

**REQUEST FOR PROPOSAL
MILFORD PUBLIC LIBRARY**

Grounds Maintenance and Snow Removal Services

September 2011

The Milford Public Library is accepting firm, sealed proposals for grounds maintenance and snow removal services.

This request for proposal can be obtained on the library's website at www.milfordlibrary.info, at the Circulation Desk, Milford Public Library, 330 Family Drive, Milford, MI 48381 or by calling Tina Hatch, Library Director, at (248) 684-0845, extension 101. Blueprints of the landscape plan are only available at the library.

The deadline for proposals is Friday, October 7, 2011 at 4:00pm. All proposals received will be publicly opened immediately thereafter at the Library. There are two parts to this request: Grounds Maintenance and Snow Removal. You may submit a proposal on all parts or selected ones. Contract work should be considerate of the Library's hours of operation.

Please deliver three (3) copies of the proposal in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal." Proposals must be hand delivered, mailed, or delivered by courier to the Circulation Desk to arrive no later than Friday, October 7, 2011 at 4:00pm. Address these to Tina Hatch, Library Director, Milford Public Library, 330 Family Drive, Milford, MI 48381. Library hours are:

Monday through Thursday	9:30am - 8:00pm
Friday and Saturday	9:30am – 5:00pm
Sunday (Sept – May)	12:30pm – 5:00pm

BACKGROUND

- 1) Lawn Maintenance:** Landscape maintenance work shall include, but not necessarily be limited to, controlling of insect and disease, trimming and pruning, mowing and edging of grassed areas, re-mulching, raking, seasonal annual planting, fertilizing, irrigation, leaf removal, litter control, spring and fall cleanup. The Contractor shall be wholly responsible for the health and appearance of the landscape planting to be maintained and for inspections, scheduling of work and execution of whatever work may be require to keep the landscape in a healthy, vigorous, and attractive condition.
 - a) Pruning of Trees and Shrubs:** Contractor shall be familiar with correct pruning procedures and prune only when there is a need. If a branch is removed there should be a definite reason for doing so. Contractor shall ensure that all safety precautions are adhered to by all employees.
 - b) Weed Removal and Control:** Throughout the growing season, planting beds are to be weeded and/or treated with herbicides as necessary to maintain planting beds free of weeds at all times. In early spring, any weed growth within shrub beds or planting areas is to be removed and all beds (areas of mulch) shall be treated with a pre-emergent herbicide. Herbicides are to be used

with extreme care and per manufacturer's specifications and warnings.

- c) **Mulch Replacement:** Shredded bark is to be used in areas originally mulched per landscape plan. Once a year mulch should be installed to maintain a 2" mulch layer. Edges should be reformed as needed to maintain a neat appearance at all times and to prevent the encroachment of grasses.
- d) **Insect and Disease Control:** Monitor all trees and shrubs in the landscaped areas for insect or disease conditions and treat immediately. Use appropriate pesticides per manufacturer's instructions. Pesticide applications shall only be made by a certified pesticide applicator.
- e) **Raking:** In early spring, all lawns shall be thoroughly raked to remove all dead grass, leaves, and twigs.
- f) **Aerification:** Unless signs of soil compaction are evident, aerification is not required for the first four years and then every fourth year thereafter. Aerification when performed shall be done in early spring immediately after spring raking. The aerification shall be done with a mechanical aeration machine that removes cores of soil several inches in length. These cores shall be broken up immediately after being extracted by either raking or mowing.
- g) **Edging:** The edges of all lawns adjacent to planting beds, individual trees, walls, utility vaults, signs, light poles, lighting bollards, fences, guardrails, sidewalks, curbs, etc., shall be mechanically trimmed/edged prior to every other mowing and all clippings shall be removed. The use of chemicals for this purpose is not permitted.

Any grass or weed growth within sidewalks or other pavement areas (cracks, etc.) shall be removed to avoid any hazard to pedestrians. Herbicides are permissible within paved areas.

- h) **Mowing:** All finished lawn areas shall be mowed to a minimum height of 2". The lawn shall not exceed 3" in height at any time. Meadow lawn area shall be mowed to a 4" height. Meadow lawn should be cut when the grass reaches 6" high. No more than 2" of height shall be removed at any one mowing.

Mulching blades shall be used, however excessive clippings shall be removed from the site immediately after mowing and properly disposed of by the contractor. Grass clippings on paved areas shall be removed after mowing.

Extreme care must be used when mowing near trees to avoid damage. No weed-eaters shall be allowed to touch tree trunks.

- i) **Fertilizing:** Fertilize as necessary using mechanical spreading equipment and following manufacturer's specifications to obtain an even application of fertilizer.
- j) **Irrigation:** An irrigation system is provided. It is the Contractor's responsibility to monitor and adjust the irrigation system to provide efficient coverage throughout the season, taking into consideration seasonal variations in water needs. The Contractor is responsible for irrigation start-up in the spring and winterization in the fall.

- k) **Parking Lot Maintenance:** The Contractor shall be responsible for mechanically sweeping the parking lots, twice each year.
- l) **Spring and Fall Clean-Up:**
 - i) **Spring:** Remove and dispose of all debris which has accumulated on lawns and bed areas such as paper, leaves, weeds, dead plant stalks, etc. Rake lawn and plant bed areas as needed. This is to be provided in April. Spade cut edge on plant beds abutting lawn areas, where applicable.
 - ii) **Fall:** Remove and dispose of all debris which has accumulated on lawns and bed areas. Rake lawn and bed areas as needed. This is to be performed after all leaves have dropped from deciduous trees or by November 30, whichever comes first. Leaves and debris to be removed off site.
- m) **Supplemental Maintenance:** Each visit, it is the Contractor's responsibility to remove unsightly trash and debris from maintained lawn and bed areas prior to mowing the lawn. All leaves in landscaped areas are to be swept out of beds and lawn areas at least once each spring and weekly during the fall.

