



IRONWOOD

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City of Ironwood

Parks

Mowing Contract

2024 - 2025

ADVESTISEMENT FOR BIDS
CEMETERY LAWN MOWING
AND CITY PARK MOWING

The City of Ironwood is soliciting bids for grass mowing and trimming at the Ironwood Riverside Cemetery for one year and City Parks for a period of two years. Two separate contracts will be awarded.

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, Wednesday, February 14, 2024, 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.

Please run legal ad February 1st.

REQUEST FOR PROPOSALS

PARKS GRASS MOWING AND TRIMMING

CITY OF IRONWOOD

Sealed Proposals are invited and will be received by the City of Ironwood, Michigan for grass mowing and trimming at the City of Ironwood Parks for a period of two years.

The contract period will be from May 2024 to October 2025.

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., Wednesday, February 14, 2024. The envelope containing the proposal must be sealed and marked "Proposal for Grass Mowing and Trimming for Ironwood City Parks."

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 two (2) years. The Contract will be renewed each year, up to the original length of award, based on the previous year's compliance with the Contract Specifications and evidence of current insurance. The City of Ironwood will issue a new Purchase Order each year.
4. Contractor is expected to start work on May 2024, or as soon thereafter as directed by the City of Ironwood. **The contractor shall coordinate mowings to insure 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 City Parks will be determined by the Parks Lead Person or his designee. Contractor shall be prepared to respond within 24 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. 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.
9. **Estimated quantities are for bid comparison. Actual quantities may vary from 0 to 6 mowings.**
10. City Park mowings will be on an "on-call" basis. Frequency of mowing may vary from no calls to several calls per month.

11. Contractor will be paid for each mowing of each Individual City Park.
12. Bidders should visit each area to determine the extent of mowing required. Park size, if shown is approximate only and not guaranteed.
13. Contractor shall pick up all paper and other debris prior to and after mowing and deposit in a approved garbage container on site or at the DPW garage site.
14. Sidewalks and roadways shall be cleared of clippings after each mowing.

Recommendations and Equipment List – (Parks)

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 park 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

SPECIFICATIONS
ITEM 1000 - GRASS MOWING AND TRIMMING
Description

- 1.1 Mowing and Trimming of City Parks will be as directed by the Parks Lead Person 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 Parks Lead Person or his designee as appropriate.
- 3.3 Height of grass cut shall be determined by the Parks Lead Person or his designee. 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 3:00 P.M. If contractor's schedule requires longer workdays and/or Saturday work, it shall be approved in advance by the City.
- 3.5 Grass clippings, are not required to be removed.
- 3.6 Fallen branches encountered during mowing should be placed adjacent to nearest street for City pickup.

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 City Staff 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.**

DESCRIPTION OF CITY OWNED RECREATION FACILITIES

1. Curry Park – Adjacent to U.S. Highway 2. Contains picnic tables and stoves, 45 total camp sites, 9 full service hook-ups, showers, laundry, playground, spill station. 9.25 acres.
2. Patterson Tennis Courts – Ridge Street. Two (2) tennis courts. .77 acres.
3. Longyear Park – Arch and Hemlock Streets. Contains children’s playground equipment and open space. 3.22 acres.
4. Kuitunen/Depot Park – Lowell and Frederick Streets. Features fountains, benches and various forms of vegetations.
5. Little League Field – Day and Vaughn Streets. Regulation Little League Field. Spectator seating. Concession stand and toilets. Tot Lot. Two (2) ballfields.
6. Hiawatha Park – Burma Road. World’s tallest fiberglass Native American. Mining equipment display. 1.04 acres.
7. Randa Field – Burma Road and Houk Street. Softball field with spectator seating, lights, and concession stand. 906 feet.
8. Norrie Park – Norrie Park Road. Picnic tables and stoves, two (2) tennis courts, volleyball, restrooms, changing area, open space. Pavilion and playground equipment. .05 acres.
9. Welcome Sign – Silver Street.
10. Lake and Ayer Street Park – Playground equipment.
11. Hiawatha Skate Board Park – On Burma Road across from the Hiawatha Park.
12. Art Park – 100 Block E. Aurora St.
13. Downtown City Square Park – SW corner of W. Aurora Street and S. Lowell Street (See attached Park Drawing – Addendum 1). Includes both mowing and weed whipping.

