



Lori M. Stone, Mayor

Purchasing Division
Office of the Controller
One City Square, 4th Floor, Suite 425
Warren, MI 48093-5289

Phone (586) 574-4639
FAX (586) 574-4614

ITB-W-1699

INVITATION TO BID

JANUARY 14, 2026

ELECTRONIC BIDS FOR FURNISH LANDSCAPE CARE SERVICES FOR THE CITY OF WARREN DOWNTOWN DEVELOPMENT AUTHORITY (DDA) ARE BEING ACCEPTED.

**ELECTRONIC BIDS MUST BE ENTERED INTO THE BIDNET (MITN) PROCUREMENT SYSTEM ON, OR BEFORE,
12:30 PM, WEDNESDAY, JANUARY 28, 2026**

PLEASE SEE SPECIAL INSTRUCTIONS ON PAGE TWO (2) OF THE BID FORM

A PUBLIC BID OPENING WILL TAKE PLACE AT 1:00 PM EST ON JANUARY 28, 2026 VIA THE “ZOOM APP” WHICH WILL BE HOSTED BY THE CITY COUNCIL OFFICE. PLEASE JOIN THE ZOOM MEETING BETWEEN 12:50 AND 1:00 PM EST, ON THE DAY OF THE BID OPENING IN ORDER TO VIEW OR LISTEN TO THE BID OPENING VIA THE ZOOM APP.

LINK TO ZOOM MEETING:

<https://cityofwarren.zoom.us/j/81662328258?pwd=ujkJjQV859jvZgYe2u6xxbcBtKghEO.1>

ZOOM CALL-IN #: 1 301 715 8592

ZOOM MEETING ID: 816 6232 8258

ZOOM MEETING PASSCODE: 793239

Addenda, clarifications and changes to the bid documents must be obtained on line within the MITN system at: www.BidNetDirect.com/MITN

PLEASE USE THE FOLLOWING NIGP CODES:

98800 – Roadside, Grounds, Recreational and Park Area Services

98836 – Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.

98852 – Landscaping (Design, Fertilizing, Planting, etc. (Not Ground Maint. or Tree Trim)

Additional information regarding this bid or any questions can be answered by contacting the Assistant Buyer, Shanah Turner of the City of Warren Purchasing Division preferably by e-mail, sturner@cityofwarren.org, subject: **ITB-W-1699**.

Sincerely,

A handwritten signature in black ink, appearing to read "ST" followed by a stylized surname.

Shanah Turner
Assistant Buyer

SPECIAL INSTRUCTIONS FOR ELECTRONIC BID SUBMISSION:

The City will require the vendor to perform the following, via the BidNet (MITN) system, within the bid solicitation, in order to have the bid considered for award:

- 1. Vendor shall complete, sign, and electronically upload the completed bid form onto the MITN system under ITB-W-1699 (pages 1-30).**
2. If the Vendor has any questions regarding the steps needed to complete the electronic bid submission, they shall contact the BidNet (MITN) help desk at 1-800-835-4603. Select Option 2 when prompted.
3. Electronic bids must be entered no later than the bid due date and time. The BidNet (MITN) system will prohibit vendors from entering bid information after the scheduled due date/time.
4. The City of Warren shall not have access to bid results until after the scheduled due date and time.
5. The bid opening shall be made available to the public via a "Zoom Meeting". See Zoom Meeting information on the first page of this document.
6. Interested parties will need to access the Zoom app and enter the Meeting ID # and the Password in order to obtain access to the public bid opening. Interested members of the public may view or listen to the results at that time.
7. The Zoom Meeting Call-in #, ID# and password for this bid opening can be found on the first page of this document.
8. The public shall have the ability to join the Zoom Meeting any time after 12:50 pm EST on the bid due date.
9. The public bid opening via "Zoom" shall occur at 1:00 pm EST on the bid due date.

PRICE CLAUSE:

Bid price to include but not be limited to all materials, equipment, labor, and clean-up. The City of Warren requests that prices be held firm for 90 days or bid award, whichever comes first except for the successful bidder whose prices shall be held firm for the entire contract period, which shall be for the months of May through November, for the years 2026 and 2027. There is an option to extend the agreement for three (3) additional one (1) year periods, at year two (2) pricing, with mutual consent of both parties.

