

CITY OF CARO
DOWNTOWN DEVELOPMENT AUTHORITY
ADVERTISEMENT FOR BIDS
LAWN CARE SERVICES AND TURF IMPROVEMENT OF CITY
PROPERTIES IN THE DOWNTOWN DEVELOPMENT DISTRICT

The City of Caro Downtown Development Authority hereby invites individuals/firms interested in providing lawn care services (mowing, trimming, weed-whipping, edging) and/or turf improvement services (fertilizing/weed control/insect control) from approximately May 17, 2023, through November 10, 2023.

THIS BID IS FOR A ONE (1) YEAR CONTRACT

The City of Caro Downtown Development Authority will receive sealed bids at the City Clerk's office, 317 S. State Street, Caro, MI 48723 until **Tuesday, May 9, 2023, at 4 p.m.** **Bids shall be submitted in a sealed envelope and plainly marked "DDA LAWN CARE SERVICES – CITY OF CARO.**

A complete bid specification may be obtained from:

City of Caro
ATTN: Director of Development
317 S. State Street
Caro, MI 48723
Phone 989-673-7671

Bids will be publicly opened and read aloud by the Director of Development at 12:15 p.m. on Wednesday, May 10, 2023, in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

**CITY OF CARO
DOWNTOWN DEVELOPMENT AUTHORITY
ADVERTISEMENT FOR BIDS
LAWN CARE SERVICES AND TURF IMPROVEMENT OF CITY
PROPERTIES IN THE DOWNTOWN DEVELOPMENT DISTRICT**

SPECIFICATIONS AND FORMS

I. INTRODUCTION

1.1 Purpose

The City of Caro Downtown Development Authority is accepting bids from qualified individuals/contractors capable of performing lawn mowing and trimming of City-owned property located in the Downtown Development District for the 2023 season. As needed, there may be certain city owned downtown properties requiring turf improvement.

1.2 Background

The goal of the Downtown Development Authority is that each municipal property be maintained at high level for the use and enjoyment of citizens and visitors, and to project a sense of an overall quality, well-cared for appearance of the Downtown Development District. Mowing, trimming, turf improvements and related services shall be completed with professionalism at all times by the Contractor and at the satisfaction of the Downtown Development Authority. Public courtesy is a must whether it involves interactions with personnel or the general public. The Down Development Authority expects that the selected individual and/or firm will hold itself to the highest possible standards when completing the work as described in this document and any contract resulting from it, for the Downtown Development Authority. Each bid will be evaluated in regards to quality of service offered and costs of said services, the experience of the bidders, and other intangibles. With these aspects in mind, we will hold the successful bidder to the highest necessary standards to complete these goals.

Lawn Care Services: The City of Caro owns several properties within the Downtown Development Authority District that are in need of lawn care services. These are shown on the location map. Lawn care services shall mean mowing, trimming, weed whipping, edging, removing debris, general site clean-up (pre- and post-mowing), and other similar work. Periodic site surveys will be conducted by the Downtown Development Authority to ensure an adequate level of service and attention to detail by the Contractor.

Turf Improvement Services: Turf improvement services shall include an assessment of existing conditions at certain mowing locations for fertilization, weed control and insect control during the course of the season. The properties as the same as those listed on the map.

Bidders are encouraged but not required to bid on both requested services.

If you have any questions regarding the bid or would like to schedule a walk-through of the subject properties, please contact the Director of Development and Strategic Initiatives. The contact information is listed in section 2.1 of the bid.

1.3 Objective

The primary objective of the work described in this bid is to contract for the lawn care of City owned properties located in the Downtown Development District for the 2023 growing season, not including those properties maintained by the City of Caro. The Downtown Development Authority reserves the right to add, modify or delete any areas deemed necessary at its option. The contractor shall provide all labor, supervision, materials, equipment, transportation, and other services necessary to perform the work as specified herein. The secondary objective, upon discussion with and approval of the Downtown Development Authority, certain turf improvement services (fertilizing, weed control and insect control) may be ordered for specific areas. The primary locations for turf improvement are the major citizen usage areas of the Downtown Development District, namely the community parks, gardens, and commercial entranceways such as the State Street Square/Caro Farmers Market.

