

City of Ironwood
Riverside Cemetery
Mowing Contract
2023
(1-Year)

ADVESTISEMENT FOR BIDS
CEMETERY LAWN MOWING 2023

The City of Ironwood is soliciting bids for grass mowing and trimming at the Ironwood Riverside Cemetery for a period of one year.

Sealed offers will be received by the Ironwood City Clerk, Memorial Building, 213 S. Marquette Street, Ironwood, MI 49938, until 10:00 A.M. local time, Friday, March 3, 2023, at which time bids shall be read aloud.

Bid Documents may be obtained from the Ironwood City Clerk's Office, Memorial Building during regular business hours 7:30 A.M. to 4:00 P.M. or by visiting www.ironwoodmi.gov/government/projects.

The City of Ironwood reserves the right to accept or reject any and all bids. For more information contact the City Clerk at 906-932-5050.

Please run legal ad February 16th, 2023

REQUEST FOR PROPOSALS

FOR GRASS MOWING AND TRIMMING AT RIVERSIDE CEMETERY

CITY OF IRONWOOD

Sealed Proposals are invited and will be received by the City of Ironwood, Michigan for grass mowing and trimming at the Riverside Cemetery for a period of one year.

The contract period will be from May 2023 to October 2023.

Proposals must be made on the Proposal forms and in accordance with instructions furnished by the office of the City Clerk.

Proposals must be delivered to the office of the City Clerk on or before 10:00 A.M., Friday, March 3rd, 2023. The envelope containing the proposal must be sealed and marked "Proposal for Grass Mowing and Trimming for Riverside Cemetery."

Successful Bidder shall furnish all labor, equipment, material, and supplies as may be required to properly perform the work. A performance bond will be required.

The City reserves the right to accept or reject any or all proposals.

INSTRUCTIONS TO BIDDERS

1. All Proposals shall be signed and dated by the Bidder.
2. Proof of required Insurance must be submitted prior to award of contract.
Insurance requirements are:
 - a. Employer's Liability ---\$500,000.
 - b. Workmen's Compensation ---Statutory
 - c. Automobile Liability---Statutory
 - d. Performance Bond ---100% of Bid
3. The contract period is one (1) year.
4. Contractor is expected to start work in May 2023, or as soon thereafter as directed by the City of Ironwood. **The contractor shall coordinate mowings to ensure that a complete mowing / trimming, has been completed two days prior to the Memorial Weekend and Fourth of July weekend holidays.**
5. Mowing and trimming frequency for the Riverside Cemetery will be determined by the Cemetery Sexton or his designee. Contractor shall be prepared to respond within 48 hours of notification. Failure to so respond may be grounds for termination of contract.
6. Bidders shall submit a list of available equipment, with their bids. Type and quantity of equipment shall be adequate to insure proper completion of the contract.
7. Bidders shall submit written recommendations with their bid from at least two Governmental, Corporate and/or Educational entities, stating that bidder has successfully completed similar Grass Mowing contracts with them.
8. A map of the Cemetery, indicating Block locations, and the cutting/trimming boundaries are shown on the attached map.
9. Spring Cleanup: Removal of branches, leaves, etc., following the snow melt, but before the first mowing, shall be the responsibility of the City. Subsequent fallen branches encountered by the lawn mowing contractor during the mowing period should be picked up by it's employee and placed adjacent to the nearest cemetery

street for City pickup.

10. Prior to award of the contract the successful bidder shall provide a security in the form of a performance bond, or a letter of credit in the amount of 100% of the contract amount. The performance bond or letter of credit shall be in effect for the life of the contract. If the contractor fails to successfully perform or complete the contract the security shall be executed and used by the City to perform the work.

BID PROPOSAL FORM 2023

I. RIVERSIDE CEMETERY

GRASS MOWING AND TRIMMING – RIVERSIDE CEMETERY

A. Contract Costs

| <u>ITEM NO</u> | <u>DESCRIPTION</u> | <u>PAY UNIT</u> | <u>EST. QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMOUNT BID</u> |
|----------------|---|---------------------|--------------------------|-----------------------|-----------------------|
| 1000 | Furnish and supply all labor, materials and equipment to provide grass mowing and trimming for cemetery blocks. | Block | 75 | \$_____/Bk | \$_____ |

Estimated Total Cost assuming
Six (6) mowings, between May
2023 and Oct. 2023

TOTAL BID \$ _____

- Note:
1. All areas of the Cemetery, maintained as lawn, are included with and as part of Bid Item.
 2. Blocks may require numerous mowings and trimmings. Contractor will be paid every time they mow each block.
 3. Quantities shown are Estimated. Actual quantities may be more or less than the Estimated Quantities shown.
 4. No contract adjustments will be given if actual quantities increase or decrease.
 5. **There is no minimal number of mowings guaranteed.** (10-year mowing history attached for informational purposes only).