Authorized Signature for _____
Pricing Clause

EXPERIENCE CLAUSE:

The City requires that the vendor have a minimum of ten (10) years' experience in servicing municipalities with similar services. List the number of years' experience your company has in landscape management of a similar nature: _____

Authorized Signature for _____
Experience Clause

COMPANY NAME: _____

BID PROPOSAL:

The undersigned proposes to furnish **LANDSCAPE CARE SERVICES FOR THE CITY OF WARREN DOWNTOWN DEVELOPMENT AUTHORITY (DDA)** in accordance with the attached specification requirements to be considered an integral part of this proposal, at the prices shown below and detailed within this bid form:

2026 GRAND TOTAL (From Pricing Page 7): \$ _____

2027 GRAND TOTAL (From Pricing Page 7): \$ _____

IT IS MANDATORY OF ALL BIDDERS TO RETURN THIS SHEET FULLY COMPLETED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE WITH THEIR ELECTRONIC BID. FAILURE TO PROPERLY SIGN IN THE AREA PROVIDED BELOW WILL RESULT IN YOUR BID NOT BEING ACCEPTED.

The undersigned has carefully checked the bid figures and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

Signature of _____ DATE: _____
Authorized Company Representative

COMPANY NAME: _____
(Print name of Signature)

ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER E-MAIL ADDRESS

WARRANTY (If applicable)

YEARS IN BUSINESS COMPANY CONTACT PERSON WITH TELEPHONE NUMBER

ACKNOWLEDGMENT OF ADDENDA:

In the event that any addenda are posted on the MITN system, acknowledge receipt of the addenda by indicating the addenda number below and sign in the space provided. A copy of each addenda posted should be included in your proposal:

Addenda #1: _____ Signed: _____

Addenda #2: _____ Signed: _____

Addenda #3: _____ Signed: _____

EXCEPTIONS: Where an exception to any specification is taken, such exception shall be clearly indicated below and along with the specifications attached hereto, shall be considered an integral part of this bid proposal.

COMPANY NAME: _____

PRICING PAGES

The Pricing Pages (page 5 through 7) is available as a separate document on the BidNet (MITN) system. Please be sure to complete the Pricing Pages, enter company name at the bottom of each pricing page, and submit with your electronic bid.

COMPANY NAME: _____

ESTIMATED QUANTITIES:

Quantities (frequencies of services) have been estimated for bid award purposes. The City has provided the best estimate of quantities and actual usage may increase or decrease. Vendor shall supply material and services as per bid and hold the City harmless for increases or decreases in quantities.

Due to weather conditions and precipitation, the City may elect to have more frequent or less frequent services. Payment will be made on a per-service basis.

Authorized Signature for _____
Estimated Quantities Clause

INSPECTION CLAUSE:

All bidders will be held liable to have visited the work site(s) and familiarize themselves with the nature of the work and conditions under which the work will be performed. No extras will be allowed for failure to inspect or to account for working conditions.

It is the responsibility of all bidders to accurately measure each type of apartment at the time of site inspection.

INVOICING:

Contractor must submit numbered invoices on a monthly basis specifying:

1. Dates of Service
2. Location of Service
3. Work Performed
4. Total Dollar Amount for Each Service
5. Specific Applicable Rates

TERMINATION CLAUSE:

Should the Contractor fail, neglect, or refuse to perform his duties under the Contract, the City shall have the right to terminate the Contract upon seven days written notice given to the Contractor and his surety and to proceed to complete the work. Any additional costs incurred by the City shall be paid by the Contractor.

Authorized signature for _____
Termination Clause

COMPANY NAME: _____

REFERENCES:

Please list the municipalities/companies for which your company has provided similar products or services.

1. Agency: _____ Year(s): _____

Address: _____

Contact Name: _____ Phone: _____

Service Provided: _____

2. Agency: _____ Year(s): _____

Address: _____

Contact Name: _____ Phone: _____

Service Provided: _____

3. Agency: _____ Year(s): _____

Address: _____

Contact Name: _____ Phone: _____

Service Provided: _____

COMPANY NAME: _____

EQUIPMENT:

A. Bidders shall include a complete list of all equipment to be used on the project indicating the following:

YEAR	MODEL	MAKE	VEHICLE IDENTIFICATION NUMBER

B. Bidder shall include a complete list of Licenses and certifications held; i.e., Landscape Contractors License, Pesticide License, Irrigation or Certified Grounds Manager.

