

# REQUEST FOR PROPOSAL

## 2016 Park and Cemetery Maintenance

Bid should be sent in care of:

Niles Charter Township  
Attn: Clerk, "Sealed Bids for Niles Township Mowing Service"  
320 Bell Road  
Niles, MI 49120

Sealed bids should be received no later than 2:00 pm EDST on May 2, 2016. Sealed bids will be opened and recorded as received, forwarded to the Selection Committee for a recommendation to the Township Board. The public is invited to attend.

The Niles Charter Township board shall award the bid winner at May 16 , 2016 Township Board meeting.

Please contact Niles Township Supervisor or Treasurer for any questions regarding the RFP.

### Locations:

Parks: Samson Park (Photocopy 1)  
3143 Knight Drive  
Buchanan, MI 49120

And outlot on Holmes Drive (Photocopy 2)

North Firemans Park (Photocopy 3)  
399 Monroe  
Niles, MI 49120

Fulkerson Park (Photocopy 4)  
1634 Fulkerson Road  
Niles, MI 49120

Cemeteries: Johnson  
US31N (approximately 2033) Photocopy 5  
Niles, MI 49120

Higbee  
West edge of Higgins Street (will be marked by stakes) Photocopy 6  
Niles, MI 49120

Billing Address: 320 Bell Road  
Niles, MI 49120  
Contact: Niles Charter Township Clerk  
(269) 684-0870

**SECTION 1 – Requirements:**

1. Must provide proof of general liability. The Successful Bidder shall furnish at his own expense and keep in full force during the terms of this contract the following coverages which shall list the TOWNSHIP as an additional insured:
  - Insurance covering bodily injury and property damage in the minimum sum of \$500,000
  - Automobile liability insurance in the minimum of \$500,000 combined single limit for bodily injury and property damage.
2. Invoices will be prepared monthly and will list dates and services performed. Invoices received will be paid during the township's next regularly scheduled monthly meeting.
3. Extra services requested by the Township will be itemized separately.
4. Priority given to special dates (elections and tax collection dates)
5. Prices which differ from those quoted will not be paid unless prior consent is give in writing by the Township.
6. The price of lawn care shall include taxes, Social Security Unemployment Compensation Insurance payments, employees' fringe benefits, insurance coverage of employees, property damage insurance, public liability insurance, workers compensation and any other costs which the contractor shall incur in the performance of the agreement. The Township is classified as a tax-exempt governmental organization. Do not include sales tax or use tax for materials.
7. The contractor shall take all necessary precautions to conduct the work in a safe manner, so as to prevent injury to persons or damage to property. Any damage caused by the contractor to the Township's property will require restitution for repairs to same. This shall include, but not be limited to, such items fences, signs, posts, buildings, automobiles, etc.
8. The contractor agrees to hold harmless and indemnify the Township for all damage, costs, and attorney fees that arise out of harm caused to the contractor's employees, subcontractor's employees, and other third parties, known and unknown, by the performance or lack or performance of the specified work.
9. Township hall hours: Monday-Friday (8:30am-4:30pm)
10. The contract may be cancelled by either party upon 30 days written notice.

## **SECTION 2 – Service Specifications:**

1. It shall be the contractor's responsibility to provide adequate lawn care equipment.
2. Weed whipping and blowing off all driveways, parking areas, sidewalks, and porches. Edging to be included if needed.
3. All lawn care services will be performed to the complete satisfaction of the Township. If, in the opinion of the Township lawn care is insufficient or incomplete, the contractor will make necessary corrections without additional cost.
4. If brush, etc., removal/hauling from premises is required, the Township will notify vendor and issue a work order for billing
5. The TOWNSHIP anticipates calling for weekly mowing's at the Parks (Samson, North Firemens and Fulkerson); front of Johnson cemetery and the out lot noted in this document during the annual growing seasons. The cemeteries will require monthly maintenance. The Successful Bidder and the TOWNSHIP will develop a mutually agreeable schedule for cuttings as to hours and days of the week for the various sites. The TOWNSHIP reserves the right to increase or decrease the schedule of mowings and associated lawn care that may be conducted based on actual conditions and what it determines to be in the TOWNSHIP best interest. The Successful Bidder agrees to provide prompt service consistent with the set schedule.