1.4 Minimum Qualifications

Bids will be accepted from individuals/contractors who meet the following minimum qualifications. Individuals or contractors that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1. Must be licensed to do business in the State of Michigan.
2. Must possess the necessary State licenses for the application of fertilizer, herbicides and pesticides (only for the turf improvement aspect of this bid.)
3. Must possess all other necessary certifications and qualifications to perform the work described in this bid.
4. Must provide applicable certificates of insurance coverage for the following:
 - a. *Workers Compensation - The contractor shall obtain and maintain Workers Compensation Insurance in accordance with all applicable Statutes of the State of Michigan. (If applicable provide completed Sole Proprietor form.)*
 - b. *General Liability Insurance - The contractor shall obtain and maintain General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.*
 - c. *Motor Vehicle Liability - The contractor shall obtain and maintain, during the life of this contract, Motor Vehicle Liability Insurance including applicable No-fault coverage, with limits of liability not less than \$500,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.*
 - d. *Additional Insured – The Contractor’s insurance certificate shall include the City of Caro, its employees, officers, elected officials, designees and assigns, as additional named insured.*

1.5 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the City of Caro Downtown Development Authority.

1.6 Period of Performance

The period of performance of any contract resulting from this bid is tentatively scheduled to begin on or about May 17, 2023, and continue through approximately November 10, 2023. This bid is for a one (1) year contract. The City of Caro Downtown Development Authority reserves the right to cancel the contract for any reason at any time with or without notice to the Contractor during the period of performance. The period of performance may also be extended by mutual written agreement between the Downtown Development Authority and the Contractor.

II. GENERAL INFORMATION FOR CONTRACTORS

2.1 Director of Development

The Program Administrator is the primary point of contact for this procurement. All communication between prospective bidders and the City of Caro Downtown Development Authority upon receipt of this bid shall be with the Director of Development, as follows:

Lauren Amellal
Director of Development and Strategic Initiatives
317 South State Street
Caro, MI 48723
Telephone: (989) 673-7671 (Ext.7)
E-mail: lamellal@carocity.net

Prospective bidders are to rely only on written statements issued by the Director of Development. Any other communication will be considered unofficial and non-binding on the City of Caro Downtown Development Authority. Communication directed to parties other than the Director of Development may result in disqualification of the prospective bidder.

Upon or after the award of the contract, the Director of Development may designate another staff member as a contact for the assignment and timing of work, and/or quality control.

2.2 Submission of Bids

Responding individuals/contractors are required to submit three (3) copies of their bid, one (1) of which must have original signatures. The bid, whether mailed or hand delivered, must arrive at the City Hall no later than **4:00 p.m, local time, on Tuesday, May 9, 2023.**

The bid shall be sent or delivered to the Director of Development. The envelope should be clearly marked “**2023 LAWN CARE SERVICES - CITY OF CARO**” and addressed to the attention of the Director of Development as follows:

City of Caro
ATTN: Director of Development
317 S. State Street
Caro, MI 48723

Bidders who mail bids should allow normal mail delivery time to ensure timely receipt of their bids by the Director of Development. Respondents assume the risk for the method of delivery chosen. The City of Caro Downtown Development Authority assumes no responsibility for delays caused by any delivery service. Bids may **not** be transmitted using electronic media such as facsimile or email transmission.

Late bids will not be accepted and will be automatically disqualified from further consideration. All bids and any accompanying documentation become the property of the City of Caro Downtown Development Authority and will not be returned.

2.3 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive bid shall become the property of the City of Caro Downtown Development Authority. All bids received shall remain confidential until the deadline for submission of bids has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.4 Revisions/Addenda to the Bid

In the event it becomes necessary to revise any part of this bid, addenda will be put in writing and provided to all prospective bidders known to the City of Caro Downtown Development Authority. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the bid and will be provided to all known prospective bidders.

The City of Caro Downtown Development Authority reserves the right to cancel, abandon or to reissue the bid in whole or in part, at any time.

2.5 Acceptance Period

Bids must provide 30 days for acceptance by the City of Caro Downtown Development Authority from the due date for receipt of bids.

2.6 Responsiveness

All bids will be reviewed by the Downtown Development Authority to determine compliance with administrative and operational requirements and instructions specified in this bid. Failure to comply with any part of the bid may result in rejection of the bid as nonresponsive. The City of

Caro Downtown Development Authority also reserves the right, at its sole discretion, to waive irregularities.

