

CITY OF CHARLOTTE LAWN CARE BID 2024- 2026

The City of Charlotte will accept sealed proposals for lawn care, for the 2024 through 2026 seasons, at the office of the City Clerk until 2:30 p.m., Tuesday, March 19, 2024. The bids will then be opened, read, evaluated, and referred to the City Council for final action at their meeting of March 25, 2024.

Please mail the sealed bids to City Clerk, 111 E. Lawrence Ave., Charlotte, MI 48813. Bids may also be placed in the City drop boxes located at City Hall. Mark plainly on the outside of the envelope "**Lawn Care Bid**".

The city reserves the right to reject any or all proposals or to waive any defects in bidding in the best interest of the City of Charlotte. If all purchasing procedures have been met, the Purchasing Officer is authorized to negotiate with local bidders to reduce their bid to that of the lowest bidder from a non-City of Charlotte taxpayer if their bid is within 5% of the lowest bid. Negotiations are limited to purchases up to \$30,000.00.

The contract will be for one year with the City having the option of (2) one year renewals for up to a total of three years at the same bid price. No adjustments will be made for increases or decreases in fuel costs. The City reserves the right to consider past contract performance when awarding or extending the contract.

Insurance Requirements:

A. Contractor shall save harmless and indemnify City of Charlotte as well as their officers, agents and 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.

B. Certificate of Liability Insurance must be submitted to the City of Charlotte within fifteen days upon notification of award of contract and prior to contract signing with the following specific information:

1. CERTIFICATE HOLDER block must read:
City of Charlotte
111 E Lawrence Ave.
Charlotte, Michigan 48813
2. The following are minimum insurance requirements:

Type of Insurance	Limit of Liability
Workers' Compensation	Statutory coverage
General Liability and Automobile Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate OR \$1,000,000 combined single limit

Cancellation of Contract Provisions:

The City of Charlotte shall have the right to cancel the Contract for non-performance, should an inspection by the designated representative reveal that the Contractor's work results in any non-acceptable maintenance condition of one or all specified areas. The designated representative at the time of the first circumstance shall call for a meeting with the Contractor and issue a written warning of possible contract termination should the condition continue. If the condition should repeat for a second time, written notice of termination shall be sent. The City also reserves the right to cancel the Contract for budgetary reasons.

Submission of bid will be construed as a conclusive presumption the Contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all stipulations and requirements contained therein.

The Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire, tenure, terms, conditions or privileges for employment because of his/her race, color, religion, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of this contract.

Indemnification:

Contractor agrees to hold harmless and indemnify the City of Charlotte, its officers, agents and employees from any and all claims, suits and judgments to which the commission, its commissioners or employees may be subject and for all costs and actual attorney fee which may be incurred arising out of any injury to persons or damage to property, including property of the city, whether due to negligence of the contractor or the joint negligence of the contractor and the city, arising out of the work specified in this proposal, or in connection with work not authorized in this proposal, or resulting from failure to comply with the terms of this proposal. Contractor will not be obligated to indemnify the City of Charlotte for any injury or property damage arising out of the sole negligence of the City of Charlotte, its officers, agents or employees.

Work Required:

The undersigned will be responsible for the mowing of the listed properties shown below. *The contract will cover a three year period between April 15, 2024 and October 25, 2026.* Mowing will be required at the designated intervals indicated under normal conditions. The City reserves the right to request less or more frequent mowing based on weather and budgetary conditions. Payment will only be made for those properties actually mowed. Trimming shall be required adjacent to all trees, sidewalks, curbs, fences, retaining walls, buildings etc. The contractor will not be allowed to use any chemicals in the course of their work. The contractor must show that they have the proper number and sizes of equipment to do the work. For the "Weekly Mowing" areas, gang mowers will not be allowed; bat wing mowers will only be allowed at Lincoln Park; and City Hall must be mowed and bagged using a small mower with an attached bagger (no zero turn machines). The contractor will be responsible for any damage caused to city property (trees, signs, etc.). Movable objects (i.e. picnic tables) must be moved by hand.

CONTRACT A

NUMBERED PROPERTIES: The properties will be mowed weekly to a height of 3-1/2"- 4".

