalks, driveways and parking areas and removal of grass from pavement cracks once per month.
5. Weeding of all areas, including all flowerbeds, twice a month or as needed.
6. Trimming around buildings twice monthly.

7. Trimming all shrubs and bushes once each month.
8. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
9. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL FOUR: LAWN CUTTING AND TREATMENT

Location: Hope Community
1024 Ionia, SW
Grand Rapids, MI 49507
235-2893

For properties located at: 1024 Ionia SW, 1043-45 Ionia SW and adjacent lot (at 1035 Ionia SW), 1106-08 Ionia SW, 35-37 Shelby SW, 106-08 Putnam SW, 43-47 Canton SW and adjacent lot (corner of Canton and Ionia), and 34-38 Albany SW, vacant lot at 108 Shelby SW.

Scope of Work:

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Twice monthly** lawn cutting and play yard area (fenced in area).
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. Weeding of all areas, including all flowerbeds, twice a month or as needed.
7. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL FIVE: LAWN CUTTING AND TREATMENT

Location: Leonard Terrace Apartments
1315 Leonard, NE
Grand Rapids, MI 49505
235-2890

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting.
3. Edging of sidewalks, driveways and parking areas and removal of grass from pavement cracks once a month.
6. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. **Two** applications of fertilizer, spring/early summer and late summer/fall according to “General Scope of Work” instructions.
7. Weed killer applied to rock beds and weeded once monthly.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL SIX: LAWN CUTTING AND TREATMENT

Location: Mount Mercy Apartments
1425 Bridge, NW
Grand Rapids, MI 49504
235-2843

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting. Including large area north of service drive, around single family ranch house, embankment adjacent to service drive, area south of front building, including area around new addition.
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming of brush along Bridge Street, five (5) feet back from curb, along line extending from east to west property lines once a month.
6. Trimming shrubs and bushes once a month.
7. Weeding of all areas, including all flowerbeds, twice a month or as needed.

8. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
9. **Fall clean up** according to “General Scope of Work” instructions.

PROPOSAL SEVEN: LAWN CUTTING AND TREATMENT

Location: Ransom Tower Apartments
50 Ransom, NE
Grand Rapids, MI 49503
235-2881

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting.
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. Weeding of all areas, including all flowerbeds, twice a month or as needed.
7. **Four** applications of fertilizer – spring, early summer, late summer, and fall according to “General Scope of Work” instructions.
8. **Fall clean up** according to “General Scope of Work” instructions.

PROPOSAL EIGHT : LAWN CUTTING AND TREATMENT

Location: Sheldon Apartments
1010 Sheldon, SE
Grand Rapids, MI 49507
235-2860

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting around 20 unit main building and all grass areas around five cottage style buildings.

3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once per month.
4. Weeding of all areas, including all flowerbeds, twice a month or as needed.
5. Trimming around buildings twice monthly.
6. Trimming all shrubs and bushes once each month.
7. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
8. **Fall clean up** as described in “General Scope of Work”.

SITE LOCATIONS

Inspection of all site locations bid upon and submission of a Site-Visit Verification form is required. BIDS WILL NOT BE ACCEPTED WITHOUT A SIGNED SITE-VISIT VERIFICATION FORM FROM THE SITE STAFF. The following is a list of site locations, staff and telephone numbers so that bidders may contact and/or visit the various properties.

Adams Park Apartments 1440 Fuller Avenue SE	Stev Lewis 235-2865
Main Office of GRHC 1420 Fuller Avenue SE	Stev Lewis 235-2865
Campau Commons 821 South Division Avenue	Todd Heyboer 235-2879
Creston Plaza 1080 Creston Plaza NE	Todd Heyboer 235-2646
Hope Community 1024 Ionia Avenue SW	Mark Overbeek 235-2893
Leonard Terrace 1315 Leonard Street NE	Mark Eurich 235-2890
Mt. Mercy 1425 Bridge Street NW	Mark Overbeek 235-2843
Ransom Tower 50 Ransom Avenue NE	Mike Heller 235-2881
Sheldon Apartments 1010 Sheldon Avenue SE	Mike Heller 235-2860

SITE VISIT VERIFICATION FORM

THIS IS TO VERIFY THAT _____
HAS COMPLETED THE SITE VISIT AND FULLY UNDERSTANDS THE SCOPE OF
WORK FOR THE CURRENT LAWN CARE BID.

