

REQUEST FOR PROPOSALS

Mason County is seeking proposals for lawn mowing, trimming and blowing off the sidewalks services at various county sites.

The required Bid Forms may be obtained at the Mason County Administrator's office. Proposals for lawn mowing, trimming and blowing off the sidewalks services at various county sites must be submitted to the Mason County Administrator's office, Courthouse, 304 E. Ludington Avenue, Ludington, MI 49431 no later than 1:00 p.m. on Tuesday, March 19, 2019. All bids must be marked "Mason County Lawn Mowing" on the envelope. Please contact Fabian L. Knizacky at (231) 843-7999, if you have any questions. Mason County reserves the right to reject any or all proposals.

Fabian L. Knizacky
Mason County Administrator

REQUIRED BID FORM FOR LAWN SERVICES

TO: Mason County Board of Commissioners
304 E. Ludington Avenue
Ludington, MI 49431

The undersigned hereby submits the following proposal.

ITEM ONE

Furnish equipment and personnel for lawn mowing, trimming and blowing grass off the sidewalks at county owned sites for the 2019 Spring, Summer and Fall.

Per Hour \$ _____

Not to exceed \$ _____ per each time

This is to acknowledge that the attached notice to bidders and general conditions are a part of the bid.

NAME OF FIRM OR INDIVIDUAL _____

ADDRESS _____

SIGNATURE OF OWNER OR CORPORATE OFFICER _____

PHONE NUMBER _____ DATE _____

CONTRACT FOR LAWN MOWING SERVICES

THIS AGREEMENT, made this _____ day of April _____, 2019, between the County of Mason, a Michigan county, of 304 E. Ludington Avenue, Ludington, Michigan, 49431 and _____.

THE COUNTY OF MASON desires to hire and _____ desires to furnish lawn-mowing, trimming, blowing grass off the sidewalks services. In pursuance of this the parties state and agree as follows:

1. _____ promises to furnish equipment and personnel to provide for lawn mowing, trimming, blowing grass off the sidewalks services during the Spring, Summer and Fall of 2019 as follows:

a. Lawns at the Mason County Courthouse, Mason County Jail, Mason County Animal Control on Meyers Road, Mason County Airport, Mason County Health Department Building, 102 Fifth Street in Scottville, and One lot on Staffon Street in Ludington shall be charged at the rate of \$ _____ per hour with a not to exceed amount of \$ _____.

2. _____ acknowledges and promises that the priority of the above mentioned lawn services will be as follows unless otherwise directed by the Mason County Administrator.

- a. Mason County Courthouse - \$ _____
- b. Mason County Jail - \$ _____
- c. Mason County Animal Control, Meyers Road - \$ _____
- d. Mason County Airport Field Area - \$ _____ bi-weekly or less
- e. Mason County Airport Main Lawn Area - \$ _____ weekly
- f. Mason County Health Department Building - \$ _____ weekly
- g. One lot on Staffon Street - \$ _____ bi-weekly
- h. 102 Fifth Street in Scottville - \$ _____ weekly

3. That _____ shall submit an invoice to the County of Mason each month. The invoice shall itemize the time and dollar amount for each site serviced. The invoice shall also reveal the type and time that any equipment was used.

4. It is agreed that the above mentioned lawn services shall be performed weekly.

5. _____ shall furnish certification of insurance for worker's compensation insurance in statutory limits, general comprehensive commercial liability insurance in the amount of \$500,000.00, bodily injury insurance in the amount of \$300,000.00, automotive (fleet) liability insurance in the amount of \$300,000.00 and property damage insurance in the amount of \$500,000.00.

6. It is understood and agreed that the following individuals are to be contacted by the County when it is desired to discuss the priority of mowing, to wit:

- a. _____ Phone # _____

- b. _____ Phone # _____
- c. _____ Phone # _____
- d. _____ Phone # _____

7. It is understood and agreed that the following individuals, departments, or their appointee will contact the individuals in Item #7 to discuss mowing concerns, to wit:

- a. Maintenance Superintendent Ken Enbody or his appointee. Phone # 843-1702
- b. County Administrator Fabian L. Knizacky or his appointee. Phone # 843-7999

8. _____ shall provide a performance bond or letter of credit to the County of Mason to secure its performance under the terms of this contract in the amount of \$10,000.00.

9. Should the County be required to perform the above mentioned lawn services due to the contractor's inability to perform upon request, the County may charge the contractor based on County employee and rental rates as established by the County's wage and fringes schedules and M.D.O.T. rental rates.

10. The County of Mason agrees to make payment in full to _____ for its services so long as the monthly invoices are properly documented and upon approval by the County Board of Commissioners.

11. The County of Mason reserves the right to extend this contract for up to one additional Spring, Summer and Fall mowing periods at a rate which is mutually agreeable to both parties.

WITNESS

COUNTY OF MASON

 Fabian L. Knizacky
 Mason County Administrator

BY: _____
 Janet Andersen
 Chairwoman of the Board

BY: _____