NAME	LICENSES	YEARS OF EXP.

COMPANY NAME: _____

INSURANCE REQUIREMENTS:**INSURANCE CERTIFICATE MUST BE SUBMITTED BY THE INSURANCE AGENCY, NOT THE PROPOSER.**

The awarded vendor shall be required to provide the City with certificates of insurance naming the City of Warren, City of Warren Municipal Building Authority, Downtown Development Authority, Tax Increment Finance Authority, the 37th District Court, all elected appointed officials, employees, and volunteers as individuals acting within the scope of their authority, AS AN ADDITIONAL INSURED.

It is understood and agreed by naming the City of Warren as additional insured, coverage afforded is considered to be primary, and any other insurance the City of Warren may have in effect shall be considered secondary and/or excess.

Additionally, the awarded vendor shall provide language, within the "Description of Operations" section, that "AGREES TO WAIVE THEIR INSURER'S RIGHT OF SUBROGATION UNDER ITS POLICIES".

The awarded vendor shall provide the following coverage and limits (Sub-contractors utilized by the awarded bidder shall be subject to these same conditions).

COMMERCIAL GENERAL LIABILITY:

The following coverage is part of the General Liability policy:

Policy should be on an OCCURRENCE BASIS WITH COMBINED SINGLE LIMITS.

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage-Any one fire	\$ 50,000
Medical Expense-Any one person	\$ 5,000

Per project aggregate limit, Independent contractor's coverage, Broad form property damage
Blanket contractual liability coverage

AUTOMOBILE LIABILITY:

Automobile liability insurance coverage shall be \$1,000,000 combined single limit for any auto and include hired autos and non-owned autos.

WORKERS' COMPENSATION INSURANCE:

Workers' compensation insurance shall be statutory under the State of Michigan Workers' Compensation Act.

UMBRELLA LIABILITY POLICY:

UMBRELLA LIABILITY SHALL BE \$2,000,000 AND BE "FOLLOWING FORM"

The umbrella policy shall be written on an occurrence basis and at a minimum provide excess to the Bidder's General Liability, Automobile Liability and Employer's Liability policies.

Coverage shall be provided by a carrier(s) rated A- or better by A.M. Bests.

Insurance certificates shall contain a provision to the effect that the insurance company SHALL NOTIFY the City at least thirty (30) days prior to CANCELLATION OR MATERIAL CHANGE of the insurance.

- () Can meet insurance as indicated.
() Cannot meet but offer the following: _____

Authorized signature for _____
Insurance Clause

COMPANY NAME: _____

GENERAL CONDITIONS (Effective March 28, 2025)**SIGNATURE**

Bids and all information requested of the vendor shall be entered in the appropriate space on the bid form and Signature Page. Failure to do so may disqualify your offer.

An authorized officer or employee of the vendor shall sign all bids.

ELECTRONIC BID SUBMISSION

Electronic bids shall be submitted by the date specified and at or prior to the time specified to be considered. Late bids, e-mail, sealed, telegraphic, or telephone bids will NOT be accepted.

The bidder is required to submit their bid electronically via the BidNet (MITN) system in order to be considered for award.

Bids received after 12:30 pm of the date they are due will not be accepted.

RELATIONSHIP DISCLOSURE

It is required that any relationship (business or personal) to a City employee or official be disclosed. This includes employment or other professional engagements.

ALTERATION OF BID DOCUMENTS

Vendor **changes or alterations to the bid documents, including the specification, may result in the bid being considered non-responsive** and/or the Bidder being debarred. The only authorized vendor changes to the bid documents will be in the areas provided for the Bidder's response including the "Exceptions" section of the bid and on separate attached sheets submitted by the vendor. Vendor shall clearly identify product offered and deviations from the specification. If a change or alteration to the bid document is undetected, and the bid is awarded the contract, the original terms, conditions, and specification in the authorized version of the bid document will be applicable during the terms of the contract. Bidders are responsible for ensuring they have obtained all relevant documents including amendments, clarifications, changes, drawings, etc. as made available by the City.