2.7 Most Favorable Terms

The City of Caro Downtown Development Authority reserves the right to make an award without further discussion of the bid submitted. Therefore, the bid should be submitted initially on the most favorable terms that the respondent could propose. There will be no “best and final offer” procedure. The City of Caro Downtown Development Authority reserves the right to contact a respondent for clarification of its bid.

This bid specification shall be incorporated and is an integral component of a contract resulting from this bid. It is understood that the bid will become a part of the official procurement file on this matter without obligation to the City of Caro Downtown Development Authority.

2.8 Costs of Bid

The City of Caro Downtown Development Authority will not be liable for any costs incurred by the bidder(s) in preparation of a bid submitted in response to this invitation, in the conduct of a presentation, or any other activities related to responding to this bid.

2.9 No Obligation Contract

The issuance of this bid does not obligate the City of Caro Downtown Development Authority to award a contract for services as specified herein.

2.10 Decision on Bids

The City of Caro Downtown Development Authority reserves the right, at its sole discretion, to accept, reject or modify any and/or all bids, to waive irregularities or informalities, and/or not to issue a contract as a result of this bid.

2.11 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the bid may result in rejection of the bid as non-responsive.

2.12 Commitment of Funds

The City of Caro Downtown Development Authority or their delegates are the only individuals who may legally commit the City of Caro Downtown Development Authority to the expenditure of funds for a contract resulting from this bid. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.13 Signatures

The 2023 Lawn Care Services form, 2023 Turf Improvement Form, and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

The successful bidder shall sign the work agreement and provide proofs of insurance and appropriate licenses prior to the commencement of work.

III. STATEMENT OF WORK

3.1 Overview

The primary objective of the work resulting from this bid is to contract for the seasonal mowing of City-owned properties located within the Downtown Development District for the 2023 season. The secondary objective (turf improvement) is to fertilize, and/or control undesirable weeds and/or insects which damage or detract from the quality and of the turfgrass in specific high-use and/or high-visibility lawn areas within the Downtown Development District.

At its option, the City of Caro Downtown Development Authority reserves the right to add or delete any areas of work deemed necessary. Should this occur, the Authority and Contractor shall meet and discuss the addition and/or subtraction of fees for the new or deleted area(s) of work.

3.2 Independent Contractor Status

The contractor shall furnish all tools, equipment, machinery, material, labor and supervision for all work described in this bid specification. By signing the contract and bid proposal/price worksheet(s), the bidder verifies that he has examined the work site(s), understands the site conditions, scope of work and specifications, and is submitting a bid with full knowledge and understanding of the job and its requirements.

3.3 Subcontracting

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be subcontracted has been made to and approved in writing by the City of Caro Downtown Development Authority. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City of Caro Downtown Development Authority. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract and/or subcontract for each mow. Such an individual shall have full authority to act for the prime contractor.

3.4 Description of Work, Standards and Locations

Work to be done under this bid specification consists of the following:

A. Lawn Care Services

All lawns in the specified areas shall be mowed as often as necessary to maintain a neat, uniform appearance of grass that is 3" tall, and so that grass clippings are not of sufficient quantity to accumulate and detract from the overall appearance of the lawn(s). A minimum mowing of once weekly shall be performed during the prime growing season. Should weather conditions (excess growth due to weather conditions, or lack of growth affect mowing/trimming, then the Contractor and the City of Caro Downtown Development Authority shall discuss the need for more or less mowing. During drought periods, the Contractor shall contact the Downtown Development Authority prior to mowing.

Atwood Park, the nearby grass lot and the State Street Square Pavilion property shall be mowed near the middle of each week to assure best appearance for use by citizens and visitors for events.

Lawn mowing services, from large-scale mowing to trimming/weed-whipping, shall take place normally on the same day at each location to maintain a uniform appearance, unless specified and agreed to by both parties. Mower blades are to be kept sharp throughout the season. The mowers shall be equipped with mulching equipment or rear bag pick-up to prevent debris from being thrown. We request, if possible, that the same crew work within the City of Caro Downtown Development District each week and that the quality of work is reviewed at least monthly by a supervisor and a representative of the Downtown Development Authority to ensure and maintain an adequate level of service.