Property Descriptions

1. Police Dept. Shooting Range Area – behind DPW Garage
2. West Side Fire Station
3. Bostwick Street Parking Lots R.O.W. *
4. Washington Street Parking Lots R.O.W.*
5. Lansing Rd. Welcome Sign
6. City Hall Complex - (Must be with a small mower and bagger)*
7. Foote & Sheldon
8. State & West Seminary
9. 300 Block Horatio St. Blvd.
10. State & Mikesell
11. St. Mary's Blvd.
12. Hall Street ROW
13. Seminary & Johnson - East R.O.W.
14. Wing Court circle
15. Combs Industrial Park- Parkland Drive R.O.W. and Cochran Ave. R.O.W.
16. Lipsey Dr. R.O.W. in park area (to the trees)
17. Airport Runways and grounds
18. Recycling Center
19. Day Lift Station 700 E. Shepherd
20. Reynolds Lift Station 1104 S. Mikesell
21. Meijer Lift Station 696 Meijer Drive
22. Lansing Lift Station 544 Lansing Rd.
23. Chad Lift Station 2265 Chads Way
24. Waste Water Treatment Plant and Paine Dr. R.O.W. on west side only.
25. Meter Shop behind DPW Garage
26. Water Tower 508 N. Sheldon
27. Water Tower 619 W. Shepherd St. and Shepherd St. R.O.W. to RR tracks
28. D.P.W. Garage 301 Tirrell Hwy.
29. In front of S. Gate to DPW (South Cochran Ave.)
30. Armory Property
31. CARC Softball Field
32. Gateway Park
33. Dean Park 526 W. Stoddard
34. Oak Park 230 S. Clinton
35. Lincoln Park from Lincoln St. to the fence and Lincoln and Cherry Street R.O.W.
36. Snell Park 115 E. Shepherd
37. Southridge Park 312 W. Third
38. Tennis Courts out to Cochran Ave.
39. Bennett Park - Includes Island Park, Veterans Park, Camp Frances, & entrance Blvd.

* These properties must be mowed on a Friday.

CONTRACT B

LETTERED PROPERTIES: These properties will be mowed monthly or three (3) times per season as indicated to a height of 5-6”.

Property Descriptions

MOW MONTHLY

- A. Cochran Ave. property north of Parkland Drive including berm
- B. County Drain ROW (100 ft. back) on Lipsey
- C. Disc Golf Course- Back Nine
- D. Hall and Sumpter R.O.W.
- E. CARC Softball Field/ Entrance

MOW THREE (3) TIMES PER SEASON*

- F. Sledding Hill and Ice Rink area

* It is anticipated that this property be mowed close to Memorial Day, July 4, and Labor Day.

Please contact the Department of Public Works at (517) 543-8858 with any questions regarding the contract.

The contractor with the successful bid shall furnish to the City:

1. An insurance certificate in the amounts indicated on the attached sheet titled "Bidders Insurance Requirements"
2. A listing of available equipment to be used for mowing
3. A federal I.D.#

This information must be submitted prior to commencing work. Adequate equipment will be one of the determining factors in awarding of the bid. The City requires that the contractor has at least three (3) years of commercial experience. Payment for work completed will be made twice per month following the City Council Meetings, which are held on the second and fourth Monday of the month.

BID

CONTRACT A

Numbered Properties (cost per mowing)

1.	\$ _____	21.	\$ _____
2.	\$ _____	22.	\$ _____
3.	\$ _____	23.	\$ _____
4.	\$ _____	24.	\$ _____
5.	\$ _____	25.	\$ _____
6.	\$ _____	26.	\$ _____
7.	\$ _____	27.	\$ _____
8.	\$ _____	28.	\$ _____
9.	\$ _____	29.	\$ _____
10.	\$ _____	30.	\$ _____
11.	\$ _____	31.	\$ _____
12.	\$ _____	32.	\$ _____
13.	\$ _____	33.	\$ _____
14.	\$ _____	34.	\$ _____
15.	\$ _____	35.	\$ _____
16.	\$ _____	36.	\$ _____
17.	\$ _____	37.	\$ _____
18.	\$ _____	38.	\$ _____
19.	\$ _____	39.	\$ _____
20.	\$ _____		

CONTRACT B

Lettered Properties (cost per mowing)

A.	\$ _____
B.	\$ _____
C.	\$ _____
D.	\$ _____
E.	\$ _____
F.	\$ _____

The City may award Contract A and Contract B individually or combined if it is in the best interest of the City to do so. Contractors are not required to bid on both contracts. To be considered complete, a contractor **MUST** bid on all properties within a given Contract.