## **SECTION 3 – Bid Process:**

1. The Township will select a vendor through a review of submittals, reference checks, total estimated costs, and/or interviews prior to the selection.
2. Proposals must include a single price per mowing that includes each park, out lot and each cemetery.
3. The Township Board is the only body who may legally commit the Township to the expenditure of funds for a contract resulting from this solicitation. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.
4. The Township reserves the right at its sole discretion, to reject any or all proposals, for whatever reason it deems appropriate, without penalty and to not issue a contract as a result of this request.
5. The Township also reserves the right at its sole discretion, to waive informalities and/or errors in the bidding process.
6. The Township reserves the right to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.
7. Faxed proposals are not acceptable.
8. The vendor is responsible for the timely delivery of the proposal.
9. Any proposal received after the deadline will not be considered.

**Sealed bids shall be marked on the outside, "Sealed Bids for Niles Township Mowing Service"**

Cost to mow:

- #1 Samson Park \_\_\_\_\_
- #2 Out lot on Holmes Drive \_\_\_\_\_
- #3 North Firemen's Park \_\_\_\_\_
- #4 Fulkerson Park \_\_\_\_\_
- #6 Higbee Cemetery \_\_\_\_\_
- #5.1 Johnson Cemetery \_\_\_\_\_  
(mow weekly)
- #5.2 Johnson Cemetery \_\_\_\_\_  
(mow monthly)

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

References:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Overview



Legend

- City and Villages
- Railroads
- Roads**
- <all other values>
- Interstate
- Major Arterial
- Minor Arterial
- Roads
- Parcels
- Lakes
- Rivers
- Lake Michigan

<b>Parcel ID</b>	11-14-7070-0076-01-1	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	NILES TOWNSHIP OF
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	999		320 BELL RD
<b>Property Address</b>	3143 KNIGHT DR BUCHANAN	<b>Acres</b>	2.540		NILES MI 49120

**District** 11300

**Brief Tax Description** LOTS 76 & 77 SAMSON TERRACE NO 2 ALSO COM 745.5'W & 512.96'S OF N 1/4 PST FRL SEC 31 T7S R17W TH 5 232.6'TH N77DEG41'W 358.22'TH N 151.28'TH N89DEG32'E 350.9'TO POB  
(Note: Not to be used on legal documents)

#1

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Overview



Legend

- City and Villages
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- <all other values>
- Interstate
- Major Arterial
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<b>Parcel ID</b>	11-14-7050-0012-00-1	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	NILES TOWNSHIP OF
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	999		320 BELL RD
<b>Property Address</b>	HOLMES DR BUCHANAN	<b>Acreage</b>	n/a		NILES MI 49120
<b>District</b>	11310				
<b>Brief Tax Description</b>	LOT 12, SAMSON TERRACE. (Note: Not to be used on legal documents)				

*120x261*

*#2*

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Overview



Legend

- City and Villages
- Railroads
- Roads**
- <all other values>
- Interstate
- Major Arterial
- Minor Arterial
- Roads
- Parcels
- Lakes
- Rivers
- Lake Michigan

<b>Parcel ID</b>	11-14-4900-0001-01-1	<b>Alternate ID</b> n/a	<b>Owner Address</b> NILES TOWNSHIP OF
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b> 999	320 BELL RD
<b>Property Address</b>	399 MONROE ST NILES	<b>Acreage</b> <i>140x222.5</i>	NILES MI 49120
<b>District</b>	11310		
<b>Brief Tax Description</b>	LOTS 1 & 2 MAPLEWOOD HEIGHTS (Note: Not to be used on legal documents)		#3
	399 MONROE		

