

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302

**REQUEST FOR PROPOSALS**

**GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES**

November 17, 2021

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](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Katherine Bryant, Assistant Director, at (248) 642-5800, extension 114. Bidders should direct all questions to Katherine Bryant at [bryantka@btpl.org](mailto:bryantka@btpl.org) or the above phone number.

**All interested bidders must attend a mandatory bid walk-through at 10:00am on Wednesday, December 1, 2021.**

**The deadline for bids is 3:00pm on Friday, December 17, 2021.** All bids received will be publicly opened at 3:01pm on Friday, December 17, 2021, at the Library.

Please email the bid with the subject line "Grounds Maintenance and Snow Removal Bid" or deliver four (4) printed 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 emailed to [bryantka@btpl.org](mailto:bryantka@btpl.org) or hand delivered, mailed, or delivered by courier to the Welcome Desk to arrive no later than 3:00pm on Friday, December 17, 2021. Address these to:

Katherine Bryant, 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, 2022 through March 31, 2025. 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.** Provide a treatment plan for fertilization, weed, parasite & lawn pest control.

## **2) Lawn and Grounds Maintenance**

- Spring and fall clean-up including removal of leaves, branches, twigs, and other debris from tree beds, parking areas, and lawn areas. Disposal of debris as needed.
- Each lawn cutting shall entail the removal of weeds, clippings and debris including trash on all lawn areas as needed.
- 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, and power edged as needed. All lawns, flatwork concrete and asphalt surfaces should be free of clippings and debris using leaf blowers.
- Tree and grounds maintenance; include option for mulch removal and installation of shredded hardwood mulch (up to 200 yards) covering 6 large tree beds plus 80 tree rings. Price mulching option separately to be executed upon request. All flower beds are maintained and mulched by the Library horticulturist. Site plan available upon request.
- Bi-weekly weeding of all tree mulch areas.
- Please provide time and material rates for additional work such as tree pruning, disposal of debris, tree removal and lawn repair.

## **3) Snow Removal and Deicing**

- Snow removal and deicing of library parking lot, drive up return lane, delivery lane in front of waste collection area, and driveway entry deceleration lane, for snowfall in excess of 1.5" and 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.
- Snowbanks and 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 with industry standard commercial snow plowing equipment. Front end loaders and dump trucks should be available as needed for heavy snowfalls and piled snow. Please include hourly equipment and labor rates 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/deicing services separately. Break out the costs for each part 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. Specify monthly or quarterly billing periods with bottom line summary of charges.

**Availability**

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

**PROPOSED TIMELINE**

December 1, 2021, 10:00am – mandatory bid walk-through at the Library

December 17, 2021, 3:00pm – deadline for bids and 3:01pm public bid opening

February 15, 2022, 7:00pm – bid awarded at the regularly scheduled monthly Library Board meeting

April 1, 2022 – 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.

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.