



**REQUEST FOR PROPOSAL:
LANDSCAPE AND STREETScape MAINTENANCE SERVICES FOR THE
CITY OF GARDEN CITY DOWNTOWN DEVELOPMENT AUTHORITY**

The Downtown Development Authority of the City of Garden City, Michigan is seeking a qualified Contractor to provide landscape and streetscape maintenance services for its Downtown Development Authority District described in the following specifications.

SEALED BIDS WILL BE ACCEPTED AT THE OFFICE OF THE GARDEN CITY DOWNTOWN DEVELOPMENT AUTHORITY LOCATED AT 29213 FORD ROAD, GARDEN CITY, MI 48135 UNTIL 2PM ON MONDAY, MARCH 22, 2010, AT WHICH TIME THE BIDS WILL BE PUBLICLY OPENED. ONLY WRITTEN BIDS WILL BE ACCEPTED AND SHALL BE ENCLOSED IN A SEALED ENVELOPE MARKED "DDA MAINTENANCE BID 03/22/2010 2PM".

A mandatory pre-bid conference will be held on WEDNESDAY, MARCH 10, 2010 at 11AM at the DDA OFFICE located on the at 29213 Ford Road, Garden City, MI 48135. All Bidders must attend this meeting prior to submitting a proposal.

A. CONTRACTOR QUALIFICATIONS:

1. The Contractor shall be duly licensed by the appropriate authorities to perform this work.
2. Insurance shall be in accordance with the attached Garden City Downtown Development Authority insurance requirements.
3. The Contractor will conform to all applicable Federal, State and local laws.
4. The Contractor shall have at all times the following staff, and the staff's service shall be utilized at the appropriate times and in the appropriate manner to assure the maintenance is performed in a safe, efficient and professional manner.
5. Possess State of Michigan business pesticide applicator license-certified in turf grass, ornamentals and right of way and a qualified Irrigation Technician on staff.

B. GENERAL SPECIFICATIONS:

1. Each individual or company shall be responsible for visiting the site of the proposed work in order to fully acquaint himself with existing conditions so that he may fully understand any difficulty and restriction attending the execution of the work under the proposed contract. The failure or omission to receive and examine any documents, forms, instruments, addendum, or other information, or to visit the site and acquaint oneself with existing conditions shall in no way relieve any individual or organization from any obligation with respect to the proposal or to the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

2. The term of the contract will be for three years, commencing on April 1, 2010 with an option to renew at the end of three years based upon mutual consent of both parties regarding terms and conditions. An annual evaluation of performance will be conducted at the end of each season for the respective Scope of Services. The Contract may be terminated by either party, without cause, with a 30-day written notice. The Downtown Development Authority Board shall select the successful contractor and their decision shall be final. At the option of the DDA, an interview may be held with the bidders as part of the selection process. Payment shall be made to the Contractor each month

3. Contractor guarantees the reimbursement, repair, replacement and/or restoration to the satisfaction of the DDA, any property (DDA, municipal or private), destroyed or damaged by careless or

accidental use of equipment, machinery, or chemicals in the performance of the contract. This shall include but not be limited to plant material, buildings, screen walls, pavements, turf, traffic signs, people, animals and automobiles.

4. The Contractor shall not sublet, assign or transfer their contract of any portion of any payment due him thereunder, without the written consent of the DDA.

5. The Contractor must submit to the DDA Executive Director numbered invoices on a monthly basis specifying:

- a. Dates of specific services
- b. Location of specific services
- c. Work performed
- d. If applicable, name, date, & work accomplished by approved subcontractor (s)
- e. Brand names and labels from fertilizers, pesticides & herbicides, and any time and material cost for authorized work beyond the base contract.

6. Project Manager - The Contractor shall provide the DDA with a single source contact as project manager who will be responsible for handling all requests. The project manager shall be authorized to act as the Contractor's agent and be responsible for all subcontractors. The project manager will be the main contact between the Contractor and the DDA. The duties of the project manager are:

- Supervision of all crews to make sure all contract items are correctly executed.
- Coordination between crews and subcontractors.
- Communication of the DDA's directives to appropriate work crews and subcontractors.
- Monthly meetings, including walk-through with the DDA Executive Director.
- Responding to all DDA service requests as if it was an urgent request. Phone messages and pager calls shall be responded to in one hour.

Availability – The project manager will provide a mobile phone number or paging number so that the DDA may contact the project manager in case of emergency and the project manager shall respond to the DDA request in one hour. When the project manager is absent because of illness, vacation, etc. the Contractor shall appoint an alternate project manager.

7. Upon the DDA Executive Director's request the contractor shall make available for inspection all the firm's moving and support equipment before the awarding of any contract. Failure to pass this inspection may be cause for disqualification from further consideration.

8. The employee's of the contractor shall at all times be properly dressed in a company issued uniform. In addition, safety shoes and safety glasses (during weed whipping) shall be worn. These uniforms shall be neat, clean, and in a well-maintained condition. This also applies to subcontractors hired by the contractor.

Pants - must be clean and in good repair. Shorts, cutoffs, and sweat pants are not considered proper attire. Shirts - tee shirts and sleeved work shirts are acceptable if they are clean and in good repair. Tank tops, halter-tops, cut offs or ripped shirts with objectionable slogans are not acceptable. No logos, pictures, commercial advertisements, other than the contractor's shall be exposed while on DDA or Garden City Property or in route to the job site.