Date

Contractor's Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

Site Visited

Site Staff Signature

PLEASE SUBMIT IN DUPLICATE

BID PROPOSAL FORM

OWNER: Grand Rapids Housing Commission

SITES: Adams Park and Housing Commission Main Office, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments

BIDDER: _____
(Name)

(Address)

(City) (State) (Zip Code)

(Area Code and Telephone Number)

We the undersigned, having familiarized ourselves with the local conditions affecting the cost of work, have reviewed the General Conditions, Instructions, and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Seven).

We hereby propose to furnish all labor, materials, equipment, and services necessary for proper execution and completion, in a quality manner, of the lawn cutting and treatment for the various Housing Commission sites listed below:

- | | | |
|-----------------|---|----------|
| Proposal One: | GRHC MAIN OFFICE &
Adams Park Apartments | \$ _____ |
| Proposal Two: | Campau Commons Apartments | \$ _____ |
| Proposal Two-A: | Campau Commons- Fertilization | \$ _____ |
| Proposal Three: | Creston Plaza Apartments | \$ _____ |
| Proposal Four: | Hope Community | \$ _____ |
| Proposal Five: | Leonard Terrace Apartments | \$ _____ |
| Proposal Six: | Mount Mercy Apartments | \$ _____ |
| Proposal Seven: | Ransom Tower Apartments | \$ _____ |
| Proposal Eight: | Sheldon Apartments | \$ _____ |

Included in this packet are the following items:

- Bid Proposal Form
- Site Visit Verification Form
- References (three (3) included on a separate sheet)

SIGNED

By: _____

Title: _____

Company: _____

Date: _____

END OF BID PROPOSAL FORM

LAWN CARE AGREEMENT

This Agreement is entered into by and between the **Grand Rapids Housing Commission, 1420 Fuller Avenue, SE, Grand Rapids, Michigan 49507**, hereinafter known as “**The GRHC**”, and _____ hereinafter known as “**The Contractor**”.

NOW, THEREFORE, the GRHC and the Contractor agree to the following terms and conditions:

1. The Contractor agrees to provide services for lawn care services at the following GRHC locations:

_____	_____
_____	_____
_____	_____
_____	_____

2. The Contractor agrees to provide lawn treatment and lawn maintenance service as specified in bid proposals for the 2018 season.
3. The Contractor will supply all labor and material to perform the services at locations set forth in Paragraph 1.
4. Upon acceptance of a contract for the performance of service, the Contractor agrees to follow all federal, state and local laws, regulations and health standards governing the furnishing and use of all safeguards, safety devices, protective equipment, and work procedures.
5. The Contractor shall submit a Certificate of Liability Insurance indicating Workers Compensation Insurance and Comprehensive General Liability Insurance protecting the GRHC in an amount of not less than \$500,000 in the event of bodily injury and \$100,000 in the event of property damage, and Automobile Liability Insurance minimum amounts of \$500,000/\$1,000,000 for bodily injury and \$100,000 for property damage. Certificates of insurance with a 30-day cancellation clause with notice to the GRHC must be provided before work commences. The Bodily Injury and Property Damage Insurance shall include endorsement naming the GRHC as an additional named insured.
6. The Contractor will furnish the GRHC with its Federal Employer Identification Number.
7. The Contractor will be compensated for the service provided as set forth in this Agreement. A retainer amount of 10% of the total bid will be held and paid upon completion of the fall clean up. The balance of the bid amount will be divided into monthly payments and paid per month upon completion of the month within which service has been rendered. Contract total is \$_____.

8. Invoices should be mailed directly to:
Grand Rapids Housing Commission
1420 Fuller Avenue, SE
Grand Rapids, MI 49507
9. This Agreement shall commence on the first day of April 2018 and shall continue for a period of eight (8) months, ending November 30, 2018. Notwithstanding the foregoing, at any time after the execution of this Agreement, either party may in whole or in part, terminate this Agreement by delivering a written thirty (30) day written notice to the other party, at that party's last address, by personal delivery or by certified mail. The thirty (30) day period shall be deemed on the mailing date or personal delivery of the written notice.
10. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting for the provisions of this non-discrimination clause. This Agreement consists of this document, the General Conditions, Instructions and Information to Bidders, the General Scope of the Work, the Bid Proposal Form, and any subsequent addendum. This Agreement cannot be assigned without prior written permission of the Grand Rapids Housing Commission (GRHC).

GRAND RAPIDS HOUSING COMMISSION

By: _____
 Carlos A. Sanchez

Date: _____

CONTRACTOR

By: _____

Date: _____

Title: _____