

City of Algonac
2018-2019 Bid Form for Violation Grass Cutting Services

May 1, 2018 through November 15, 2019

Scope of Work

The contractor shall furnish all labor and equipment to mow and trim properties the City of Algonac has deemed in violation of Section 18.22 of the Algonac Code of Ordinances. Properties are in violation if grass or weeds have grown to over ten (10) inches high.

Grass must be mowed and the lot trimmed in all areas of property that are in violation. All clippings and any debris must be removed from the property and disposed of in the proper manner. Trimmed properties include but are not limited to; weed-whacked around the home, structures, out-buildings, sidewalks, fences and the like, at the same time the lot is mowed.

Grass shall be mowed within 48 hours of notifications from the City. A photograph of the property, noting the date and time, must be taken before cutting. This photo must include a cone with a 10" line clearly showing height of the grass, and a photo dated after mowing to avoid any discrepancies in billing.

The bid shall be made on a per lot basis by size as indicated below:

Size	2018 Cost	2019 Cost
Up to 8,000 square feet		
8,000 to 15,000 square feet		
15,000 to 25,000 square feet		

Award

The bid shall be awarded on the submitted price for the smallest lot size category requested. As a point of reference, a standard city lot is typically 60'x120' or 7,200 square feet.

Any questions, please call DPW Foreman Joe Vernier at 810-794-5451 or by e-mail at dpw@cityofalgonac.org.

Submitted by:

Company name	
Company address	
Contact Person	
Contact Phone	
Contact e-mail	
Emergency contact person	
Emergency contact phone	

Bid Quotation

The sealed bid must be received by the Algonac City Clerk no later than **2:30 p.m. on Tuesday, March 13, 2018**. Bids must be clearly marked, "Violation Grass Cutting Bid."

References and Company Information

Please provide a brief description of your company and provide 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, payment, 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 to the selected contractor within 30 days of submittal of invoices to the city.

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."