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Overview



Legend

- City and Villages
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- <all other values>
- ▬ Interstate
- ▬ Major Arterial
- ▬ Minor Arterial
- ▬ Roads
- Parcels
- Lakes
- Rivers
- Lake Michigan

<b>Parcel ID</b>	11-14-0113-0021-00-3	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	NILES TOWNSHIP OF
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	999		320 BELL RD
<b>Property Address</b>	1634 FULKERSON PARK NILES	<b>Acreeage</b>	4.300		NILES MI 49120
<b>District</b>	11300				
<b>Brief Tax Description</b>	THE E 433' OF THE N 440' OF THE NW1/4 OF SEC 13 T8S R17W (Note: Not to be used on legal documents)				

#4

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Overview



Legend

- City and Villages
- Railroads
- Roads
  - <all other values>
  - ▬ Interstate
  - ▬ Major Arterial
  - ▬ Minor Arterial
  - ▬ Roads
- Parcels
- Lakes
- Rivers
- Lake Michigan

Parcel ID 11-14-0015-0013-00-1  
 Sec/Twp/Rng n/a  
 Property Address US 31  
 NILES

Alternate ID n/a  
 Class 999  
 Acreage 1

Owner Address: CEMETERY JOHNSON  
 NILES MI 49120

#5,1

District 11300  
 Brief Tax Description FROM SE COR OF W1/2 OF SE1/4 SEC 15 T7S R17W MEAS N 402' TH N11DEG28'W 855.8' TH W 132' TO POB TH S 132' TH W 310' TO ELY HWY R/W TH NWLY ON R/W TO PT W OF BEG THE TO POB JOHNSON CEMETERY  
 (Note: Not to be used on legal documents)

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 The Schneider Corporation

. MOW WEEKLY  
 . BETWEEN ROAD AND GATES

Date Created: 4/11/2015



Overview



Legend

- City and Villages
- Railroads
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- <all other values>
- Interstate
- Major Arterial
- Minor Arterial
- Roads
- Parcels
- Lakes
- Rivers
- Lake Michigan

Parcel ID 11-14-0015-0013-00-1  
 Sec/Twp/Rng n/a  
 Property Address US 31  
 NILES

Alternate ID n/a  
 Class 999  
 Acreage 1.000

Owner Address CEMETERY  
 NILES MI 49120

JOHNSON

District 11300

Brief Tax Description FROM SE COR OF W1/2 OF SE1/4 SEC 15 T7S R17W MEAS N 402' TH N11DEG28'W 855.8'TH W 132'TO POB TH S 132'TH W 310'TO ELY HWY R/W TH NWLY ON R/W TO PT W OF BEG TH E TO POB JOHNSON CEMETERY  
 (Note: Not to be used on legal documents)

#5.2

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Overview



Legend

-  City and Villages
-  Railroads
- Roads**
-  <all other values>
-  Interstate
-  Major Arterial
-  Minor Arterial
-  Roads
-  Parcels
-  Lakes
-  Rivers
-  Lake Michigan

Parcel ID	11-14-0114-0010-03-4	Alternate ID	n/a	Owner Address	CUNEO HEATHER
Sec/Twp/Rng	n/a	Class	401		1227 OAKDALE AVE
Property Address	257 HIGGINS ST	Acreage	0.31		NILES MI 49120
	NILES				
District	11210				
Brief Tax Description	COM. 2366.5'S. & 800' S. 88 DEG 43'W.FROM N QTR POST OF SEC.14,T8S,R17W.,TH.N.148.3',TH.N. 88 DEG 43'E. 92',TH.S.148.3',TH.S. 88 DEG 43'W. 92'TO BEG.				
	(Note: Not to be used on legal documents)				

Date created: 4/15/2016  
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 The Schneider Corporation

*#6 HIGHBEE CENTER  
 (AREA HIGHLIGHTED)*