BID PROPOSAL FORM 2024

II. CITY PARKS

GRASS MOWING AND TRIMMING – CITY PARKS

A. Contract Costs

| <u>ITEM NO</u> | <u>DESCRIPTION</u> | <u>PAY UNIT</u> | <u>EST. QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMT. BID</u> |
|----------------|--|---------------------|--------------------------|-----------------------|---------------------|
| 3000 | Furnish and supply all labor, materials, and equipment to provide grass mowing and trimming for city Parks | | | | |
| 1. | Curry Park | Each Mowing | 6 | \$_____ | \$_____ |
| 2. | Norrie Park | Each Mowing | 6 | \$_____ | \$_____ |
| 3. | Longyear Park (3.22 acres) | Each Mowing | 6 | \$_____ | \$_____ |
| 4. | Kuitunen/Depot Park (0.5 acres) | Each Mowing | 6 | \$_____ | \$_____ |
| 5. | Lake & Ayer St. Park | Each Mowing | 6 | \$_____ | \$_____ |
| 6. | Hiawatha Park/ Kiwanis Tot Lot | Each Mowing | 6 | \$_____ | \$_____ |
| 7. | Little League Field/ 2 fields | Each Mowing | 6 | \$_____ | \$_____ |
| 8. | Patterson Tennis Court | Each Mowing | 6 | \$_____ | \$_____ |
| 9. | Randa Field | Each Mowing | 6 | \$_____ | \$_____ |
| 10. | Welcome Sign (Silver Street) | Each Mowing | 6 | \$_____ | \$_____ |
| 11. | Hiawatha Skate | Each Mowing | 6 | \$_____ | \$_____ |
| 12. | Art Park | Each Mowing | 6 | \$_____ | \$_____ |
| 13. | Downtown City Square | Each Mowing | 6 | \$_____ | \$_____ |

Estimated Total Cost Assuming
 six (6) mowing between May
 2024 and Oct. 2024
 (same period each year)

Total \$ _____

BID PROPOSAL FORM 2025

III. CITY PARKS

GRASS MOWING AND TRIMMING – CITY PARKS

A. Contract Costs

| <u>ITEM NO</u> | <u>DESCRIPTION</u> | <u>PAY UNIT</u> | <u>EST. QUANTITY</u> | <u>UNIT PRICE</u> | <u>AMT. BID</u> |
|----------------|---|-----------------|----------------------|-------------------|-----------------|
| 3001 | Furnish and supply all labor, materials and equipment to provide grass mowing and trimming for City Parks | | | | |
| 1. | Curry Park | Each Mowing | 6 | \$ _____ | \$ _____ |
| 2. | Norrie Park | Each Mowing | 6 | \$ _____ | \$ _____ |
| 3. | Longyear Park (3.22 acres) | Each Mowing | 6 | \$ _____ | \$ _____ |
| 4. | Kuitunen/Depot Park (0.5 acres) | Each Mowing | 6 | \$ _____ | \$ _____ |
| 5. | Lake & Ayer St. Park | Each Mowing | 6 | \$ _____ | \$ _____ |
| 6. | Hiawatha Park/ Kiwanis Tot Lot | Each Mowing | 6 | \$ _____ | \$ _____ |
| 7. | Little League Field/ 2 fields | Each Mowing | 6 | \$ _____ | \$ _____ |
| 8. | Patterson Tennis Court | Each Mowing | 6 | \$ _____ | \$ _____ |
| 9. | Randa Field | Each Mowing | 6 | \$ _____ | \$ _____ |
| 10. | Welcome Sign (Silver Street) | Each Mowing | 6 | \$ _____ | \$ _____ |

Ironwood City Parks

Mowing Contract for

2024 – 2025

Total Bid Summary

1. Total Bid for 2024 \$ _____

2. Total Bid for 2025 \$ _____

GRAND TOTAL \$ _____