

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
1099 Lone Pine Rd.
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES

November 15, 2018

Bloomfield Township Public Library is accepting firm, sealed bids for library grounds maintenance and snow removal service.

This request for bids can be obtained on the Library's website at www.btpl.org, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at (248) 642-5800, extension 112. Bidders should direct all questions to Tera Moon at the above phone number or email moontera@btpl.org.

All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 5, 2018.

The deadline for bids is 3:00pm on Friday, December 21, 2018. All bids received will be publicly opened at 3:01pm on Friday, December 21, 2018 at the Library.

Please deliver four (4) copies of the bid in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Bid". Bids must be hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Friday, December 21, 2018. Address these to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm
Friday, 9:30am – 6:30pm
Saturday, 9:30am – 5:30pm
Sunday, 12noon – 5:30pm

OVERVIEW

All bids should be quoted for a three year period beginning on April 1, 2019 through March 31, 2021. The bid will be awarded for a minimum of one year with the option of renewal for two additional years.

Contract work should be considerate of the Library's hours of operation. All bids will adhere to the following practices: landscape maintenance, which includes lawn mowing, lawn fertilization, trimming, edging, weeding and mulching of tree beds, spring and fall leaf clean-up, snow removal, and de-icing. The Library's requirements for grounds maintenance and snow removal are as follows.

1) Lawn Fertilization Program

- 1st Application – Fertilizer
- 2nd Application – Pre-emergent crab grass, fertilizer, and spot spray weed control
- 3rd Application – Fertilizer, weed, and grub control preventative
- 4th Application – Combination of fertilizer and spot spray weed control
- 5th Application – Grub control preventative
- 6th Application – Pre-winter root developer

2) Lawn Maintenance

- Spring and fall clean-up including removal of leaves and other debris from planting beds, parking areas, and lawn areas and hauling of debris.
- Removal of clippings and debris on all lawn areas as necessary.
- Mowing to a height of 2.5-3.0 inches as frequently as needed to maintain this height. Include hauling debris as necessary. Commercial lawn care equipment required. The first cutting should take place with spring clean-up and the last cutting with fall clean-up. Two fall clean-ups may be required.
- All sidewalks and curbs should be trimmed each cutting and power-edged as needed. All flatwork concrete and asphalt surfaces should be free of clippings using leaf blowers.
- Tree bed maintenance, including installation of shredded hardwood mulch (up to 200 yards) and regular weeding. *Refer to tree beds identified in the attached site plan.*

3) Snow Removal

- Snow to be removed from all library lots, parking spaces, de-acceleration lane, and drives for each snowfall of 1.5" or more and also at the Library's request.
- Salt shall be applied to all lots and drives for snowfalls of less than 1.5", after each plowing service, when slippery conditions exist, and at the Library's request. Per ton or application costs shall be specified in proposal.
- Sidewalk shoveling is expected during off hours when the snowfall is 1.5" or greater. Sidewalks should require no more than three (3) fifty (50) pound bags of ice melt (magnesium or calcium chloride blends only) **USE OF ROCK SALT IS NOT PERMITTED ON SIDEWALKS.**

- Overnight snow falls must be cleared from the parking lot and sidewalks prior to 7:30 AM, before the Library opens for business, seven (7) days a week, Monday through Sunday, and as needed during snowfalls between the hours of 7:30 AM – 9:30 PM.
- Snow plowing must start with the West parking lot for employee and early arrival parking.
- Snow piles should not block visibility in the parking lot or drives and should not exceed four (4) feet in height. Snow removal from the premises should be provided at the Library's request.
- Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, should be available as needed for heavy snowfalls and piled snow. Please include hourly equipment rate in your bid. Library authorization for additional equipment is required.
- Provide pricing for both seasonal and per-push options, fixed price of road salt (per ton), and sidewalk ice melt. Include percentage of annual cost increases for each over the course of three (3) successive years. The seasonal service period is from November 15 through April 15 of each year of the contract.

PROPOSAL ELEMENTS

Company Information

Please provide contact information including company name, address, website, primary contact person, telephone number, and email address. Include the year the company was established, number of employees, and a list of equipment available to complete requested work in this bid. Also, provide proof of being bonded and insured.

References

Provide contact names and phone numbers for at least three organizations for which you have recently provided grounds maintenance and snow removal services.

Provide contact names and phone numbers, plus references, for any subcontractors with whom you work to complete the contract work.

Grounds Maintenance and Snow Removal Experience

Discuss your experience in providing grounds maintenance and snow removal services – list only experience at companies of comparable size.

Comment on the Library grounds, noting any special features or unusual circumstances.

Description of work

Be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

Budget

Indicate your costs for grounds maintenance and snow removal services for the Library. Break out the costs for each of the parts of the bid.

Indicate any costs that may be optional and/or ways to decrease costs of requested services. This will allow for adjustments to the budget as necessary. Include when we can expect to be billed for services rendered.

Availability

Address your availability, reliability, and flexibility to meet Library needs for this contract.

PROPOSED TIMELINE

December 5, 2018, 10:00am – mandatory bid walk-through at the Library

December 21, 2018, 3:00pm – deadline for bids and 3:01pm public bid opening

February 19, 2019, 7:00pm – bid awarded at the regularly scheduled monthly Library Board meeting

April 1, 2019 – contract begins

NEGOTIATION

All bids submitted will remain firm for a period of one hundred twenty (120) days and valid throughout the life of the contract.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of the bid work may include all or some of the above components.

Successful bidder will declare and stipulate that its bid is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for bids documents.

Bids will be evaluated on the information provided including the completeness of the bid and information supplied.



REQUIRED* TREE BED MULCHING