Extreme care must be used while mowing near trees to avoid damage. No weed-whipping shall be allowed to touch tree trunks. A mulch ring must be maintained to keep mowing equipment from damaging trees. Each cutting shall include:

- a. Removal of all debris, rubbish and litter from the lawn areas **prior to mowing and trimming**. Debris which is mowed by Contractor shall be raked up and disposed of properly by Contractor.
- b. Cutting, trimming and weed-whipping of all lawn areas, to a uniform height of three inches (3"). Mower adjustment is to be made and measured on a flat surface. If, for any reason, an excessive amount of clippings occurs on the mowed lawn areas, then the clippings shall be removed immediately and disposed of properly.
- c. As necessary, move picnic tables and other items for full mowing of the park and other areas.
- d. Removal of any clippings from sidewalks, service drives, playing surfaces and/or surrounding landscape shall be required.
- e. The edges of all lawns adjacent to plant materials, individual trees, walls, fences, sidewalks, curbs, utility vaults, signs, light poles, etc., shall be edged prior to mowing at least bi-weekly and all clippings shall be removed. **The use of chemicals for this purpose is not permitted.**

B. Turf Improvement Services

The locations shall be considered for turf improvement on a case-by-case basis during the course of the year.

Turf improvement services to be considered in high-use, high-visibility locations are fertilizing (balanced granular fertilizer applications, appropriate to time of year), granular herbicide for control of broadleaf and other undesirable weeds, and a granular/solid insecticide for control of undesirable insects, grubs and larvae. If fertilizer/weed control/insect control can be done in one application to save labor expense, then please note this in your bid. Liquid and/or spray applications shall not be utilized, unless extreme circumstances substantiate a site-specific need.

The bidder shall hold the necessary state licensing and provide proof of such licensing with the bid. Prior to any application, the Contractor shall contact the program administrator and/or designee, and shall provide an evaluation of such work for the location under consideration.

Appropriate care for turf improvement applications shall be exercised so as not to cause health concerns for persons utilizing the active areas of the parks, and to prevent damage to turfgrass and existing plantings. Damaged turf, plantings or other vegetation due to excessive applications or spills of fertilizer, weed control or pest control, shall be replaced by the Contractor. Contractor shall exercise due care to prevent contamination and to prevent any excessive amounts of turf improvement applications to enter the City's storm drainage system.

IV. BID CONTENT

Bids must be submitted on eight and one-half by eleven (8½ x 11) inch paper and separated into three major sections.

These major sections shall include:

1. Signed Certifications and Assurances (Exhibit A of this bid).
2. Signed Lawn Care Services form (Exhibit B of this bid).
3. Signed Turf Improvement Services form (Exhibit C of this bid).

Bids must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the bid, but should assist the Respondent in preparing a thorough bid.

4.1 City of Caro Downtown Development Authority Lawn Care Services Bid

The attached City of Caro Downtown Development Authority Seasonal Mowing Bid form, the Certifications and Assurances form (Exhibit A to this bid), and all bid amendments must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the City of Caro Downtown Development Authority Lawn Care Services Bid form is to include by attachment, the following information about the Respondent and any proposed subcontractors:

- Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom a contract would be written.
- Name, address, and telephone number of each principal officer (President, Vice President, Treasurer).
- Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- Federal Employer Tax Identification number or Social Security number (if awarded the contract).

4.2 References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of two (2) references for which similar work has been accomplished and briefly describe the type of service provided. By the submission and signing of the bid, the bidder grants permission to the City of Caro Downtown Development Authority to contact the references. Do not include current City of Caro, or Downtown Development Authority staff or elected officials as references.

4.3 Related Information

If the Respondent has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The Downtown Development Authority will evaluate the facts and may, at its sole discretion, reject the bid on the grounds of the past experience. If the Respondent has experienced no such termination for default in the past five years, so indicate in writing in the submittal.

4.4 Cost Bid

The evaluation process is designed to award this bid not necessarily to the lowest cost bid, but to the Respondent whose bid best meets the requirements as described within these documents. Respondents are encouraged to submit bids that are consistent with ongoing efforts to conserve resources. The Respondent is to complete, sign and submit a City Lawn Care Services Bid form (Exhibit B), and/or a Turf Improvement Services Bid form (Exhibit C), if electing to bid this work.

4.5 Equipment List

The bid shall include a detailed list of the equipment the contractor will have available for use on the City's Downtown Development District properties. The list shall include:

- The name and type of equipment
- Age of equipment
- Condition of equipment

V. EVALUATION AND CONTRACT AWARD

5.1 Evaluation Procedure

Responsive bids will be evaluated in accordance with the requirements stated in this bid specification and any addenda issued. All bids received by the stated deadline will be reviewed by the Director of Development and Strategic Initiatives to ensure that the Contractors meet the minimum requirements to perform the work requested and that bids contain all of the required information requested in the bid. Only responsive bids that meet the requirements will be considered for award. Any Contractor that does not meet the stated qualifications or any bid that does not contain all of the required information will be rejected as non-responsive.