9. All work shall be performed in a professional and competent manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as meeting all OSHA and MIOSHA safety standards.

10. The contractor shall advise the DDA immediately of any hazardous or potentially hazardous conditions that may be found.

11. The DDA will be provided with copies of all labels of fertilizers, herbicides, and pesticides used on all properties described within these specifications. The copies of the labels are to be submitted with the monthly invoice. Any substitutions of the fertilizers, herbicides and pesticides in these specifications can only be done with written consent of the DDA.

12. All pesticide and herbicide applications shall be made by a Certified Pesticide/Herbicide Applicator.
13. Maintenance Schedule – Prior to the effective date of this contract, the Contractor shall submit for the DDA's approval, a progress schedule showing the work sequence for all trades involved in the project and all major work items. The DDA shall make changes in the submittal so it conforms to the DDA's needs. Seasonally, the project manager and DDA Director will meet to update any seasonal items so the schedule will cover all aspects of the tasks specified within the contract. The Contractor will also supply a complete list of material suppliers, subcontractors, and brand names of all materials proposed to be used in the project for the DDA's approval.
14. The contractor agrees that he will not discriminate against any employee or applicant for employment during the performance of this contract with respect to hire, tenure, terms, conditions, privileges of employment, color, religion, national origin, age, height, sex, weight, or marital status.
15. The Contractor must conform to all Federal, State, and Local Labor Laws.
16. Any deviation or modifications from these specifications must be approved in writing by the DDA Executive Director.
17. The DDA may, without invalidation of the original contract, order changes from time to time as may be deemed desirable or necessary. The Contractor will provide the DDA with a detailed estimate of the cost of the proposed change. The DDA will advise the contractor if the change will be implemented.
18. Protection – The Contractor will be responsible for furnishing, installing, and maintaining for as long as necessary any warning signs, lights, barricades, temporary walkways at all dangerous points to protect all property, and maintain public safety and convenience. If additional protection is deemed necessary, the DDA will place the necessary protection and bill the Contractor for the charges. It will be the Contractor's obligation to ensure that shrubs, trees, etc. be protected from damage caused by use of treatment approved by the DDA. The DDA shall be notified immediately of any property damage incurred.
19. Indemnity – The Contractor shall hold the DDA harmless from damages or claims arising out of any injury or damage that may be sustained by any person(s) as a result of the work under this contract.
20. Contract Completion – It is understood and agreed that all services requested by the DDA must be completed by the Contractor within one year from date of the contract and on each anniversary for it to be considered complete. Should the Contractor fail to perform under this contract, (including but not limited to, unsatisfactory work, failure to retain or maintain equipment, failure to meet the time frame for the work, lapse of insurance), the DDA reserves the right to cancel the contract, terminating all rights and guarantee to the Contractor under it.
21. The DDA reserves the right to correct or complete any work that the Contractor fails to perform in accordance with the specification and deduct the cost of this work from money owed to the Contractor.
22. The "Streetscape Area" refers to Ford Road (between Brandt and Garden) and Middlebelt Road (between Beechwood and John Hauk). The northwest corner of Ford and Middlebelt, generally referred to as the "Garden Plaza and Commons Garden" and the northeast corner referred to the "(Kroger) Garden City Town Center" both are inclusive in the Streetscape Area. See MAP page 14.
23. The "DDA District" refers to Ford Road (between Henry Ruff and Harrison) and Middlebelt Road (between Maplewood and Bock). See MAP page 14.
24. Should inclement weather prohibit a specific task assigned for that day, the task will be completed as soon as the weather allows.
25. Hours of work – All locations shall be in constant use by the DDA and the municipality during the maintenance. The contractor shall schedule work to cause the least amount of conflict with DDA or municipal activities. If at any time the work being performed by the contractor is found to interfere with a

DDA or municipal activity, the contractor shall terminate work in that area and reschedule. Contractor must conform to City code restrictions regarding allowed work hours and work days.

26. This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind proceeding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

C. SCOPE OF SERVICES

The DDA proposes to contract general landscape maintenance within the confines of the DDA area (see attached map). The DDA reserves the right to add or delete any areas deemed necessary at its option. The Contractor shall provide all labor, materials, and equipment, transportation, services and necessary appurtenant work as required to complete the maintenance work as specified herein. The maintenance shall include, but not be limited to trash, litter and debris removal, mowing, edging, application of fertilizers, herbicides, pesticides, watering, pruning, weeding, deadheading, removing bulb foliage after blooming, replacement plantings (as approved by the DDA), leaf removal, landscape repair (as approved by the DDA), irrigation seasonal start-up, maintenance and winter shut down, spring/fall cleanup, maintenance scheduling and reporting, installation of banners, seasonal decorations, hanging planters and other promotional items.