PRICES

Prices quoted shall be for new products in current production unless otherwise specified. Where refurbished or discontinued items are offered they shall be clearly identified as such.

Prices quoted shall be exclusive of any rebates due the City. Any rebates the City may be entitled to should be shown as a separate line item and include expiration date.

Corrections and/or modifications received after the bid closing time specified will not be accepted.

Unit prices prevail.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

All prices will be proposed F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES and remain in effect as specified in the bid.

COMPANY NAME: _____

AWARD

Unless otherwise stated in the bid documents, the City cannot guarantee exclusivity of the contract for the proposed products or services.

Award of the bids shall be based upon a combination of factors, including but not limited to, adherence to bid requirements, references and any other factors that may be in the City's best interest.

The City reserves the right to reject any and all bids, and to waive any defect or irregularity in bids. The City reserves the right to accept and separate items in the bid and to accept the bid that, in the opinion of the City, is to the best advantage and interest of the public we serve. The City also has the right to re-solicit bids if it is deemed to be in the best interest of the City.

The City reserves the right to reject low bids which have major deviations from our specifications; to accept a higher bid which has only minor deviations. By signing the bid, Bidders agree to accept a split award unless the Bidder clearly indicates that it takes Exception. The bid will be awarded to that responsible, responsive firm whose bid, conforms to this solicitation and will be most advantageous to the City, with regard not only to price but also to availability of product, location and quality of product considered.

The City reserves the right to award all line items, to make no award or to award on an individual line item basis, whichever is deemed to be in the best interest of the City.

Time of delivery may be a consideration in the award.

The City reserves the right to consider as unqualified to perform the contract any bidder who does not habitually perform with its own forces seventy-five (75%) of the work involved.

TERMINATION

1. Failure to Perform. The City may terminate a bid award for the failure to perform a term of the bid specifications to the satisfaction of the City. The City shall provide ten (10) days advance written notice to the Awarded Vendor for the failure to perform services or for the violation of any other term of the bid specifications. Unless futile or the violation is recurring, the City shall provide notice and the opportunity to cure the violation prior to termination. Such notice to cure shall be given in writing by first-class mail. In the event of a dispute, or in order to avoid interruption of service, the City may engage another to perform the work and the Awarded Vendor shall be responsible for any costs the City incurs as a result of the Awarded Vendor's violation. The City may withhold payment to offset any damages the City incurs as a result of the Awarded Vendor's violation.

2. At Will. A bid award may be terminated at will by the City upon a minimum of thirty (30) days prior written notice to the Awarded Vendor. In the event of termination as provided in this subsection, the Awarded Vendor will be compensated for all services performed and approvable reimbursable expenses from the inception date to the termination date provided the services performed and the expenses were provided in accordance with the bid specifications. Payment shall be made upon the Awarded Vendor delivering to the City all information and materials retained by the Awarded Vendor, affiliates, or subcontractors in performing the services described in the bid specifications, whether completed or in progress.

3. MISREPRESENTATION. In addition, the City may reject this Bid, or cancel a contract with an Awarded Vendor, if there is evidence of any misleading or intentionally fraudulent information or documents provided in connection with this Bid.

COMPANY NAME: _____

SPECIFICATION

Brand names and numbers, when used, are for reference to indicate the character or quality desired, unless specifically stated "No Substitutes".

Alternate items of the same quality will be considered, provided your offer clearly describes the article. Offers for alternate items shall state the brand and number, or level or quality. When the bidder does not state brand, or level of quality, it is understood the offer is exactly as specified.

All products and services shall be in accordance with all applicable federal, state and local statutes, rules, ordinances, etc.

All personnel shall have the appropriate licenses with endorsements for the work performed.

In addition, any personnel driving a vehicle on City property shall have the appropriate valid driver's license and have or exceed minimum statutory insurance requirements.

E-VERIFY

Any bidder, attesting to his bid by signature, is affirming that the Bidder has registered with, participates in and utilizes the E-Verify Program (or any successor program implemented by federal Department of Homeland Security and Social Security Administration) to verify the work status of all newly hired employees employed by the Bidder.

NON-IRAN LINKED BUSINESSES

By signing below, Bidder certifies and agrees on behalf of Bidder and the company submitting this bid the following: (1) that the Bidder is duly authorized to legally bind the company submitting this bid; (2) that the company submitting this bid is not an "Iran linked business," as defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that Bidder and the company submitting this bid will immediately comply with any further certifications or information submissions requested by the City in this regard.

