

NOTICE TO BIDDERS

Sealed proposals in opaque envelopes plainly marked "**MOWING**" will be received by the Village of Paw Paw, Department of Public Services, at its office located at 110 Harry L. Bush Blvd., P.O. Box 179, until 9:00 a.m., local time, March 31, 2021, for the following:

MOWING ROADSIDES, PARKWAYS, AND PARKS

If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

Specifications and proposal forms may be obtained at the office of the Department of Public Services during regular business hours.

Proposals will be publicly opened and read at the offices of the Department of Public Services at 9:30 a.m., local time, Wednesday, March 31, 2021.

The Village of Paw Paw reserves the right to reject any or all bids, to waive irregularities in the bids and to accept the proposal that in the opinion of the Council is in the best interest of and to the advantage of the Village.

The Village of Paw Paw is an equal opportunity employer.

VILLAGE OF PAW PAW
DEPT. OF PUBLIC SERVICES

SPECIFICATIONS
MOWING ROADSIDES, PARKWAYS, AND PARKS

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1. Proposals must be submitted on the form provided. NOTE: This will be a three (3) year contract.
2. The work shall consist of mowing the village owned street tree lawns, parkways, parks, and excess property. Equipment used may be any which is normally used for mowing and trimming which will not create a hazard to the motoring public, pedestrians, or abutting property.
3. Scope of Work
 - A. Work under this contract shall commence within ten (10) calendar days following the award of the contract and shall continue throughout the normal growing season ending on or about October 30, 2021, 2022 and 2023.
 - B. Spring Cleanup - A lump sum price will be quoted to cleanup winter debris prior to beginning mowing. Spring cleanup shall include restoration of tree lawns (mowing areas) following "snow plowing damage" and leaf and downed limb cleanup.
 - C. The areas to be mowed are indicated in color on the attached map of the Village of Paw Paw. The various colors indicate the location, priority and degree of work desired. All debris such as but not limited to paper products, sticks, rocks and so forth shall be removed from the area to be mowed for each occasion prior to mowing.
 - D. All grass clippings will be bagged and removed in the first priority (pink) areas.
 - i. First Priority - **Pink**. To be maintained in a manner similar to a residential lawn, including necessary trimming. Grass not to exceed 6 inches.
 - ii. Second Priority - **Blue**. To be maintained in a manner similar to normal park/residential yard areas, including necessary trimming. Height of grass/vegetation shall be maintained not to exceed 6 inches.

- iii. Third Priority - **Yellow**. To be maintained in a manner similar to normal park/residential yard areas, including necessary trimming. Height of grass/vegetation shall be maintained not to exceed 6 inches.
- iv. Fourth Priority - **Green**. To be maintained in a manner similar to normal mowed fields. Height of grass shall be maintained not to exceed 6 inches.

4. Estimated Quantities - ±33 Acres

5. Bid Bond

Quotations will remain valid for a period of 60 calendar days after opening of proposals. A bid bond in the amount of 5% of the proposal shall be submitted with the proposal.

6. Performance Bond

The successful bidder shall furnish prior to the award of the contract a performance and lien bond in an amount equal to 100% of its proposal.

7. Protection and Restoration of Property

The Contractor shall restore, at the Contractor's expense, any and all public or private property damaged or injured in consequence of any act or omission on the part of the Contractor or the employees or agents of the Contractor, to a condition similar and equal to that existing before such damage or injury was done. If the Contractor neglects to repair or make restoration, the Director may after 48 hours written notice to the Contractor proceed to make such repairs or restoration, and will deduct the cost thereof from any monies that are or may become due the Contractor.

8. Damage Liability and Insurance

The Contractor shall save harmless and indemnify the Village of Paw Paw, Department of Public Services and its employees against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of the work.

- A. **WORKER'S COMPENSATION INSURANCE** - The Contractor, prior to the execution of the contract, shall file with the Department of Public Services a certification that the Contractor carries Worker's Compensation Insurance.
- B. **BODILY INJURY AND PROPERTY DAMAGE** - The Contractor, prior to execution of the contract, shall file with the Department of Public Services copies of completed certificates of insurance, as evidence that the Contractor carries adequate insurance, satisfactory to the Director, to afford protection against all claims for damages to public property, and injuries to persons, arising out of and during the progress of the work, and to its completion and, where specified in the proposal,

similar insurance to protect the owner of premises on or near which operations are to be performed.

- i. Bodily Injury and Property Damage Other Than Automobile - Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily Injury Liability:

Each Occurrence: \$500,000

Aggregate: \$500,000

Property Damage Liability:

Each Occurrence: \$500,000

Aggregate: \$500,000

- ii. Owners Protective Liability - Bodily injury and property damage protection shall be extended to the Village of Paw Paw, Department of Public Services.
- iii. Bodily Injury Liability and Property Damage Liability for All Owned, Non-Owned and Hired Vehicles - Unless otherwise specifically required by special provisions in the proposal, in addition to Michigan No-Fault Coverage, the minimum limits of bodily injury liability and property damage liability shall be:

Bodily Injury Liability:

Each Person: \$500,000

Each Occurrence: \$500,000

Property Damage Liability:

Each Occurrence: \$500,000

Combined Single Limit for Bodily Injury and Property
Damage Liability:

Each Occurrence: \$1,000,000

- C. **NOTICE** - The Contractor shall not cancel or reduce the coverage of any insurance required by this Section without providing 30-day prior written notice to the Department of Public Services. All such insurance must include an endorsement whereby the insurer shall agree to notify the Department of Public Services immediately of any reduction by the Contractor. The Contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.
- D. **REPORTS** - At the request of the Director, the Contractor or the Contractor's insurance carrier shall report claims received, inspections made, and disposition of claims.