1. CLEANING – In addition to what has already been specified, the Contractor shall be responsible for the removal of all litter, debris, glass, cigarette butts, weeds and tree branches from the landscape beds, lawns, medians, sidewalks, brick pavers, curbs, gutters, parking lot surfaces, stone/mulch areas and emptying of trash receptacles. This twice weekly clean-up shall take place on the same designated days each week unless specified and agreed to by the DDA. The Contractor shall keep the premises and sidewalks free from any accumulation of waste material or rubbish caused by such maintenance and cleaning. The Contractor must leave the work and the premises neat and clean and ready for the purpose it was intended. All litter, trash and weeds shall be legally disposed of at no additional cost to the DDA.

a. **Paved Surfaces** – All paved surfaces in the right-of-way such as sidewalks, parking lot edges, curb lines, brick pavers and where the building butts up to the pavement, shall be cleaned. The weeds/grass growing in these areas are to be sprayed with Round-up or equivalent. Should any unsightly weeds remain after being treated with a herbicide, the dead weeds shall then be removed by hand. The sidewalks in the Streetscape Area including the Commons, are to be swept once a week. Any litter, debris or weeds accumulated by this weekly walk through are to be disposed of promptly.

b. **Annuals / Perennials/ Trees / Shrub Beds** – All litter, debris and unsightly weeds in all bed areas surrounding trees, shrubs, annuals and perennials in the Streetscape Area (along Ford and Middlebelt Roads, the Garden Plaza and Commons Garden, the Town Center entrance and islands, mulch/stone areas, along the screen walls and in some instances behind the screen walls shall be walked through and cleaned twice a week. All weeds and unwanted grass shall be hand pulled in a labor intensive manner. Annuals shall have dead flowers removed whenever necessary to enhance the appearance of the bed. Perennials shall be deadheaded according to specifications for the species.

c. **Mulch / Stone Areas** – All mulch areas (including those surrounding trees) or stone areas in the DDA District must be walked through weekly to control unsightly grass and weeds. Roundup or equivalent may be used in gravel, mulch or ornamental stone areas without vegetation. Should any weeds remain after being treated with herbicide, the dead weeds shall then be removed by hand.

d. **Trash Receptacles** – The various trash receptacles (approximately 22) in the DDA Area are to be emptied a minimum of twice per week. Along with this pick-up, if any obvious large pieces of litter/debris in the flower beds or sidewalk is noticed, it will be disposed of promptly. During the festival or other special events, the DDA may request additional trash receptacle pick-up.

2. MOWING – All lawns in the right-of-way in the DDA District shall be mowed as often as necessary to maintain a neat, uniform appearance, and so grass clippings are not of sufficient quantity to detract from

the overall appearance. A minimum mowing of once weekly shall be performed. Lawn mowing services shall take place the same designated day each week unless specified and agreed to by the DDA. The base contract requires 26 seasonal cuttings. The mower blades are to be kept sharp throughout the season. The mowers shall be equipped with mulching equipment or rear bag pick up to prevent debris from being thrown. Extreme care must be used while mowing near trees to avoid damage. No weed-eaters shall be allowed to touch tree trunks. The four-foot minimum diameter mulch ring must be maintained to keep mowing equipment from damaging trees. Each cutting shall include:

- a. Removal of all debris, rubbish and litter from the lawn areas prior to cutting.
- b. Cutting of all lawn areas, to a height of three inches (3"). Mower adjustment to be made and measured on a flat surface. No more than 1" of height shall be removed at any one mowing. If for any reason an excessively amount of clippings occurs on the lawns, the clippings shall be removed immediately and disposed of properly.
- c. Removal of any clippings from sidewalks, service drives or surrounding landscape shall be required.

3. EDGING – The edges of all lawns adjacent to plant materials, individual trees, walls, fences, sidewalks, curbs, utility vaults, signs, light poles, etc., shall be edged prior to mowing once monthly and all clippings shall be removed. The use of chemicals for this purpose is not permitted.

4. FERTILIZATION & WEED CONTROL AND PEST MANAGEMENT– Unless otherwise noted, fertilization and weed control shall be as follows. Equivalent products may be used only with written DDA approval. At no time will dry granular fertilizer be applied to any wet foliage. Any fertilizer that falls on paved surfaces and/or landscaping shall be removed the same day.

Turf – Lawn areas shall be maintained thick, green and relatively weed free during the season. Turf shall be serviced three (3) times per season. Timing of weed control shall correspond to timing of fertilization. All chemicals shall conform to the standards of the Association of Agricultural Chemists and shall comply with State and Federal regulations. All applications are to be applied by a certified technician.

First Application (mid April): Lesco product or equivalent 19-3-7 at a rate of .86 lbs/1,000 (granular) plus Pre-emergent – Crabgrass control to be applied just prior to germination of crabgrass seeds – Pencilmethelin by Lesco and Tripower by Riverdale or equivalent.

Second Application (May/June): Fertilizer 33-3-6 at a rate of .75 lbs/1,000 (granular) a minimum 30% slow release (Lesco or equivalent) plus Tripower by Riverdale or equivalent – for broadleaf weed control.

Third Application (Oct.): Lesco product or equivalent 35-3-5 (granular) with no slow release.

Shrub and Tree Fertilization and Pest Management – All shrubs and trees shall be inspected and recommendations submitted to the DDA Executive Director for appropriate action.

Annual Flowers Fertilization – Annual beds located in the Commons are to be treated with Osmocote 14-26-6 slow release fertilizer at the time of planting. During growing season, in late June/July, Peters 20-20-20 liquid fertilizer shall be applied.

Perennial Fertilization – All perennials shall be treated with Osmocote 14-14-14 after spring clean up in April and thereafter according to manufacturer instructions.

Tulips – In Spring, as soon as growth emerges from the ground, apply an approved fertilizer with the ratio of 8-5-5 per manufacturer instructions. In Fall, apply an approved fertilizer with the ratio of 0-10-10 into soil per manufacturer instructions. Remove all foliage when foliage turns brown at its base (usually in late May). In addition, the tulip bulb beds need to be monitored each spring to determine if bulbs remain prolific. Review the status with DDA Director. Contractor shall be responsible to maintain and replace bulb plantings as needed. Replacement bulbs are to be grade #1 and planted with "Bulb Booster" per manufacturer. The DDA will reimburse Contractor for the replacement bulbs.