ASSIGNMENT OF AGREEMENT – OTHER CONTRACTORS.

The Awarded Vendor shall not assign the contract or any part thereof without the written consent of the City.

PERIOD AGREEMENTS

No Exclusive Contract/Additional Services. The Awarded Vendor agrees and understands that the contract shall not be construed as an exclusive agreement and that the City may, at any time, secure similar or identical services at its sole option.

Any contract executed pursuant to this Bid, which is for a specific term shall include for an extension of the contract term, at the option of the City, as follows:

The City shall have the sole option to extend the contract herein for a period of two months by written notice to the Awarded Vendor exercising the option served at least ten days prior to the expiration date of the contract. In the event such option is exercised by City, all of the provisions of the contract shall remain in full force and effect other than the date of expiration of the contract.

The quantities have been estimated for bid award purposes and may be estimated based on past usage. The quantities may increase or decrease and the City makes no representation as to guarantee of usage. The quantities are estimated on an annual basis.

COMPANY NAME: _____

PAYMENT TERMS

The City's normal payment terms are 45 days in connection with cash discounts specified with this bid. Time will be computed from the date of complete delivery of services, supplies, or equipment, as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Prices will be considered as net if no cash discount is shown.

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's fee bid. Interim billings shall cover a period of not less than a calendar month.

MICHIGAN FREEDOM OF INFORMATION ACT (FOIA)

All costs incurred in the preparation and presentation of this bid, in any way whatsoever, shall be wholly absorbed by the Bidder. All supporting documentation shall become the property of the City unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this RFP is not assured.

EQUAL OPPORTUNITY CLAUSE

This contract requires adherence to the equal opportunity clause, 41 CFR § 60-1.4.

EXCEPTIONS TO THE BID SOLICITATION

Each individual/group shall provide a list of Exceptions taken to this bid. Any Exceptions taken shall be identified and explained in writing. An Exception is defined as the individual/group's inability to meet a mandatory requirement or exceed a requirement in the manner specified in the bid solicitation. If the Bidder provides an alternative solution when taking an Exception to a requirement, the benefits of this alternative solution shall be explained. The City reserves the right to accept or reject any Exception whichever is deemed to be in the best interest of the City.

WITHDRAWAL OF BID

Bidders may withdraw their bids by submitting a written request over the signature of an authorized individual to the Purchasing Department any time prior to the submission deadline. Bidders may thereafter submit a new bid prior to the deadline. Modification or withdrawal of the bid in any manner, oral or written, will not be considered if submitted after the deadline.

DEFAULT TO CITY

It is understood that any Bidder who is in default to the City at the time of opening its bid shall have its bid declared null and void.

BIDDER DISCLOSURE

The Bidder declares that it has not, nor will it, provide gifts, gift certificates, entertainment, favors, or other gratuities to a City official, employee, agent, or volunteer, or to their families.

The Bidder acknowledges that if it violates this policy then the City may terminate the contract with the Bidder.

COMPANY NAME: _____

INDEMNITY CLAUSE

To the extent permitted by law, the Contractor shall indemnify the City, its officers, employees, agents, and boards and commissions from and against any claim of liability; penalties; damages; attorney fees; professional advisors' fees; settlements; or other fees or expenses arising from or in connection with goods provided and services performed under this Invitation to Bid. The Contractor shall provide the Warren City Attorney's Office with all documents filed in any proceeding related to this Invitation to Bid in which any of the above-listed people or entities are named.

MICHIGAN LAW TO CONTROL

The Parties intend for this Agreement to be construed in accordance with Michigan law as it exists at the time of this Agreement. Disputes arising out of this Agreement shall be litigated in the State court having jurisdiction over Macomb County, Michigan. If a dispute arises that requires resolution in Federal court, it shall be litigated in the United States District Court for the Eastern District of Michigan.

AMERICAN WITH DISABILITIES ACT

Whenever applicable, the Contractor shall perform work in accordance with the American with Disabilities Act, 42 USC § 12101 et seq, (including corresponding rules, regulations, and design standards), the Persons with Disabilities Civil Rights Act, MCL 37.1101 et seq. and City ordinances relating to accessibility.

