

INVITATION TO BID

Bruce Township Lawn Maintenance and Cemetery Grounds Keeper and Sexton

PROJECT

Lawn Maintenance – Groups 1, & 2
Cemetery Sexton – Group 3

DESCRIPTION

See attached packet

SEALED BIDS

Sealed bids will be received by mail or hand delivery until *May 10, 2021 at 4:00 p.m. EST*

Bids will be received at the Bruce Township Clerk's Office, 223 East Gates Street, Romeo, Michigan 48065

Bids will be opened on *Tuesday, May 11, 2021 at 9:00 a.m.* at the Bruce Township Hall.

Proposals **may** include all three (3) Groups or a combination there of

GENERAL REQUIREMENTS

Documents may be examined from 8:30 a.m. – 4:30 p.m. M-TH at the following location:

Bruce Township
223 East Gates
Romeo, MI 48065
(586)752-4585
email: mfillbrook@brucetwp.org
skraft@brucetwp.org

INSTRUCTIONS TO BIDDERS

Bruce Township Lawn Maintenance and Cemetery Grounds Keeper and Sexton

PROPOSALS

Sealed proposals will be received by the Owner to cover any or all three Groups
Proposals will be received by mail or hand delivery until 4:00 p.m. May 10, 2021 at the office of the Bruce Township Clerk's Office, 223 East Gates, Romeo, MI 48065.

1. Each proposal must have an original signature and date in longhand.
2. Any erasures, alterations or interlineations must be initialed by the bidder.
3. Quotes shall be in written and numeric form.
4. Oral and telephone proposals WILL NOT BE ACCEPTED.

DOCUMENTS

Bid documents are available for examination at the offices of the Bruce Township.

EXAMINATION

All bidders shall and will be held to have thoroughly examined and become familiar with the proposal. Bruce Township will not be responsible for any errors, omissions, or misinterpretations.

All bidders shall and will be held to have examined the job sites so as to compare it with the contract documents and to have satisfied themselves as to the condition of the site, any obstructions, necessary for carrying out the work before the delivery of the proposal.

Each bidder, by submitting a proposal, represents that s/he has read and completely understands the proposal

Documents may be obtained from the Bruce Township Office.

Bruce Township reserves the right to accept any bid, reject any or all bids, and waive any informality in the bids should they deem it to be in the best interest of Bruce Township.

Bruce Township will enter into a contract with the successful bidder.

The Contractor will be responsible for all sales, use and other taxes required by law.

No allowance or extra compensation concerning any matter or thing about which the bidder might not have fully informed themselves will be allowed.

TOWNSHIP OF BRUCE
BIDS FOR LAWN MAINTENANCE
&
CEMETERY GROUNDS KEEPER AND SEXTON

PLEASE BE ADVISED that the Township of Bruce, Macomb County, Michigan, will be receiving bids for lawn maintenance, cemetery grounds keeper and sexton application of Township properties, Fire Department properties, and Township cemeteries. A complete bid package is available at the Township Hall or visit www.brucetwp.org.

Bid should be sent in care of:

Township of Bruce
223 East Gates Street
P.O. Box 98
Romeo, MI 48065
Attn: Mike Fillbrook, Supervisor

Sealed bids should be received no later than 4:00 p.m. EST on May 10, 2021. Sealed bids will be opened publicly at 9:00 a.m. EST on May 11, 2021, at the Bruce Township Hall, 223 East Gates Street, Romeo, Michigan.

Publish April 26, 2021

Susan Kraft
Bruce Township Clerk



Proud Heritage-Planned Future

223 EAST GATES STREET
ROMEEO, MICHIGAN 48065
586-752-4585 ~ Fax: 586-752-3870
www.brucetwp.org

April 22, 2021

REQUEST FOR PROPOSAL
LAWN MAINTENANCE,
CEMETERY GROUNDSKEEPER
and SEXTON

*Locations: Group 1
Township Hall/Fire Station #1, 223 East Gates, Romeo (excludes adjacent park)
Fire Station #3, 229 Gates Street (parking lot of Township Hall)
Fire Station #2, 75675 Van Dyke*