5. PRUNING AND TRIMMING – All pruning and trimming work in this section applies to trees 18' or less; any mature tree care and pruning (over 18') will be quoted upon request. The Contractor shall prune all trees to their intended growth form and to remove dead, broken, and/or crossing branches. Shrubs are to be kept pruned to their intended form. Hedges shall be trimmed frequently to keep pace with the growth rate of the plantings. All winter damage is to be removed from trees and shrubs in April of each year. Early flowering trees and shrubs shall be pruned immediately after flowering. Early to mid-summer flowering plants shall be pruned during their dormant season. Needled evergreens shall be pruned anytime the wood is not frozen. All pruning shall be performed in a safe and professional manner. All reasonable means are to be taken to protect surrounding buildings, plant material, brick screen walls, vehicles, and pedestrians from injury or damage. Any injury or damage must be reported immediately to the DDA Director. The Contractor is responsible for the removal of all debris generated during the pruning process. Debris generated during pruning is to be removed from all sites the same day.

6. MULCH – Double shredded hardwood bark shall be used by the Contractor when any mulching is specified or required. This mulch shall be of a fibrous nature derived from six (6) month old, well rotted shredded native hardwood bark. The mulch shall be consistent in nature and have a minimum particle size of one half (1/2) inch and a maximum length of three (3) inches. The product shall be free of sand, dirt, gravel, dyes or any other material inconsistent with the purpose of the mulch. Existing mulched beds in Streetscape Area shall be maintained at a minimum mulch depth of three (3) inches, and a maximum mulch depth of four (4) inches. In addition, all trees in lawn areas in DDA District shall have a four foot minimum-diameter mulch ring of 3-5" depth to keep mowing equipment from damaging trees. Edges should be reformed as needed with a shovel cut edge to maintain a neat appearance at all times.

7. IRRIGATION – The Contractor shall have a qualified irrigation technician inspect, diagnose, repair and maintain all irrigation systems. This includes the Streetscape Irrigation System, the Commons, and the light poles drip irrigation. In addition to the inspections at start-up and shut down, monthly inspections will be performed in June, July, August and September. Following each inspection, the Contractor must submit to the DDA Director, a brief written description of what was reviewed and what maintenance action is recommended. Upon approval of the DDA, the Contractor shall institute repairs. It shall be the contractor's on-going responsibility to notify the DDA Director of any irrigation system problems and to consult with the DDA Director on a regular basis on irrigation application. The Contractor, at no additional charge to the DDA, shall repair any damage to the irrigation systems by the Contractor or his agents. The DDA shall be notified of any damage to the irrigation system within 24 hours of the incident. Upon approval by the DDA the Contractor shall institute repairs. Repairs shall be completed by the Contractor within two working days of notification of the damage.

Contractor is responsible for any and all damages to public and/or private property, animals and people that may occur as a result of the irrigation operation.

Lawns shall be irrigated sufficiently to thoroughly wet the root zone to a depth of ½ inch on a daily basis. All established turf shall receive sufficient water to maintain a deep green color. It shall be the Contractors responsibility to monitor water to assure that all trees, shrubs, turf, flowers and hanging baskets receive sufficient water for healthy growth. The Contractor shall advise DDA Director if plants are suffering from too much water or require additional watering, and the Contractor shall adjust irrigation system as needed. The DDA Director shall be notified if irrigation needs to be adjusted. Any dead turf, flowers or shrubs resulting from Contractors maintenance of the irrigation systems, shall be replaced at no additional charge to the DDA.

Seasonal maintenance of the DDA irrigation system including the Commons Corner Garden and Hanging Baskets shall include but not be limited to winterization and spring start-up. Irrigation systems shall be winterized by Oct. 31st and shall be operational no later than May 15th.

All minor and major repairs to the DDA's irrigation system shall be with the same sprinklers, valves, piping, fittings, controllers, wiring, etc, or sizes, types and by the same manufacturer as the current Streetscape Irrigation System. Any alterations or deviations from original material, design and/or specifications shall be done so only with written permission from the DDA Director. No repairs shall be done without written permission from the DDA. Minor repairs consist of replacing sprinkler heads, nozzles and repairing leaky seals. The DDA will pay for major repairs; however, the Contractor shall maintain continuously a competent superintendent, satisfactory to the DDA, with authority to act for the Contractor

in all matters pertaining to this repair work. During repair work, the Contractor shall keep the premises free from rubbish and debris at all times. The Contractor shall remove and legally dispose of all unused material, rubbish and debris, including unsuitable excavated material from the site, at no additional charge to the DDA. The Contractor is also responsible to be sure changes are made to the DDA's reproducible irrigation system record drawing showing modifications to the positions of sprinkler heads, valves, drains and pipelines including quick coupler and automatic valves, to legibly mark drawings to record new locations, to locate horizontal locations, with a minimum of two dimensions to permanent surface improvements, for each automatic, manual and quick coupling valve.

The Contractor will provide the DDA with an irrigation maintenance schedule as required under this contract.

