

Instruction to Bidders

2015 Landscape Maintenance

Clam Lake Township Hall and Cemetery

- Contractor bids are due to the township hall no later than 5 pm on Thursday April 2nd , 2015, to be considered
- Bid opening will commence immediately after 5pm, Thursday April 2nd, 2015, at the township hall
- Contractors must use the schedule of values document provided to be considered.
- Selection Committee recommendations will be presented to the board at the following, regularly scheduled township meeting.
- Bids received prior to the deadline will be considered valid up to 60 days after township receipt.
- The bid schedule must be completed in full, be mathematically accurate, and include a current copy of the contractor's insurances for it to be considered by the township.
- Minimum requirements for contractor insurance include: One million dollars of commercial liability insurance and workers compensation insurance.
- A minimum of two professional references are required that attest the contractor's timeliness and quality of work relative to the work being bid.
- No substitutions are allowed on the schedule of values, which includes the listed fertilizer brands. Non conforming bids will be disqualified. At a later date, the winning contractor may propose chemical equivalents to the fertilizer brands listed on the bid form for consideration. Equivalents will only be accepted if it is in the best interest of the township (i.e. significant cost savings will result compared to the unit costs listed in the bid schedule)
- All units provided on the bid form are approximate and subject to change based on field conditions. However, no changes can be made to the unit quantities on the bid form. If this occurs, the bid will be disqualified.
- All unit costs are inclusive of labor, materials, equipment, transportation, and insurance
- Weekly hall mowing will commence within one week of notification from the township and will immediately cease upon township notification
- Continuation of contractor services will be based on the quality and timeliness of work and can be terminated by the township at any time if problems are observed.
- The township reserves the legal right to reject any or all bids and to select a contractor other than the lowest responsive bidder.

Schedule of Values

2015 Landscape Maintenance

Clam Lake Township Hall and Cemetery

1. First granular fertilizer application at the hall grounds with crab grass control (May application)
 - Scotts Turf Builder with Halts will be applied according to the manufacturer's specifications
 - Cost = 1 application X \$_____ Unit Cost = Total Yearly Cost \$_____
 2. Monthly granular fertilizer application on hall grounds starting in June through October
 - Scotts Turf Builder Weed and Feed will be applied according to the manufacturer's specifications for June through September applications
 - Scotts Turf Builder Winter Guard will be applied according to the manufacturer's specifications for the October application.
 - Cost = 5 applications X \$_____ Unit Cost = Total Yearly Cost \$_____
 3. Weekly mowing of township hall grounds (May through October)
 - Cost also includes trimming of hall grounds and clearing paved areas of grass clippings
 - Cost = 24 mowing events X \$_____ Unit Cost = Total Yearly Cost \$_____
 4. Mowing of township cemetery prior to certain holidays and on an as-needed basis (May through October)
 - Mowing will be completed within a week prior to Memorial Day, Fourth of July, and Labor Day
 - As- needed work will be completed within one week of notice from the township
 - Cost also includes trimming of grounds
 - Cost = 6 mowing events X \$_____ Unit Cost = Yearly Cost \$_____
 5. Shrub trimming and edging of township hall landscaped and paved areas on an as-needed basis
 - The work will be completed within one week of notice from the township
 - Cost includes removal of shrub clippings and removal of grass clippings from paved areas
 - Cost = 6 events X \$_____ Unit Cost = Yearly Cost \$_____
 6. Spring and fall cleanup of township hall grounds
 - Includes removal of leaves and woody or other debris from grassed, landscaped, and paved areas.
 - One spring event anticipated with two fall events
 - Cost = 3 events X \$_____ Unit Cost = Yearly Cost \$_____
 7. Spring and fall cleanup of cemetery grounds
 - Includes removal of leaves and woody or other debris from all areas.
 - One spring event anticipated with two fall events
 - Cost = 3 events X \$_____ Unit Cost = Yearly Cost \$_____
- Total Yearly Cost** (add Yearly Cost from Lines 1 through 7) = \$_____

8. As a condition of accepting the contractor bid, the township requires copies of the contractor's current insurances.
 - Have copies of both the commercial liability insurance and workers compensation insurance been provided as required? (check appropriate line) Yes____ or No_____
9. As a condition of accepting the contractor bid, the township requires a minimum of two professional references that attest to the contractor's timeliness and quality of work.
 - Have copies of the contractor's minimum of two professional references been provided as required? (check appropriate line) Yes____ or No_____

Contractor Name: _____

Name of Authorized Representative (Print): _____

Authorized Signature: _____

Signature Date: _____

Contractors – Please do not enter any information below.

Date and Time Bid Received: _____

Names of Township Board Members Present at Bid Opening (Print): _____

Authorized Township Signatures: _____

Signature Date: _____