APPENDIX A OF TITLE VI PLAN

During the performance of this contract, the contractor, for itself, its assignees, and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. COMPLIANCE WITH REGULATIONS. The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. NONDISCRIMINATION. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.

3. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

4. INFORMATION AND REPORTS. The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

COMPANY NAME: _____

5. SANCTIONS FOR NONCOMPLIANCE. In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies and/or
- b. Cancellation, termination or suspension of the contract, in whole or in part.

6. INCORPORATION OF PROVISIONS. The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SAFETY DATA SHEETS

IMPORTANT: All City purchases require **SAFETY DATA SHEETS** where applicable, in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

**THE ABOVE GENERAL CONDITIONS ARE CONSIDERED IN FORCE UNLESS SPECIFICALLY ADDRESSED
IN ANOTHER SECTION OF THE BID DOCUMENT**

We have read and acknowledge the above GENERAL CONDITIONS

(Signature)

COMPANY NAME: _____

**LANDSCAPE CARE SERVICES FOR THE CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) SPECIFICATION**

SCOPE OF SERVICES:

The scope of work contained in the following specification establishes a standard of landscape care and specific tasks for these sites. The scope is specifically intended to produce an attractive, healthy, and cost-effective landscape for the City of Warren DDA. The contractor shall furnish all labor, equipment, materials, tools and specific skills required to perform the scope of work set forth in the maintenance specifications.

LOCATION OF WORK:

1. City Hall & Civic Center Park – 1 City Square, Warren, MI 48093.
2. Police Station & 37th District Court – 29900 S. Civic Center Blvd, Warren, MI 48093.
3. Common Road boulevards (between Civic Center N and Lorraine), Civic Center N boulevards (between Van Dyke and Common Road), & Kennedy Circle N boulevards (between Van Dyke and Washington).
4. NE Corner of Van Dyke and 13 Mile Road Island.
5. Eckstein Park – 31950 Mound Road, Warren, MI 48092.
6. Community Center & Park – 5460 Arden Avenue, Warren, MI 48092.
7. Owen Jax Recreation Center – 8207 9 Mile Road, Warren, MI 48089.

GENERAL INFORMATION:

Each bidder shall be responsible for visiting the sites of the proposed work to fully acquaint themselves with existing conditions so that they may fully understand any difficulties performing the work under the proposed contract.

Bidder shall thoroughly examine bid document. The failure or omission of any bidder to receive and examine any form, instrument, addendum, or other document or to visit the site and acquaint themselves with conditions there existing shall, in no way, relieve any bidder from any obligation with respect to their bid or to the contract. The submission of a bid shall be taken as *prima facie* evidence of compliance with this section.

All work outlined in the specifications will be subject to periodic field inspections by a representative of the City, and the contractor's presence may be requested during inspections at any or all of the locations specified. The contractor guarantees the reimbursement, repair or replacement and restoration of any cultivated area damaged by careless or accidental use of equipment or machinery during the performance of the contract.

CONTRACT PROVISIONS:

The successful bidder must be readily available to carry out terms of the contract, have available equipment, and the experience to perform the project properly. Failure to comply with the standards specified by the City constitutes a breach of the contract.

Contractor shall not be permitted to sublet, assign or transfer this contract to another party, company, partnership, or corporation or sublet any part of the work embraced by it without specific consent and approval in writing from the City of Warren.

COMPANY NAME: _____

WORKMANSHIP:

All work shall be performed in accordance with the best modern practice and workmanship of highest quality. Failure to conform to standards specified by the City shall be considered a breach of the contract.

The City reserves the right to correct or complete any work that the contractor fails to perform in accordance with the specification and deduct the cost of this work from money owed to the contractor.

The City representative shall be notified prior to the start of any lawn care.

DRESS CODE:

Contractor's employees shall maintain a neat and clean appearance at all times. Employees must and shall wear safety shoes, safety glasses, long pants and a shirt at all times (single color shirts; no tank tops). Shirts or jackets cannot have any writing or slogan other than the Company name. High visibility safety vests must be worn at all times while working on designated roadways. The Operations and Maintenance manager prior to use must approve vests.

TRAFFIC CONTROL DEVICES:

If any traffic control devices are utilized during operations, they must conform to the Michigan Manual of Uniform Traffic Control Devices.