8. SPRING / FALL CLEAN UP – Spring Clean Up shall be done in early April. Fall clean up shall be performed with DDA approval after all leaves have dropped from deciduous trees or by November 30th whichever comes first. Both clean ups shall entail the removal and disposal of all debris that has accumulated on the lawns, sidewalks and in the bed areas of the entire DDA District. In addition, rake the lawn and bed areas as needed. The perennials in the fall clean up are to be dead headed in November, foliage cut down and removed. The debris shall include but not be limited to: leaves, papers, trash, cigarette butts, dead plant debris, etc. All collected debris is to be removed from the site at no additional charge to the DDA.

9. ANNUALS – Contractor shall be responsible for preparing the annual bed located in the Commons to accept the flowers by cultivating soil, weeding, removing tulip foliage, fertilizing and irrigating beds to provide the correct amount of moisture before the planting. The Contractor shall cultivate existing soil mix to a minimum 6" depth and work into 2" depth of Michigan Peat. Contractor shall apply a pre-emergent herbicide (Preen) to prevent seed germination of weeds and grasses. Annual plantings are usually installed by volunteers in May of each year or the DDA may contract with the Contractor separately to provide this planting. Maintenance of annuals installed by the DDA shall become the responsibility of the Contractor the day each annual bed is installed. This shall include watering, mulching, fertilizing, weeding and replacement plantings. Flowers will be planted at grade once tulip foliage has been removed from the bed. Contractor shall water the flowers immediately after planting and keep watering during season from planting time through fall. Contractor shall apply fertilizer upon completion of planting. See Item #4 (Fertilization) for specific fertilizer for annuals. In the fall, after obtaining DDA approval, remove and dispose of plants.

10. BANNERS - As part of the DDA Streetscape, seasonal and promotional banners will be hung from selected light poles. Approximately 46 banners (23 light poles each holding 2 banners) will need to be swapped at various times of the year. The DDA has 5 different banner sets that the Contractor will be responsible for installing. The Holiday Banner set will be installed in conjunction with installing the Holiday Decorations.

- a. Banners will be removed from the DDA storage space by Contractor and installed at appropriate locations as directed by the DDA Director.
- b. Contractor will respond to DDA request and install banners within five working days of request.
- c. All banners should be installed in one workday. In inclement weather, contractor may finish installation on the succeeding day.
- d. Banners will be changed at the direction of the DDA Director. The Contractor will be responsible for cleaning the banners before returning them to storage throughout the calendar year.

11. HOLIDAY DECORATIONS / LIGHTING - The DDA Streetscape will include lighting and decorations at the holiday season.

- a. Holiday decorations will be removed from storage, installed on streetlights and in other areas of the downtown, removed and returned to storage upon direction of the DDA Director. This task should be accomplished before Thanksgiving to coincide with Garden City's Santa Land Parade the Saturday after Thanksgiving.
- b. The DDA currently has 28 wreaths which hang on the short poles, and 25 starburst displays that hang from the tall poles, and 20 sets of banners that also hang from tall poles. Lighted decorations shall also be installed at the Commons.

c. The Contractor is responsible to make sure the Holiday Decorations are maintained in proper working order. The DDA will reimburse Contractor for the replacement bulbs.

12. REPLACEMENT PLANTINGS – The Contractor shall report to the DDA any plant material not exhibiting normal growth and vigor. If it has been determined that the material is beyond reviving, a written report recommending replacement shall be given to the DDA Executive Director. This report shall: (a) Identify the location, size, and type of plant, (b) Identify the reason for the decline, (c) Cost of replacement. No replacement plantings are to be done without consent of the DDA. The DDA will reimburse Contractor for the replacement bulbs. See #13 General Plant Material Specifications.

13. GENERAL PLANT MATERIAL SPECIFICATION:

- a. Plant material shall conform in botanical name, dimensions and quality to the horticultural standards adopted by the American Association of Nurserymen (AAN).
- b. Plant materials shall be accompanied with certificate of inspection as may be required by federal, state or other authorities.
- c. All plants shall be vigorously growing and free from diseases, insects, insect eggs, and insect larvae.
- d. All plant materials shall be subject to examination and approval for quality, dimensions, geometry and variety at the nursery and/or upon delivery.
- e. All plant material shall be subject to rejection for quality, dimensions, geometry, and variety at the nursery and/or at the job site. All rejected materials shall be immediately removed from the DDA property and legally disposed of by the Contractor at no additional cost to the DDA.
- f. The contractor shall fully guarantee that all plant materials be in vigorous growing condition during and at the end of the one year guarantee period.
- g. Contractor shall guarantee that all material shall meet or surpass the specifications and that all replacement material and planting operation be in accordance with the original specifications.
- h. All replacement plantings shall be completed no later than the next succeeding planting season.
- i. Annuals – each different variety and species shall be packaged separately and clearly marked as to species and variety. Plants are to be grown in cell packs or containers.
- j. Planting mixture for trees and shrubs to be standard planting backfill of a mixture of 1/3 topsoil 1/3 sand, and 1/3 peat per cubic yard of mixture. Add fertilizer Type A – Sierrablen 18-7-10 + iron (Sierra Chemical Company) to planting mixture per manufacturer requirements.

D. UNIT PRICES:

Unit prices for the following items shall be provided by the Contractor to determine costs for additional work as deemed necessary by the DDA. All costs shall be complete including all overhead and profit.