5.2 Award Procedure

Bid Opening:	April 28, 2023
Recommendation to the Downtown Development Authority consideration of bids/ anticipated vote:	May 10, 2023
Anticipated Contract Signing and provision of insurance certificates:	May 12, 2023
Authorization of Work:	May 17, 2023

The successful bidder shall sign the work agreement(s) as attached and provide proofs of insurance prior to the commencement of work.

5.3 Payment Procedure

Invoices shall be submitted monthly listing each area mowed. If the Contractor misses or excludes any areas, then that area shall not be invoiced for that week.

At its option and for any reason, the City of Caro Downtown Development Authority may direct the Contractor to reduce mowing frequency of certain areas. Drought conditions or other possible slow growth reasons will be of primary consideration. Should this occur, the Contractor will notify the Director of Development and invoices will reflect actual areas mowed.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES
THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION

Firm Name: _____

I/we make the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid or bid.
2. The attached bid or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Caro Downtown Development Authority without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
3. In preparing this bid or bid, I/we have not been assisted by any current or former employee of City of Caro/ Downtown Development Authority whose duties relate (or did relate) to this bid, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that City of Caro Downtown Development Authority will not reimburse me/us for any costs incurred in the preparation of this bid. All bids become the property of City of Caro Downtown Development Authority, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a bid directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
7. I/we agree that submission of the attached bid constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our bid directed to parties other than the Program Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the Program team that contributed to this bid or prospective contract.

Signature

Date

Title

Name of Company

City of Caro Downtown Development District **Lawn Care Services** Bid Form

Use this Form for your bid

COMPANY INFORMATION

FIRM NAME: _____

ADDRESS: _____

ESTABLISHED: _____, STATE: _____

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable, former Firm Name(s) and locations

YEARS IN LANDSCAPE MAINTENANCE FIELD:

How many years has your company been doing work in landscape maintenance or related field?

_____ Years

Explain the type of work in a related field, if any: _____

USE OF SUBCONTRACTORS:

To provide any of the services listed in these specifications, would any services be handled by subcontractors?

_____ No

_____ Yes, explain below and fill out attached Subcontractor Information

REFERENCES: LIST AT LEAST TWO (2) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.

<u>COMPANY</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE</u>
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1) _____

2) _____

3) _____

4) _____

EXHIBIT B, page 2

PERSONNEL OF THE FIRM ASSIGNED TO THE CITY OF CARO ACCOUNT

Please provide any certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

NAME	TITLE	SPECIALTY/DEGREE/CERTIFICATION	YRS. EXPERIENCE

PROGRAM MANAGER

Name and Title of Program Manager assigned to this account:

Credentials: _____

Cell Phone Number: _____

Pager Number: _____

Office Phone Number: _____

PROOF OF QUALITY

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the landscape maintenance field, or any other item that is relevant.

ITEM TITLE	DESCRIPTION

ADDED VALUE

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at downtown locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

ITEM TITLE	DESCRIPTION

EXHIBIT B, page 3

SUBCONTRACTOR(S) INFORMATION:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the Downtown Development Authority. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the board. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

Proposed subcontractors *statement of qualifications* must be completed and submitted with bid.

<u>Proposed Subcontractor</u>	<u>Address</u>	<u>Phone No.</u>	<u>Federal I.D./ Social Security</u>	<u>Amount of Subcontract</u>

BID INCLUDES:

Lawn Care Services as called for in this document.

TOTAL WEEKLY FEE FOR LAWN CARE SERVICES, AS CALLED FOR IN THIS DOCUMENT, NOT-TO-EXCEED COST (SHOULD ADD UP TO WORKSHEET):

Weekly Lawn Care Services: \$ _____
(mowing, trimming, weed-whipping, edging)

BID INCLUDES:

Turf Improvement as called for in this document.