*Group 2
Bruce Armada Cemetery, Armada Center Road
McCafferty Cemetery, Van Dyke Avenue
Goodrich Cemetery, Kidder Road*

*Group 3
Cemetery Sexton for:
Bruce Armada Cemetery, Armada Center Road
McCafferty Cemetery, Van Dyke Avenue
Goodrich Cemetery, Kidder Road*

Section 1 – Requirements (as they apply to all groups):

- Contractor must have proof of general liability and workers compensation insurance
- The price of lawn care shall include taxes, social security, unemployment compensation insurance payments, employees' fringe benefits, insurance coverage of employees, property damage insurance, public liability insurance and any other costs which the contractor shall incur in the performance of the agreement.
- The contractor shall take all necessary precautions to conduct the work in a safe manner, so as to prevent injury to persons or damage to property. Any damage caused by the contractor to the Township's property will require restitution for repairs to same. This shall include, but not be limited to, such items as fences, signs, posts, buildings, automobiles, etc.

- Prices which differ from those quoted will not be paid unless prior consent is given in writing by the Township Supervisor.
- The contract may be cancelled by either party upon 30 days written notice.
- It shall be the contractor's responsibility to provide adequate lawn care equipment and supplies.
- All lawn care services will be performed to the complete satisfaction of the Township Supervisor. If in the opinion of the Township Supervisor lawn care is insufficient or incomplete, the contractor will make necessary corrections without additional cost.
- Extra services requested by the Township, but not included in this bid, will be itemized separately and paid in addition to the yearly price agreement
- Groups 1 & 2 bids are to be prepared on a yearly calculation of all services including supplies
- Group 3 bids are to be based on the total fee for each opening/closing

Section 2 – Service Specifications:

Group 1 – Township Hall, Fire Stations 1, 2 & 3

- Yard clean up by mid-April (spring) & from mid-October to the end of November (fall) each year and debris removed from Township property
- Weed whipping and blowing off of driveways, parking areas, sidewalks and porches
- Edging as needed
- Lawn mowing once a week
- Weed and feed two times per season – spring and summer

Group 2 – Bruce Armada, McCafferty & Goodrich Cemeteries

- Spring clean up to start mid-April and be completed mid-May each year and debris removed from Township property; grave blankets not to be removed earlier than mid-April
- Fall clean up from mid-October to end of November each year and debris removed from Township property
- Lawn mowing every week from mid-April to Memorial Day and every two weeks to end of season giving priority to holidays – Mother's Day, Father's Day, July 4th and Labor Day
- Weed whipping around each grave marker area, being careful not to trim too low and avoiding damage to plantings and decorations
- Cemetery services are to include emptying trash receptacles, cleanup of wilted flowers and new grave sites following burials
- Trash receptacles to be emptied every two weeks, as needed, after fall cleanup; debris can be emptied to dumpster located at Township Hall

Group 3 – Cemetery Sexton - Bruce Armada, McCafferty & Goodrich Cemeteries

Overall functions shall be:

- To navigate to correct burial sites under the direction of township employees
- Assist in the oversight of the plans for all burials, including winter burials

- To operate under all applicable State of Michigan laws and in accordance with the township's cemetery ordinance

Tasks and accountabilities shall be:

- Bury and conduct cemetery business only with the direct knowledge/involvement of the township
- Communicate effectively with all parties (e.g. funeral directors, families, township officials and employees)
- Prepare safe, well-constructed graves of varying size according to location and requirements
- Restoration of grounds after burial and immediately upon the termination of accompany ceremonies as well as raking of loose dirt, replacement of sod and initial re-seeding of grass as soon as possible
- Opening/closing of sites in such a manner as to not disturb/damage neighboring spaces
- Placement and construction of footings and foundation for any monument, marker or memorial per Bruce Township Cemetery Ordinance
- Always show dignity and respect to the deceased, attendees and physical surroundings
- Submit monthly statements of activities and charges
- Display familiarity with cemetery rules and procedures
- Supplying of all equipment and materials necessary to perform tasks

Contractual time frames shall be:

- On call as needed, 7 days a week and 355 days a year except for 10 holidays (New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve and Christmas Day)
- Only upon availability/agreement of all parties