9. Basis of Payment

- A. Quotations shall be submitted on the basis of an Annual fee.
- B. 15% of the Annual fee shall be paid to the contractor on or about the first day of each of the following months: June, July, August, September and October. Final payment of the remaining 25% of the Annual fee shall be paid to the contractor on or about the first day of November.

10. Rejection Clause

The Village of Paw Paw reserves the right to reject any or all bids, to waive irregularities in the bids and to accept the proposal that in the opinion of the Council is in the best interest of and to the advantage of the Village.

- 11. The Village of Paw Paw and/or the contractor may terminate the contract at any time throughout the 3 year agreement with a 30 day notice.
- 12. The Village of Paw Paw is an equal opportunity employer.

PROPOSAL

Village of Paw Paw
Department of Public Services
110 Harry L. Bush Blvd.
P.O. Box 179
Paw Paw, MI 49079

(Date)

To Whom It May Concern:

The undersigned proposes to furnish all labor, equipment, and materials to perform the work set forth in the specifications for Mowing Roadsides, Parkways, and Parks (said specifications are herewith made a part of this proposal) for the following:

MOWING			
ITEM	ANNUAL COST		
	2021	2022	2023
Spring Cleanup			
Mowing			

Yours very truly,

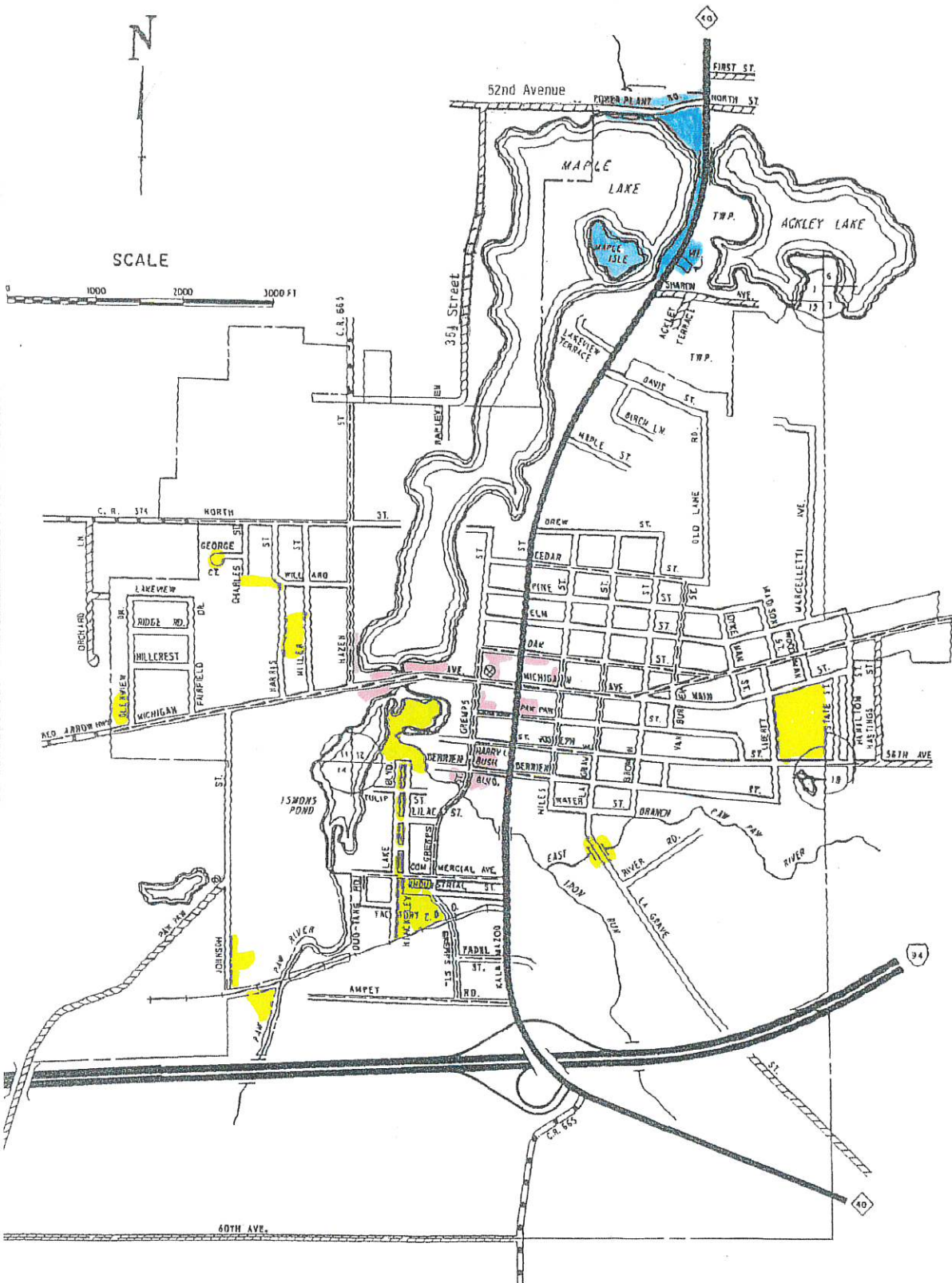
By: _____

Title: _____

Firm: _____

Address: _____

Telephone: _____



VILLAGE OF PAW PAW
 DEPARTMENT OF PUBLIC SERVICES
 110 HARRY L. BUSH BLVD., P.O. BOX 179
 PAW PAW, MI 49079-1560