TOTAL SEASON FEE FOR APPLICATION OF FERTILIZER, WEED CONTROL, INSECT CONTROL (SHOULD ADD UP TO WORKSHEET):

Turf Improvement Services: \$ _____
(fertilizing, weed control, insect control at select locations)

Signature of Authorized Person: _____

Printed Name: _____

Title: _____ Date: _____

EXHIBIT B, page 4

Listing of Equipment Utilized (attach additional sheet as necessary):

Please attach any additional pages in response to requirements as outlined in this bid, or additional information for consideration by the City of Caro Downtown Development Authority.

Signature of Authorized Person: _____

Printed Name: _____

Title: _____ Date: _____

WORKSHEET

List of Per-Mowing Costs by Location for Lawn Care Services

PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE CONTRACT PERIOD- 2023

	<u>Price per Mowing</u>
1. Atwood Park	\$ _____
2. Atwood Parking Lot	\$ _____
3. Grant & Sheridan	\$ _____
4. Sheridan & Sherman	\$ _____
5. Sheridan & Burnside	\$ _____
6. Almer & Lincoln	\$ _____
7. Weaver Insurance side lot	\$ _____
8. State Street Square	\$ _____
9. City of Caro Municipal Building	\$ _____
10. S. Almer & E. Adams	\$ _____
11. Joy & S. Almer	\$ _____
12. Old Caro Police Department	\$ _____
13. Lot near Sue's School of Dance	\$ _____

TOTAL:

\$ _____

Signature of Authorized Person: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT C
City of Caro DDA
Turf Improvement Services
Bid Form

PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE
CONTRACT PERIOD- 2023

Price Per Application during course of season:

	<i>Spring</i> <u>First</u>	<i>Summer</i> <u>Second</u>	<i>Autumn</i> <u>Final</u>
Fertilization: Per Area	\$ _____	\$ _____	\$ _____
Weed Control: Per Area	\$ _____	\$ _____	\$ _____
Insect Control: Per Area	\$ _____	\$ _____	\$ _____

On a separate page, describe fertilizer, weed control and insect control formulation(s) to be utilized for each application. If these can be combined for labor savings, please note.

Signature of Authorized Person: _____

Printed Name: _____

Title: _____ Date: _____

CITY OF CARO
Downtown Development Authority
LAWN CARE SERVICES
WORK AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2023, between the City of Caro Downtown Development Authority, of 317 South State Street, Caro, Michigan 48723, hereafter referred to as “The D.D.A.” and _____ of _____, hereinafter referred to as “Contractor,” for the considerations stated herein, agree as follows:

1. The Contractor agrees to perform specified services in accordance with the Invitation to Bid, Specifications and Exhibits attached hereto and incorporated herein by reference.
2. The D.D.A. shall pay to the Contractor, and the Contractor shall accept as full payment for the performance of this work, subject to any additions or deductions provided for, the contracted per-mowing price of _____ (dollars) and _____ (cents); (\$ _____). Such payment shall be made within forty-five (45) days of completion of work performed, through proper and timely invoicing provided to the D.D.A. by the Contractor.
3. It is understood that the Invitation to Bid, Specifications, Work, Bid Proposal and all Addenda prepared for this project are all essential documents of this contract and are incorporated as a part of this agreement by reference.
4. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

CITY OF CARO- Downtown Development Authority

CONTRACTOR

By: _____
(Director Signature)

By: _____
(Signature of authorized officer)

Its: _____

Its: _____

(Name - printed or typed)

(Contractor's name – printed or typed)

(Company Name)

(date)

(date)

CITY OF CARO
2021-2023 TURF IMPROVEMENT SERVICES
WORK AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2023, between the City of Caro Downtown Development Authority, of 317 South State Street, Caro, Michigan 48723, hereafter referred to as “The D.D.A.” and _____ of _____, hereinafter referred to as “Contractor,” for the considerations stated herein, agree as follows:

5. The Contractor agrees to perform specified services in accordance with the Invitation to Bid, Specifications and Exhibits attached hereto and incorporated herein by reference.
6. The D.D.A. shall pay to the Contractor, and the Contractor shall accept as full payment for the performance of this work, subject to any additions or deductions provided for, the contracted per-mowing price of _____ (dollars) and _____ (cents); (\$ _____). Such payment shall be made within forty-five (45) days of completion and acceptance of work performed.
7. It is understood that the Invitation to Bid, Specifications, Work, Bid Proposal and all Addenda prepared for this project are all essential documents of this contract and are incorporated as a part of this agreement by reference.
8. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

CITY OF CARO- Downtown Development Authority

CONTRACTOR

By: _____
(Director Signature)