Company Name: _____

Address: _____

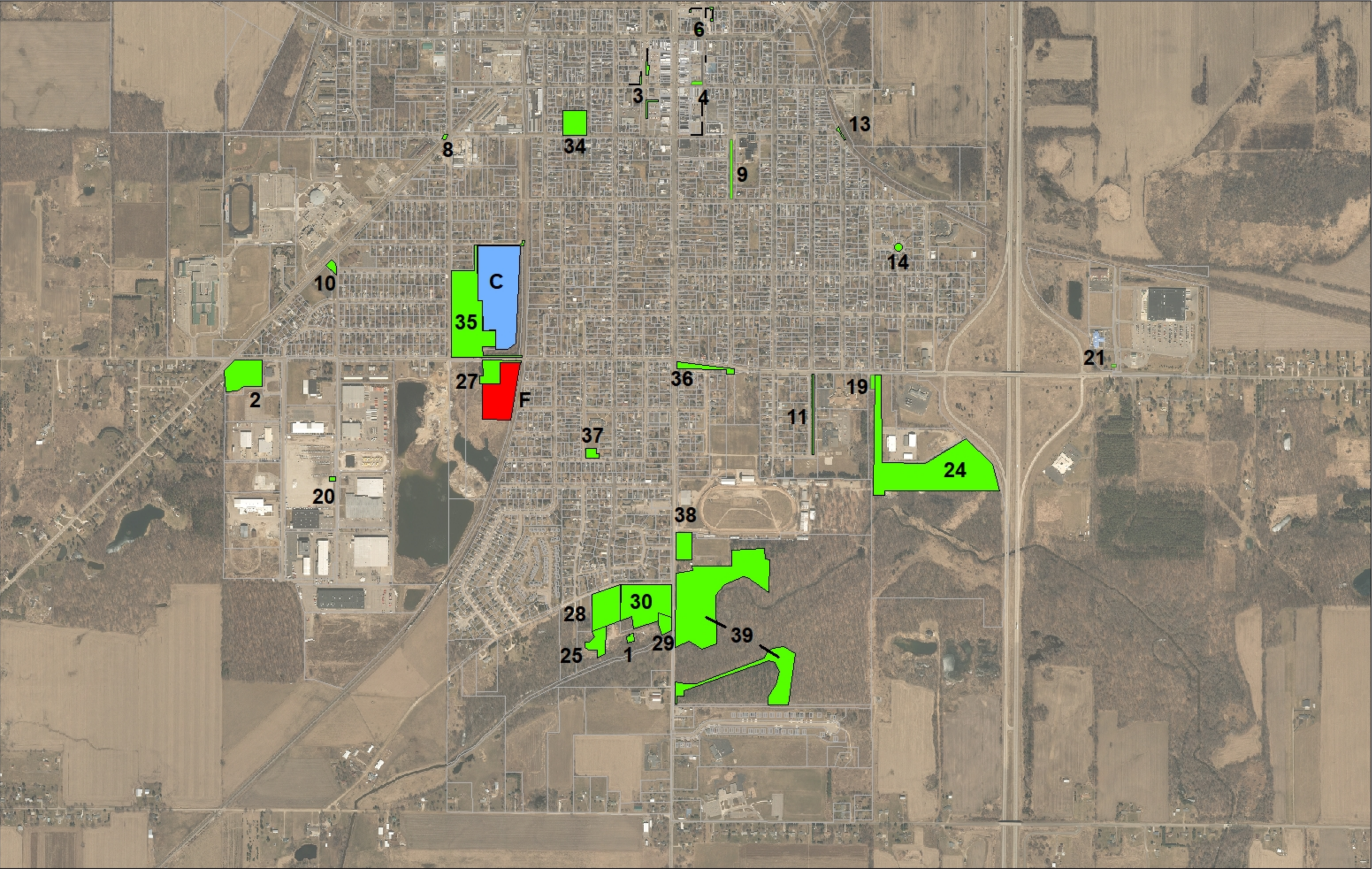
Federal I.D. #: _____

Signed: _____

Printed Name: _____

e-mail address: _____

Date: _____



City of Charlotte Mowing Contract 2024-2026