



BAY CITY HOUSING COMMISSION

315 14th Street

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Bay City, Michigan 48708

(989) 892-9581

fax (989) 892-5818

tdd (800) 545-1833 ext 561

March 12, 2024

Bay City Housing Commission Lawn Care Bid Information and Instructions

The Bay City Housing Commission is requesting pricing for lawn care services for 2024 and an option for 2025 season. Attached is the list of properties and bid information and submittal form.

We have bid submittal due date of **Tuesday, April 9, 2024 at 1:00 p.m.** You may mail or deliver to our Administrative Office at 315 14th Street, Bay City, MI or fax at (989) 892-5818 or email to karl@baycityhousing.com.

If you have questions, please contact me.

Thank you in advance for your interest.

Karl Opheim

Karl Opheim
Assistant Director
Bay City Housing Commission
989-892-9581 x109

Bay City Housing Commission Lawn Care Bid Information and Instructions

NOTE: All bids must include a sample copy of your current general liability insurance and workers compensation insurance.

Bid Evaluations. The Bay City Housing Commission (BCHC) reserves the right to reject any or all proposals, waive any informality in the quote process, or to terminate the quote process at any time if deemed by BCHC's to be in its best interests. It is the intention of the Bay City Housing Commission to award a single contract for all locations, however, BCHC will reserve the right to split the award if it serves the best interest and budget of our individual sites. Under the competitive proposal process, negotiation of price and revision of scope may be necessary.

Site hours. All work shall be performed during regular business hours Monday through Friday between 8:00 a.m. and 5:00 p.m., excluding official Housing Commission holidays, **unless** other arrangements are made in advance with the property manager.

Liability and Worker's Compensation Insurance. No work on site may begin without liability and workman's compensation insurance and a specific *Certificate(s) of Insurance* on file with the BCHC noted as **additional named insured**. A completed IRS W-9 is also required. Both documents must be submitted to John Neeb, Chief Finance Officer, Bay City Housing Commission.

Workers' Compensation and Occupational Disease Insurance. In accordance with federal and required state Workers' Compensation laws the employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with policy limit of \$500,000.

Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ 1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others and use of all equipment. If the Contractor has a "claims-made" policy, then the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

Spray Application Licensing. If you are the successful bidder, BCHC will need a copy of all current applicator license(s). You must be a certified applicator in Category 3A for lawns and 3B for trees under each company name you operate under in order to treat any Housing Commission property.

Vendors may subcontracting any of the services listed however if your subcontractor is performing the lawn treatment they will need to provide proof of insurance and licensing as well.

Non-Debarred Affidavit; Non-Collusive Certificate. The successful bidder will certify that he, nor the firm, partnership or association in which they have substantial interest is designated as an *ineligible contractor* by the Comptroller General of the United States pursuant to Section 5.6(b) of 29 CFR Part 5, or Section 3(a) of the *Davis-Bacon Act*, 40 U.S.C. 276 a-2(a), or that any part of this contract will be subcontracted to any subcontractor if such subcontractor, firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an *ineligible contractor*. Further, the affidavit will verify that the firm has not entered into any collusion to fix pricing with any person or company in respect to this proposal or any other proposal for which this proposal is submitted.

Thank you for your time. We look forward to working with you.

Bay City Housing Commission Lawn Care Bid Submittal, page one

MAPLEWOOD MANOR, 1200 N. MADISON AVENUE		
LAWN CUTTING	2024	2025
Price per cut, bag & remove clippings. Edge concrete/asphalt as necessary		
LAWN TREATMENT		
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

MALONEY MANOR, 210 FITZHUGH STREET		
LAWN CUTTING	2024	2025
Price per cut, bag & remove clippings. Edge concrete/asphalt as necessary		
LAWN TREATMENT		
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

SMITH MANOR, 600 N. VANBUREN STREET		
LAWN CUTTING	2024	2025
Price per cut, bag & remove clippings. Edge concrete/asphalt as necessary		
LAWN TREATMENT		
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

PINE TOWERS, 306 S. WALNUT STREET 48706		
LAWN TREATMENT ONLY	2024	2025
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

Bay City Housing Commission Lawn Care Bid Submittal, page two

ADMINISTRATIVE OFFICE, 315 14th STREET		
Lawn adjacent to one story office/garage and parking area south of dead end St.		
LAWN CUTTING	2024	2025
Price per cut, bag & remove clippings. Edge concrete/asphalt as necessary		
LAWN TREATMENT		
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

MAINTENANCE DEPOT, 701 FIRST STREET		
LAWN CUTTING	2024	2025
Price per cut, bag & remove clippings. Edge concrete/asphalt as necessary		
LAWN TREATMENT		
Spring: pre-emergent for crabgrass, weed control and fertilizer		
Late Spring: fertilizer and weed control		
Grub control application		
Summer: fertilizer with insecticide and weed control		
Fall: fertilizer for root growth for spring green-up		

Bay City Housing Commission Lawn Care Bid Submittal, page three

INDIVIDUAL VACANT CITY LOTS OWNED BY BCHC		
Lawn cutting only (if grass is short, bagging/removal can be waived). No edging		
The following are properties owned by BCHC will need cutting. Several are vacant lots, others have a building. We are also asking for a price for a 50'x100' city lot with dwelling – example: one of our family houses that will be vacant for short time. If the lot is larger than 50'x100' we will adjust the price accordingly.		
	2024	2025
501 Columbus (includes 501 Columbus, 111 N. Madison, 101/105/107/109 N. Jefferson)		
308 37 th St. (vacant 170'x170' lot)		
803 State (vacant 24'x100' lot)		
1506 2 nd Street (vacant 82'x170' lot)		
1000 Third		
1200/1204 Webster		
308 Polk		
803 State		
406 Tenth		
206 N. Jefferson		
232/234 N. Jefferson		

Company Name _____

Signature: _____ Date: _____

Type/Pint Name _____ Title: _____

Address _____

Phone _____ Fax _____

E-Mail Address _____

Your quote is due Tuesday, April 9, 2024 at 1:00 p.m. and delivered to our Administrative Office at 315 14th Street, Bay City, MI or faxed to (989) 892-5818 or email to karl@baycityhousing.com

(PASTE or TYPE ON BIDDER'S LETTERHEAD,
and SUBMIT WITH QUOTE)

NON-COLLUSIVE AFFIDAVIT

State of (_____) ss.

County of (_____)

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Bay City Housing Commission or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor has been debarred, suspended or otherwise prohibited from contacting or entering into construction or modernization agreement with any federal, state or local agency including the U.S. Department of Housing and Urban Development.

Date: _____

Signature: _____

Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Subscribed and sworn to _____ before me

This _____ day of _____ 20 _____.

My commission expires _____ 20 _____