By: _____
(Signature of authorized officer)

Its: _____

Its: _____

(Name - printed or typed)

(Contractor's name – printed or typed)

(Company Name)

(date)

(date)

CITY OF CARO
APPENDIX A
Indemnification and Insurance

I, _____, an authorized signatory of the Contractor, agree to indemnify, hold harmless, and defend the City of Caro, Downtown Development Authority or Representative (its employees, officers, elected officials, designated representatives and/or assigns) from and against any and all loss, damage, or expense which the City of Caro, Downtown Development Authority or Representative may suffer or for which the City of Caro, Downtown Development Authority or Representative may be held liable by reason of any injury (including death) or damage to any property arising out of negligence on the part of the Contractor in the execution of the work to be performed under the contract with the City of Caro, Downtown Development Authority dated the _____ day of _____, _____.

Date: _____

By: _____
(Contractor's Signature)

(Print or Type Name and Title)

(Company Name)

STATE OF MICHIGAN

SS.

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public: _____

_____ County, Michigan

My Commission expires:

CITY OF CARO
APPENDIX B, page 1 of 2
Minimum Insurance Requirements for Contractors

Summary Statement and Purpose

The provision of adequate insurance by persons and businesses working for the City of Caro Downtown Development Authority or on street rights-of-way is essential to protect the public from the costs of injury or damage and to protect the City of Caro, and the Downtown Development Authority from unnecessary liability resulting from the acts of persons and businesses working for the City of Caro Downtown Development Authority. Minimum insurance requirements are needed to provide this protection.

Persons or businesses which provide professional services to the City of Caro Downtown Development Authority under the terms of a written contract or to provide labor and/or material to accomplish work for the City of Caro or for others on or over street right-of-way and/or other City of Caro property shall carry insurance and bonds to protect the public and the City of Caro, and the Downtown Development Authority from exposure to unnecessary financial risks.

Prior to signing of contracts, issuance of purchase orders or permits, or other authorization to begin work, certificates of insurance evidencing the purchase of insurance in amounts not less than required by City policy or the bid specifications, whichever is greater, shall be filed with the City Clerk for the City of Caro.

Such certificates shall:

- a. Show that the insurance is currently in force and termination date of each policy.
- b. State the limits of liability of the policies covered by the certificate.
- c. Be issued to the City of Caro as the certificate holder.
- d. Provide that the City of Caro will receive not less than ten (10) days written notice of the cancellation of any listed policy.
- e. Be issued in the name of an insurance company authorized to conduct business in the State of Michigan.

Insurance shall meet or exceed the following requirements. Exceptions to recognize more or less hazardous operations and financial risks may be considered, and with approval of the City of Caro and / or the Downtown Development Authority, may be made in specifications or contract requirements prior to awarding contracts or issuing purchase orders.