2) **Snow Removal:**

- a) Plow snow from access roads and parking lots as shown on site drawings. Hand shovel, or sweep snow from sidewalks, building door entrances and exits, fire hydrants, and traffic signs and/or spread de-icing agents. Hand shovel or sweep all catch basins and building door entrances.
- b) Driveway entrances and exits are to be cleared to their full width with no snow piles blocking their visibility to incoming or outgoing traffic.
- c) Remove snow and ice from drives, walkways, entrances and exits of building, including fire doors, approaches and exits from municipal roads to site. At all times, ensure free direct vehicular and pedestrian traffic wherever required. Storing of materials, or dumping of snow or ice on sidewalks or in planted areas, is not acceptable.
- d) Snow removal services are expected to be completed prior to 9:00am Monday through Saturday, and prior to noon on Sundays and as needed during snowfalls. Snow piles should not block visibility in the parking lot or drives and should not exceed four feet in height. Snow removal from the premises should be provided at the owner's request. Snow removal must be completed by plow trucks with normal snow plowing equipment. Front end loaders and dump trucks, as needed for heavy snowfalls, should be available at an additional hourly rate. Please include this hourly rate in your proposal. Charges for heavy equipment must be approved by the Library in advance.
- e) If more than 1 ½ inches of snow is received, Contractor will plow entry roads and parking lots, otherwise calcium chloride will be used. All sidewalks will be snow blown/shoveled or calcium chloride will be used to maintain safe conditions.
- f) Ice: If paved areas are slippery with ice apply salt as required.

PROPOSED TIMELINE:

Friday, October 7, 2011, 4:00pm - Deadline for proposals and 4:01pm public proposal opening

Tuesday, October 25, 2011, 7:00pm – contract awarded at the regularly scheduled Library Board meeting

November 2011 – contract begins for Snow Removal

January 2012, – contract begins for Grounds Maintenance

April 2014 – contract ends for Snow Removal

December 2014 – contract ends for Grounds Maintenance

PROPOSAL ELEMENTS

Company Information

Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address. Please include the year the company was established, number of employees, and a list of equipment available to complete requested work in this proposal. Also, please provide proof of being bonded and insured.

References

Please provide contact names and phone numbers for at least three organizations for which you have provided grounds maintenance and snow removal services.

Please provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete the contract work.

Grounds Maintenance and Snow Removal Experience

Please discuss your experience in providing grounds maintenance and snow removal services.

Please comment on the Library grounds and note any special features or unusual circumstances.

Description of Work

Please 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

Please indicate your costs for grounds maintenance and snow removal services for the Library. Budget information that breaks out the costs for each of the two parts of the proposal will be very helpful. Please indicate any costs that may be optional. This will allow for adjustments to the budget as necessary. Please include when we can expect to be billed for services rendered.

Availability

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

PROCESS

Deliver three (3) copies of the proposal in a sealed envelope marked with the name of the company and entitled "Grounds Maintenance and Snow Removal Proposal." Proposals must be hand delivered, mailed, or delivered by courier to the Circulation Desk to arrive no later than Friday, October 7, 2011 at 4:00pm. Address these to Tina Hatch, Library Director, Milford Public Library, 330 Family Drive, Milford, MI 48381. Library hours are:

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Sunday (Sept-May)	12:30pm – 5:00pm

Oral, telephone, fax, or electronic mail proposals are invalid and will not receive consideration.

All proposals will be publicly opened immediately thereafter at the Library.

All proposals submitted will remain firm for a period of 45 days and valid throughout the life of the contract.

The Milford Public Library reserves the right to accept or reject any or all proposals, 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 work may include all or some of the above components.

Successful bidder will declare and stipulate that its proposal 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 proposals documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.

Name of Contractor: _____

Provide complete landscape maintenance work for the Calendar Years 2012, 2013, and 2014	Total Lump Sum \$ _____ 2012 \$ _____ 2013 \$ _____ 2014
Submit unit cost for each snow removal 2011-2012	1-1/2" – 2" deep \$ _____ Over 2" – 4" deep \$ _____ Over 4" – 8" deep \$ _____
Submit unit cost for each snow removal 2012-2013	1-1/2" – 2" deep \$ _____ Over 2" – 4" deep \$ _____ Over 4" – 8" deep \$ _____
Submit unit cost for each snow removal 2013-2014	1-1/2" – 2" deep \$ _____ Over 2" – 4" deep \$ _____ Over 4" – 8" deep \$ _____
Submit cost for salt applications (drives and parking lot) 2011-2012	Per Application \$ _____
Submit cost for salt applications (drives and parking lot) 2012-2013	Per Application \$ _____
Submit cost for salt applications (drives and parking lot) 2013-2014	Per Application \$ _____
Submit cost for sidewalks – calcium chloride application 2011-2012	Per Application \$ _____
Submit cost for sidewalks – calcium chloride application 2012-2013	Per Application \$ _____
Submit cost for sidewalks – calcium chloride application 2013-2014	Per Application \$ _____

Our subcontractors will be:

Name:	Address:	Specialty:

Contractor: _____

Complete Address: _____

Telephone: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____