

REQUEST FOR BID: Lawnmowing Services for Village of Onekama Parks

1. **PURPOSE:** The Village of Onekama is seeking a contractor to provide lawnmowing and associated services in four (4) Village parks, as follows: the Onekama Village Park, Zosel Walk-in Park, Rotary Park, Triangle Park, and the grounds around the Farr Center.
2. **SCOPE:** Services will be provided as follows:
 - a. **Village Parks**
 - i. **Cleanup**
 1. Spring Cleanup-between 15-30 April
 2. Fall Cleanup-between 15-31 October
 3. Cleanup must consist of leaf blowing, leaf removal, removal of all trash, removal of any tree branches on the ground. All trash must be placed in a proper disposal receptacle which may be provided by the Village of Onekama. Placement of picnic tables and waste receptacles at locations throughout the park in the spring and placement of picnic tables and waste receptacles under the park's picnic pavilion in the fall
 - ii. **Mowing and trimming:** Zosel Walk-in Park, Rotary Park, Triangle Park, and the Farr Center will be mowed, and trimmed as follows:
 1. **Once a month** between 15 April-31 October, unless otherwise directed by the Village of Onekama
 - iii. **The Onekama Village Park**—The main park located at the corner of Main and Portage Streets shall be mowed and trimmed **weekly** commencing 15 April and continuing through 31 October, unless the contractor is directed otherwise by the Village.
3. **EQUIPMENT:**
 - a. The contractor is responsible for providing all equipment necessary to accomplish the requirements of their contract with the Village of Onekama.
 - b. The Village of Onekama **IS NOT** responsible for any damage to contractor's equipment during its use in accomplishing the terms of their contract with the Village of Onekama.
4. **TIME EXCLUSION:** The contractor may accomplish the required work at their convenience within the required dates except for mowing and trimming in the Onekama Village Park where work may not be accomplished on any Monday after 12:00pm between the last week in June and the last week in August so as not to conflict with the Concerts-in-the-Park series. Other time exclusions for all parks are:
 - a. Memorial Day Weekend

- b. 3,4, and 5 July
 - c. Labor Day Weekend
- 5. **LIABILITY:** The contractor is wholly responsible for any injury caused by their performance of the requirements of this contract to include the contractor's employee as well as any by-stander.
- 6. **QUALITY CONTROL:** The contractor shall submit a written notice to the Village Clerk within five (5) working days of completing a Cleanup or mowing and trimming as required under the provisions of their contract.
 - a. The Village Clerk shall then contact a member of the Village Parks and Rec Committee who shall physically verify the quality of the work done by the contractor.
 - b. The Parks and Rec Committee member shall then acknowledge on the written notice submitted by the contractor that work has been successfully completed and will sign the contractor's notice of work completed.
 - c. The Village Clerk shall maintain all successfully completed work notices on file to substantiate payment.
- 7. **PAYMENT:** Providing all work required within the below periods of time has been successfully accomplished as described in paragraph 6 above, the contractor will invoice the village for one-third (1/3) of the contract's annual cost as follows:
 - a. **Period 1:** 1 April thru 30 June—Payment will be issued by 15 July
 - b. **Period 2:** 1 July thru 30 August—Payment will be issued by 15 September
 - c. **Period 3:** 1 September thru 15 November—payment will be issued by 1 December
- 8. **LENGTH OF CONTRACT PERIOD:** This contract will be for two years from the time of issuance with the possibility of a one-year contract extension if the contractor has successfully completed all work required during the contract period.
- 9. **BREACH OF CONTRACT:** The Village of Onekama shall consider the contract breached if, during three (3) payment periods as specified in paragraph 7 above, the contractor has failed on two occasions to successfully live up to the requirements of their contract as determined by a failed quality control determination by a member of the Village Parks and Rec Committee. (**NOTE:** The contractor will be afforded the opportunity to correct deficiencies noted within five (5) working days of notification that their work has been considered substandard. If corrected, the noted deficiencies WILL NOT impact either their current contract or their opportunity to receive the one-year contract extension.)
- 10. **DUE DATE OF BID: BIDS ARE DUE IN SEALED ENVELOPE AND MUST ARRIVE AT THE VILLAGE CLERK'S OFFICE NOT LATER THAN CLOSE OF BUSINESS 4 MARCH, 2024. CONTRACT AWARD DATE WILL BE NLT 11 MARCH, 2024.**

11. BID FORMAT: Prospective contractors are asked to provide a separate price for their work as follows:

- a. Cleanup
- b. Mowing and trimming of each park; Zosel Walk-in Park, Triangle Park, Rotary Park, and The Farr Center on a monthly basis. This separate pricing is necessary in the event the Village Parks and Recreation committee should desire mowing more frequently than once a month during the growing season. The price provided here shall be used to determine what the contractor should be paid for each additional mowing and trimming that may be required.
- c. Separate pricing for mowing and trimming of The Onekama Village Park on a weekly basis. This separate pricing is necessary in the event the Village Parks and Recreation committee should desire mowing more frequently than weekly during the growing season. The price provided here shall be used to determine what the contractor should be paid for each additional mowing and trimming.

12. QUESTIONS CONCERNING THIS REQUEST FOR BID may be addressed to:

- i. Roger Burger, President, Village of Onekama: Email- president@villageofonekama.org ; Phone—231 889-3171.
- ii. John Wemlinger, Village Trustee: Email- jwemlinger46@gmail.com; Phone-269 274-2637