ALL UNIT PRICES SHALL BE SUBMITTED ON THE BID SUBMITTAL FORM

1. **Additional CLEANING for litter only** (Per Occurrence)
2. **Additional CLEANING for trash receptacles only** (Per Occurrence)
3. **Irrigation System Repair** (Per Hourly Rate and Materials at % of Cost)
4. **Remove and replace sodded lawn** (Per square yard)
5. **Install seeded lawn** (Per square yard)
6. **Supply and spread topsoil** (Per cubic yard)
7. **Supply and install double shredded hardwood bark mulch** (Per cubic yard)
8. **Remove dead 4”deciduous tree stump and replace with 2” caliper tree (Maple variety)** (Per Hourly Rate and Materials at % of Cost)

9. **Remove and replace dead bushes and perennial plants, 3 gal, 24”ht.** (Per Hourly Rate and Materials at % of Cost)
10. **Split and transplant existing “Stella d’Oro” Daylillies** (Per Hour)
11. **Install tulip bulbs in existing beds** (Per Hourly Rate and Materials at % of Cost)
12. **Supply, install and removal of Annual Plants-Flats of 48** (Per Hourly Rate and Materials at % of Cost)
13. **Supply and install plant mix** (Per cubic yard)
14. **Remove and replace damaged or sunken brick pavers** (Per square foot)
15. **Apply crack seal material to sidewalks** (Per linear foot)
16. **Install holiday tree lighting to trees located near Ford/Middlebelt Intersection** (Per tree and Materials at % of Cost)
17. **Clean Brick Screen Walls, no power washing** (Per Hourly rate and Materials at % of cost).

E. ALTERNATE #1:

HANGING FLOWER BASKET MAINTENANCE - Planted baskets hanging from 28 short light poles are part of the streetscape design. There are approximately 56 hanging baskets to be installed, (2 per pole). The DDA contracts with a greenhouse to provide finished baskets ready for hanging. The hanging plant container is designed to hold 2.6 gallons of water in a self contained reservoir with watering by the installed lamppost irrigation. The summer flower baskets are installed in mid May and replaced in early fall with a fall flower basket insert to the same basket.

Scope of Services:

- a. The DDA Director will coordinate with the greenhouse and notify the Contractor with a specific date that the hanging baskets are to be installed.
- b. The contractor is responsible to securely install the baskets on the appropriate brackets on the light poles. It is the Contractor’s responsibility to be sure the irrigation device for the baskets at each light pole is in proper working order.
- c. Contractor will frequently check baskets, minimally once a week, to be sure that the irrigation sources are providing the appropriate amount of water. Contractor will also provide fertilization for the plant material in the baskets. Miracle Grow must be applied every two weeks to the flowers. The DDA will reimburse Contractor for the Miracle Grow.
- d. Any dead or dying plant material shall be removed.
- e. At the end of the growing season, per DDA approval, the hanging-baskets will be removed and all plant material discarded off site at no cost to the DDA.
- f. The basket irrigation system will be checked, repaired and winterized along with the remainder of the irrigation system in the Streetscape.

F. ALTERNATE #2:

COMMUNITY PAVILION MAINTENANCE- The DDA is considering the construction of a pavilion for the Farmers Market at the Garden City Town Center/Farmers Market parking lot. The pavilion would have a brick exterior and metal roof and approximately 6500 square week of open space of concrete floor and two bathrooms. The pavilion will be enclosed with glass overhead doors when not in use.

Scope of Services:

- a. Contractor will once weekly clean the concrete floor in the open space vendor area. Generally, sweeping or vacuum method to remove all debris and water with appropriate cleaning solution for remaining debris, as needed.
- b. Contractor will once weekly clean the two bathrooms.

Garden City Downtown Development Authority
Insurance Requirements

The purpose of this document is to establish insurance requirements for those doing business with the City of Garden City Downtown Development Authority. No deviations from these requirements are allowed.

A. The following additional insured definition shall be shown on all Certificates of Insurance. The additional insured is to read: Garden City Downtown Development Authority and the City of Garden City, Michigan and their Employees, Boards, Commissions, Authorities, Voluntary Associations and other units operating under jurisdictions of the City and within appointment of its operating budget.

B. A Certificate of Insurance must be submitted with each proposal showing the current insurers and limits of liability being carried. In instances where the current insurer or limits of liability do not meet the requirements shown in this document but can be revised if the firm is awarded the contract, this condition must be so stated in a separate letter attached to the current Certificate of Insurance. This letter must also state that a revised Certificate of Insurance meeting all insurance requirements of this proposal will be provided within five (5) days of award of contract to said firm.

C. Work being performed for the Garden City Downtown Development Authority shall be insured for the following amounts:

- 1) Worker's compensation coverage is required with Employers Liability in the amount of \$500,000 including disease coverage with the same limit.
- 2) Comprehensive General Liability in the amount of \$1,000,000 per occurrence including products and completed operations, personal and advertising injury. In addition, fire legal liability in the amount of \$50,000 is also required. Certificate should show that coverage for X, C and U is included.
- 3) Comprehensive Automobile Liability in the amount of \$1,000,000 per person/\$1,000,000 per accident.
- 4) Owners Protective Liability (Occurrence form) policy to be written with the City of Garden City Downtown Development Authority as additional insured, limits of liability required of \$1,000,000 per occurrence.
- 5) All insurance companies must be licensed and admitted in the State of Michigan and be at least "A" rated per Best Key Rating.

IMPORTANT: A CERTIFICATE OF INSURANCE, ACCORD FORM, MUST BE ATTACHED TO THE BID SUBMITTAL FORM.