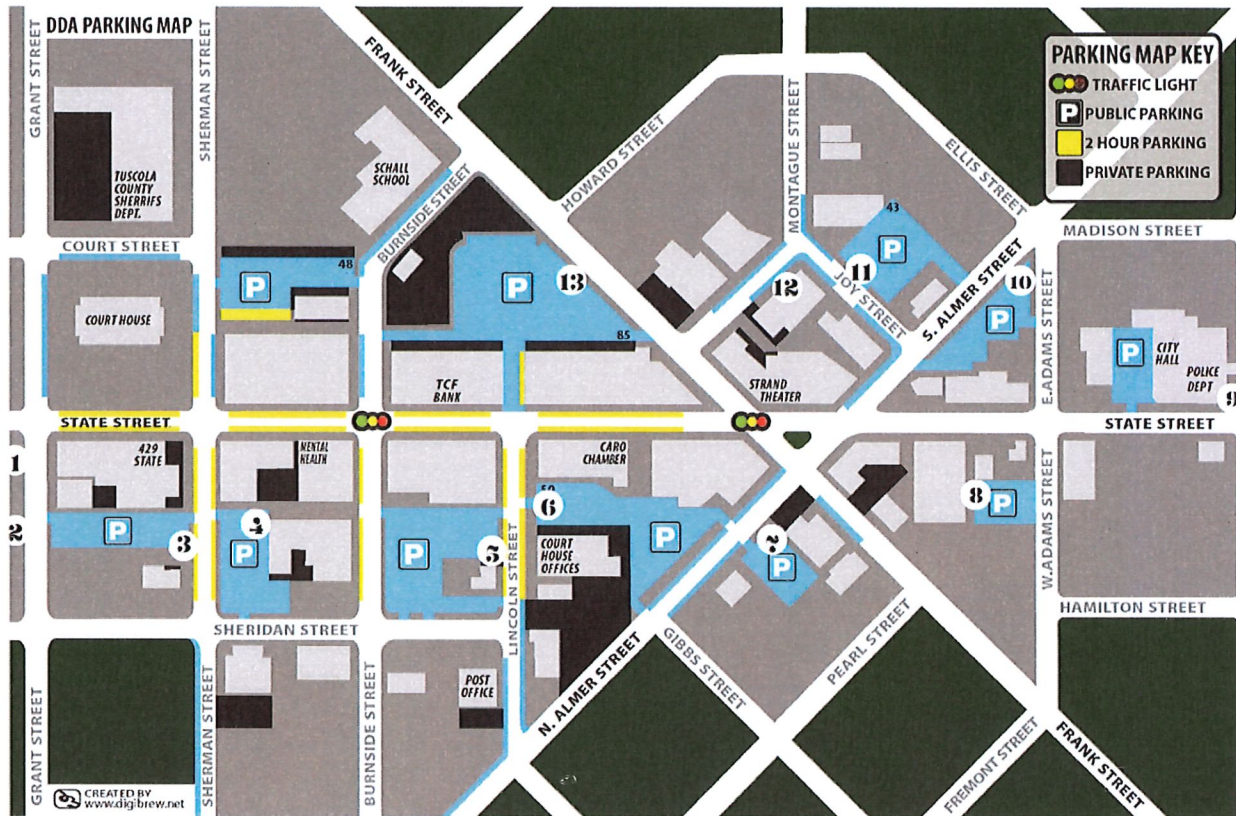
CITY OF CARO
Downtown Development Authority
APPENDIX B, page 2 of 2
MINIMUM INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the City of Caro and the Downtown Development Authority shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

<u>1.</u>	<u>WORKERS COMPENSATION</u>	<u>MINIMUM AMOUNT</u>
a.	Part One: Compensation	Statutory
b.	Part Two: Employees Liability:	
	Accident	\$500,000
	Disease	\$500,000
	Aggregate Disease	\$500,000
<u>2.</u>	<u>GENERAL LIABILITY</u>	
a.	Combined Single Limit Each Occurrence Limit	\$500,000
b.	Combined Single Limit Aggregate Limit	\$500,000
<u>3.</u>	<u>COMPREHENSIVE AUTOMOBILE LIABILITY</u>	
a.	Combined Single Limit:	\$500,000
b.	No Fault:	Statutory
<u>4.</u>	<u>OWNERS AND CONTRACTORS PROTECTIVE LIABILITY</u>	
a.	Combined Single Limit	\$500,000
<u>5.</u>	<u>UMBRELLA or EXCESS LIABILITY</u>	<u>\$500,000</u>
<u>6.</u>	The Owners and Contractors Protective Liability Insurance shall include the following persons or entities as additional named insured:	
a.	The CITY OF CARO, THE DOWNTOWN DEVELOPMENT AUTHORITY, their/its employees, elected officials, officers, designees and assigns.	

City of Caro Downtown Development Authority

Request for Bids- Lawn care services of City Properties in the Downtown Development District



1. Atwood Park
2. Grass Parking behind Patriot
3. Grant & Sheridan
4. Sheridan & Sherman
5. Sheridan & Burnside
6. Almer & Lincoln
7. Lot near to Weaver Insurance
8. State Street Square/ Caro Farmers Market
9. City of Caro Municipal Hall/ Police Department
10. S. Almer & E. Adams
11. Lot near Joy St. & S. Almer
12. Lawn at the Old Caro Police Department
13. Lot near Sue's School of Dance

The City of Caro Downtown Development Authority will receive bids at the Caro Municipal Hall office, 317 S. State Street, Caro, MI 48723 until Tuesday, May 9, 2023 at 4:00 pm. Bids shall be submitted in a sealed envelope, and plainly marked:

"DDA LAWN CARE SERVICES- CITY OF CARO Downtown Development Authority"

A complete bid specification may be obtained from:

City of Caro
ATTN: Director of Development
317 S. State Street
Caro, MI 48723
Phone (989) 673-7671