

City of Algonac
2018-2019 Bid Form for City Owned Properties Grass Cutting Services
 May 1, 2018 through November 15, 2019

Scope of Work

The contractor shall furnish all labor, equipment to mow and trim the following properties owned by the city of Algonac:

- Algonac-Clay Library
- Algonac Riverfront Park, including maintaining all landscaping currently installed by trimming the bushes, weeding the flower beds and generally keeping everything tidy.
- Algonac Skate Park and the triangle parcel across the street
- Columbia Street Play Park and adjacent lot surrounding the water tower
- Lions Field entire property including the pool area and property outside the fence fronting on Dixie Blvd and on Michigan Street.
- Scout Drive Tot Lot inside and outside the fence area
- Smith Park entire property

2018 Cost	2019 Cost

Grass must be mowed and the lot trimmed for all consecutive weeks in the growing season. All clippings and any debris must be removed from the property and disposed of in the proper manner. Successful bidder must maintain all licenses and certifications required by the State of Michigan to perform these services and must provide proof to the City of Algonac if requested.

Pre Bid Inspection

Bidders are encouraged to inspect the sites prior to bidding. All questions shall be directed to Joe Vernier, DPW Foreman, at dpw@cityofalgonac.org

Bid Quotation

Sealed bids must be received by the Algonac City Clerk no later than **2:30 p.m. on Tuesday, March 13, 2018 and will be opened immediately afterward.** Bids must be clearly marked, "City-owned Grass Cutting Bid."

Reference and Company Information

Please provide a brief description of your company and three references or current customers we can contact.

Equipment/Workmanship

The successful bidder is required to keep equipment in good working condition. The contractor shall be responsible for arranging supplemental service in case of mechanical breakdown. Failure to do so may cause the City to cancel the contract.

Responsibility for Damages

Any damage to shrubbery, sod, buildings, pavement, etc., caused by the contractor or their operation shall be corrected by the contractor to the complete satisfaction of the City prior to final payment on their contract.

Method of Payment

Payments will be made twice a month by approval of the Algonac City Council at their regularly scheduled meetings. All invoices must be submitted for payment on the Tuesday prior to the meeting date.

Insurance Requirements

All bid proposals shall include a copy of the contractor's workers' compensation insurance and general liability insurance. Both must meet the attached specifications.

Contractor Insurance Requirements

The contractor shall not commence work under this contract until he has obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the City of Algonac.

1. Workers' Compensation Insurance

The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. Commercial General Liability Insurance

The contractor shall procure and maintain during the life of the contract, commercial general liability insurance on an "occurrence basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following extensions: a) Contractual liability; b) Products and Completed Operations; c) Independent Contractors Coverage; d) Broad form general liability extensions or equivalent; e) Deletion of all explosion, collapse and underground (XCU) exclusions, if applicable.

3. Motor Vehicle Liability

The contractor shall procure and maintain during the life of this contract motor vehicle liability insurance, including Michigan No-Fault coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, bodily injury, and property damage. Coverage shall include all owned vehicles/equipment, all non-owned vehicles/equipment, and all hired vehicles/equipment.

4. Additional Insured

Commercial general liability and motor vehicle liability insurance, as described above, shall include an endorsement stating that the City of Algonac as ***additional insured***.

5. Cancellation Notice

Workers' Compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction, and/or material change shall be sent to: City Clerk, City of Algonac, 805 St. Clair River Drive, Algonac, Michigan 48001."