COMPANY INFORMATION

FIRM NAME: _____

ADDRESS: _____

ESTABLISHED: _____, _____ STATE: _____

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable, former Firm Name(s) and locations

YEARS IN LANDSCAPE MAINTENANCE FIELD:

How many years has your company been doing work in landscape maintenance or related field?

_____ Years

Explain the type of work in a related field, if any: _____

USE OF SUBCONTRACTORS:

To provide all the services listed in these specifications would any services be handled by subcontractors?

_____ No

_____ Yes, explain and fill out attached Subcontractor Information sheet

PERSONNEL OF THE FIRM WHO WOULD BE ASSIGNED TO THIS ACCOUNT

Please provide resumes, copies of certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

<u>TITLE</u>	<u>NAME</u>	<u>SPECIALTY/DEGREE/CERTIFICATION</u>	<u>YRS. EXPERIENCE</u>
Licensed			
Pesticide Applicator			
Certified:			
TurfGrass	_____		
Ornamentals	_____		
Right of Way	_____		

Irrigation

Technician: _____

(Optional)

Landscape

Architect: _____

(Optional)

Certified

Arborist: _____

Note: Please identify all resumes, copies of certifications and licenses, etc. submitted for individuals in this section with one of the titles listed above.

REFERENCES: LIST FIVE (5) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.

<u>COMPANY</u>	<u>ADDRESS</u>	<u>CONTACT</u>	<u>PHONE</u>
----------------	----------------	----------------	--------------

- | | | | |
|----|-------|-------|-------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ |
| 5) | _____ | _____ | _____ |

PROJECT MANAGER

Name of Project Manager assigned to this account:

Title:

Credentials:

Cellular Phone Number: _____

Pager Number: _____

Office Phone Number: _____

PROOF OF QUALITY

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the landscape maintenance field, or any other item that is relevant.

<u>ITEM TITLE</u>	<u>DESCRIPTION</u>
_____	_____
_____	_____

ADDED VALUE

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at DDA locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

ITEM TITLE

DESCRIPTION

SUBCONTRACTOR(S) INFORMATION:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the Garden City DDA. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the DDA. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work preformed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

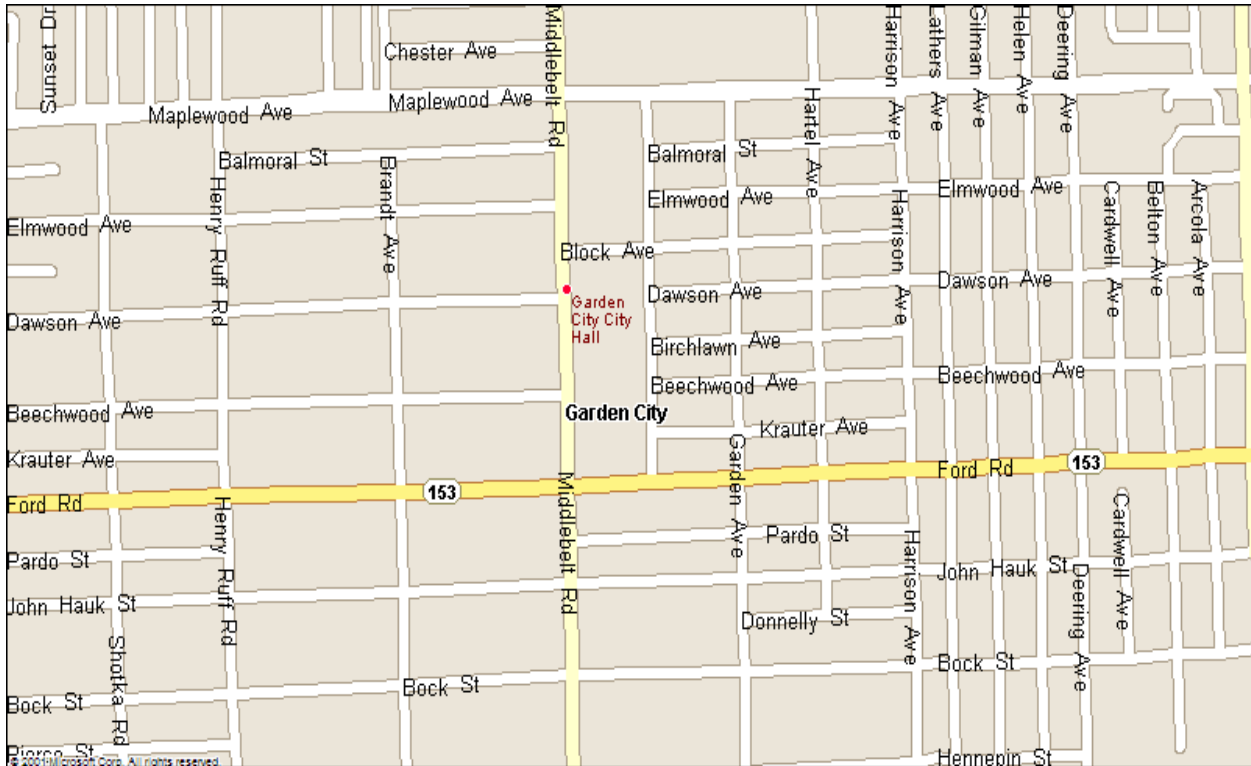
Proposed subcontractors *statement of qualifications* must be completed and submitted with proposal.

