

## VILLAGE OF ALMONT

### DOWNTOWN DEVELOPMENT AUTHORITY

#### REQUEST FOR PROPOSALS

#### CENTRAL BUSINESS DISTRICT LAWN AND MAINTENANCE SERVICES

The Village of Almont's DDA is soliciting proposals for landscape and general maintenance services. A minimum of a one (1) year contract with options to renew for one (1) additional year will be negotiated and is dependent upon the DDA being satisfied with the work. Annual prices must be included for 2019 and 2020 to be eligible for the renewal opportunity. The option to renew for the additional year is to be extended at the sole discretion of the Almont DDA. This bid is subject to the following conditions:

- Contract term shall commence May 1, 2019 and terminate November 1, 2019. The contractor agrees to extend the contract term earlier or later than the dates stated due to seasonal adjustments in the growing season. Additional weeks of service will be authorized at the sole discretion of the DDA Director and approval must be granted prior to the work being performed.
- Services must be available on an as needed basis, subject to the request and approval of the DDA Director.
- The DDA has the right to discontinue services or withhold payment if work is not satisfactory and completed in a timely manner.
- Billing is for time and materials and must be invoiced within 10 days of completion of the work. Invoices must be submitted to the DDA office at 817 N. Main, Almont, MI 48003. Payments will be made monthly after approval by the full DDA Board.
- The contractor shall take all necessary precautions to conduct the work in a safe manner to prevent injury to persons or damage to property. Any damage, caused by the Contractor to DDA or private property will require restitution by the contractor for repairs to same. If damage does occur, the DDA shall be notified immediately.
- The Contractor shall provide necessary supervision and at the DDA's request, make an inspection with the DDA representative, to ascertain compliance with the specifications of the agreement.
- Bid proposals must include company name, address, contact person, 24-hour number. Also include references and equipment list.
- Itemize the bids for each service. Please quote prices in a per/week format with the exception of fertilizing.
- The successful bidder must present liability and workman's compensation insurance documentation.
- The Almont DDA has the right to reject any and all bids, to waive any formalities and to select the company and bid in any manner deemed to be in the best interest of the Almont DDA. The company selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.

#### Description of Project:

The Central Business District is located along both sides of Van Dyke from Washington to Stone St. and east and west on St. Clair from Bristol to Branch.

- 1) Cutting, trimming and weeding all lawn areas in the public right of way within the CBD. Also included:
  - a. The lawn in the rear of the Almont Historical Building at 149 S. Main Street.
  - b. The parking lot perimeter and islands located at 123 Branch Street located near the SW corner of Van Dyke and Branch.
  - c. Alley Way behind South West Businesses located adjacent to the parking lot at 123 Branch Street.
  - d. The lawn islands separating the Congregational Church parking lot and the municipal parking lots.
  - e. The island behind the Lane/Swayze Clinic located at 209 S. Main Street.
  - f. The strip of grass along Research Drive (Industrial Park).
- 2) Weekly clean up, back pack blowing and trash pickup at the Pocket Park on the SE corner of Van Dyke and St. Clair streets. This includes removing all trash within the flower beds. This does NOT include any flower bed maintenance nor does it include maintenance of the fountain or underground sprinkler system.
- 3) Blow off sidewalks of debris weekly and weed control between sidewalk cracks and joints. This does NOT include any weeding or maintenance of the tree wells.
- 4) Lawn fertilizer application – Please bid in a per application format and state the product to be utilized and manner it is to be applied.

**Bid Format:**

Bid forms shall be presented in a sealed envelope marked: "Landscape and Maintenance Services – ATTN: "K. Schall". Bids are due on or before March 20, 2019 at 10:00am where they will be opened and read at the DDA office located in the Almont Village Offices, 817 N. Main St. Bids shall be addressed to the Village of Almont DDA, 817 N. Main St., Almont, MI 48003. If there are any questions, please contact Kim Schall at (810) 798-8125 or email [kschall@almontdda.com](mailto:kschall@almontdda.com)

**Kimberly A. Schall**  
**DDA Director**