Recommendations and Equipment List – (Riverside Cemetery)

1. Attach as part of this proposal a complete list of the type and quantity of lawn

mowing and trimming equipment which will be available to bidder for proper completion of the work.

2. Attach as part of this proposal a minimum of two written recommendations from Governmental, Corporate and/or Educational entities, stating that the bidder has successfully completed similar grass mowing contracts with them.

C. Insurance

The City of Ironwood will request proof of insurance and Workmen's Compensation, from the apparent low responsive and responsible bidder. Please indicate below whether you will be able to provide the necessary documentation within five (5) days of the request. These documents are required prior to award of Contract.

YES _____ NO _____

D. Signatures and Authorizations

In submitting this bid, it is understood that all work must be completed in accordance with the time schedule set forth in the contract documents and that the right is reserved by the Owner to accept or reject any and all bids. It is agreed that this bid will not be withdrawn within 30 days of the bid opening.

It is further understood that at any point in time should the contractor fail to satisfactorily perform said cemetery mowing contract in accordance with standards established by the City of Ironwood, it shall be considered a default of said contract and the City of Ironwood may immediately terminate and cancel said cemetery and/or parks mowing contract without any further liability or obligations whatsoever to the contractor.

Name and Address of Bidder: _____

Email: _____

Telephone Number: (____) _____

Names and Title of Person
Authorized to Sign Bid _____

Signature: _____ Bid Date: _____

SPECIFICATIONS

ITEM 1000 -GRASS MOWING AND TRIMMING

Description

- 1.1 The Cemetery work shall consist of mowing grass in open areas and between monuments, and trimming grass and weeds adjacent to monuments. Mowing of the Cemetery will be directed by the Cemetery Sexton or his designee.

Materials and Equipment

- 2.1 All mowing equipment must be furnished by the Contractor. This may consist of, but is not limited to: riding mowers, motorized push mowers, string trimmers, blowers, etc. All fuel, repair, etc. is the responsibility of the Contractor.
- 2.2 All Contractor's employees shall wear personal protective clothing as required by MIOSHA.

Construction

- 3.1 All grass areas shall be mowed at the frequency determined by the City Representative. Contractor is expected to respond within 24 hours of notification.
- 3.2 Location of mowing areas will be determined by the Cemetery Sexton as appropriate. It is expected that mowing will usually take place on contiguous blocks in the Cemetery.
- 3.3 Height of grass cut shall be determined by Cemetery Sexton. Height of grass cut may vary if drought type conditions are experienced.
- 3.4 Work days and hours shall be set by the City. City employees are normally on site each weekday from 7:00 A.M. to 2:30 P.M. If contractor's schedule requires longer workdays and/or Saturday work, it shall be approved in advance by the Public Works Superintendent.
- 3.5 Grass clippings, are not required to be removed. If grass clippings are covering monuments (and flat markers) they must be cleared off by the contractor after each mowing.
- 3.6 Fallen branches encountered during mowing should be placed adjacent to nearest cemetery street for City pickup.
- 3.7 If any damage is done to decorations, flowers, etc. they should be reported to the Sexton and contractor shall be responsible for cleaning of debris.

- 3.8 The contractor shall immediately notify the Sexton if any issues and/or problems should arise.

Measurement and Payment

- 4.1 Contractor shall submit payment request to the City upon completion of grass mowing and trimming. The pay request shall be reviewed and approved by the Sexton or their designee prior to submitting to the City Finance Department.
- 4.2 Payment request shall be on written invoice or letterhead and include, but not limited to, Contractor Name and billing address, service date(s), description of service, number of blocks mowed/trimmed, unit price, and total amount due.
- 4.3 **Contractor will allow the City Thirty (30) days from invoice date to process payment.**
- 4.4 Cemetery blocks vary in size. The unit bid price is applicable to each block, regardless of size.