Proposed			Federal I.D./	Amount
<u>Subcontractor</u>	<u>Address</u>	<u>Phone No.</u>	<u>Social Security</u>	<u>of Subcontract</u>

**CITY OF GARDEN CITY DOWNTOWN DEVELOPMENT AUTHORITY
MAP**

Garden City DDA District location:
FORD ROAD BETWEEN HENRY RUFF AND HARRISON
MIDDLEBELT ROAD BETWEEN MAPLEWOOD AND BOCK.

Garden City DDA Streetscape is located within the DDA District:
FORD ROAD BETWEEN BRANDT AND GARDEN
MIDDLEBELT BETWEEN BEECHWOOD AND JOHN HAUK.
and
THE NORTHWEST CORNER OF FORD AND MIDDLEBELT,
GENERALLY REFERRED TO AS THE “GARDEN PLAZA MUNICIPAL PARKING LOT
AND COMMONS GARDEN”
and
THE NORTHEAST CORNER OF FORD AND MIDDLEBELT,
REFERRED TO AS THE (KROGER) “GARDEN CITY TOWN CENTER MUNICIPAL PARKING LOT”
BOTH INCLUSIVE IN THE STREETScape AREA.



BID SUBMITTAL FORM

**Sealed bids accepted until 2PM, MONDAY, MARCH 22, 2010 at the
DDA OFFICE, 29213 FORD ROAD, GARDEN CITY, MI 48135**

**LANDSCAPE AND STREETScape MAINTENANCE SERVICES FOR
THE CITY OF GARDEN CITY DOWNTOWN DEVELOPMENT AUTHORITY**

COMPANY NAME: _____

The undersigned, having examined the Request for Proposal document, and having attended the mandatory pre-bid conference held **March 10, 2010** and having familiarized him/herself with local conditions affecting the cost of the work, hereby proposes to furnish all necessary machinery, tools and other means of construction, do all the work, furnish all materials and equipment for the lump sum price named to complete the work described herein:

SCOPE OF SERVICES:

- 1. **CLEANING (Lump Sum)** \$ _____
- 2. **MOWING (Lump Sum)** \$ _____
- 3. **EDGING (Lump Sum)** \$ _____
- 4. **FERTILIZATION & WEED CONTROL (Lump Sum)** \$ _____
- 5. **PRUNING AND TRIMMING (Lump Sum)** \$ _____
- 6. **MULCH (Lump Sum)** \$ _____
- 7. **IRRIGATION (Lump Sum)** \$ _____
- 8. **SPRING/FALL CLEAN UP (Lump Sum)** \$ _____
- 9. **ANNUALS (Lump Sum)** \$ _____
- 10. **BANNERS (Lump Sum)** \$ _____
- 11. **HOLIDAY DECORATIONS/LIGHTING (Lump Sum)** \$ _____

TOTAL LUMP SUM BID 2010-2011 \$ _____

% INCREASE FOR 2011-2012 _____ %
% INCREASE FOR 2012-2013 _____ %

ATTACH THE FOLLOWING COMPLETED DOCUMENTS:

**Certificate of Insurance, see Insurance Requirements, page 10.
Company Information, pages 11 – 13.**

UNIT PRICES:

- 1. **Additional CLEANING for litter only (Per Occurrence)** \$ _____
- 2. **Additional CLEANING for trash receptacles only (Per Occurrence)** \$ _____
- 3. **Irrigation System Repair: Hourly Rate \$ _____ Materials at % of Cost _____**
- 4. **Remove and replace sod lawn (Per square yard)** \$ _____
- 5. **Install seeded lawn (Per square yard)** \$ _____

- 6. Supply and spread topsoil (Per cubic yard) \$ _____
- 7. Supply and install double shredded hardwood bark mulch (Per cubic yard) \$ _____
- 8. Remove dead deciduous tree stump and replace with tree, as requested
Hourly Rate \$ _____ Materials at % of Cost _____
- 9. Remove and replace dead bushes and perennial plants, 3 gal, 24"ht.
Hourly Rate \$ _____ Materials at % of Cost _____
- 10. Split and transplant existing "Stella d'Oro" Daylillies (Per Hour) \$ _____
- 11. Install tulip bulbs in existing beds
Hourly Rate \$ _____ Materials at % of Cost _____
- 12. Supply, install and removal of Annual Plants- Flats of 48
Hourly Rate \$ _____ Materials at % of Cost _____
- 13. Supply and install plant mix (Per cubic yard) \$ _____
- 14. Remove and replace damaged or sunken brick pavers (Per square foot) \$ _____
- 15. Apply crack seal material to sidewalks (Per linear foot) \$ _____
- 16. Install holiday tree lighting to trees located near Ford/Middlebelt
Intersection Per tree \$ _____ Materials at % of Cost _____
- 17. Clean Brick Screen Walls, no power washing.
Hourly Rate \$ _____ Materials at % of Cost _____

- ALTERNATE #1 Hanging Flower Basket Maintenance (Lump Sum) \$ _____
- ALTERNATE #2 Community Pavilion Maintenance (Lump Sum) \$ _____

The undersigned agrees that if this lump sum proposal is accepted by the DDA, he/she will enter into the contract, furnish all contract requirements within 7 days of notice of award, and that work will commence on April 1, 2010 and be completed by the anniversary one year later and each of the subsequent two years of the three year contract.

Signature of Authorized Company Representative: _____

Printed name & Title: _____

Company: _____

Address: _____

Date: _____