HOURS OF OPERATION:

Work can be done Monday through Friday between the hours of 7:00 AM and 7:00 PM, unless prior approval is granted by the City.

ADDITIONAL WORK:

The City may utilize this award for additional work which will consist of furnishing and installing mulch in areas outside of this bid project scope. The awarded vendor shall furnish and install mulch at the rates that are established in this agreement.

LABOR COST FOR ADDITIONAL WORK		
DESCRIPTION	YEAR ONE HOURLY RATE	YEAR TWO HOURLY RATE
Regular Business Hours (8:30 am – 5:00 pm Monday – Friday)	\$	\$

ADDITIONAL WORK COST TO FURNISH & INSTALL MULCH		
DESCRIPTION	YEAR ONE COST PER CUBIC FEET	YEAR TWO COST PER CUBIC FEET
Additional Work to Furnish & Install Mulch	\$	\$

COMPANY NAME: _____

SCHEDULE OF SERVICES TO BE COMPLETED AT LOCATION**#1 City Hall and Civic Center Park – 1 City Square, Warren, MI 48093**

- Mulch ALL shrubs, tree rings, and ground cover beds.
- Mulch ALL flower beds.
- Semi-monthly removal leaves, debris, & weeds (May-October)
- Herbicide Application (May and August)
- Pruning ornamental trees/shrubs/plants
- Fall clean up (November)

#2 Warren Police Station & 37th District Court – 29900 Civic Center Drive, Warren, MI 48093

- Mulch ALL shrubs, tree rings, and ground cover beds.
- Mulch ALL flower beds.
- Semi-monthly removal leaves, debris, & weeds (May-October)
- Herbicide Application (May and August)
- Pruning ornamental trees/shrubs/plants
- Fall clean up (November)

#3 Common Road Boulevards (Civic Center Drive to Lorraine), Civic Center N Boulevards (Van Dyke to Common Road), Kennedy Circle N Boulevards (Van Dyke to Washington)

- Mulch ALL tree rings

#4 NE Corner of Van Dyke & 13 Mile Road Island

- Mulch ALL tree rings
- **Contractor is not responsible for “W” flower bed**

#5 Eckstein Park – 31950 Mound Road, Warren, MI 48092

- Mulch ALL tree rings

#6 Warren Community Center & Park – 5460 Arden, Warren, MI 48092

- Mulch ALL shrubs, tree rings, and ground cover beds (includes large trees that are located at the far East and West property lines that are within 30 ft of the walking path).
- Mulch ALL flower beds.
- Semi-monthly removal leaves, debris, & weeds (May-October)
- Herbicide Application (May and August)
- Pruning ornamental trees/shrubs/plants
- Fall clean up (November)
- **Contractor is not responsible for maintaining community flower garden in courtyard**

#7 Owen Jax Recreation Center – 8207 9 Mile Road, Warren, MI 48089

- Mulch ALL shrubs, tree rings, and ground cover beds.
- Mulch ALL flower beds.
- Semi-monthly removal leaves, debris, & weeds (May-October)
- Herbicide Application (May and August)
- Pruning ornamental trees/shrubs/plants
- Fall clean up (November)

COMPANY NAME: _____

SPECIFICATION:**New Mulch Application**

- 2 inches of new organic, shredded, composted mulch shall be added to each shrub, groundcover, and tree (ring) areas each season, before May 31. All shrub, groundcover, and tree (ring) areas shall be kept up and maintained with a 2-inch layer of mulch at all times.
- 4 inches of new, organic, shredded, composted mulch shall be added to each bed area each season, before May 31. All bed areas shall be maintained with a 4-inch layer of mulch at all times.
- The color of mulch shall be determined at the time of installation.
- The awarded vendor shall remove and dispose of all but 2 inches of the existing mulch from each flower bed before installing 4 inches of new mulch to each flower bed.
- The awarded vendor shall remove and dispose of all but 2 inches of the existing mulch from each tree before installing 4 inches of new mulch to each tree.
- The awarded vendor shall utilize the Doughnut method when installing mulch around each tree.

Bed Maintenance (semi-monthly)

- Removal of all leaves and debris from shrub and planter beds shall be completed throughout the season (May-October), as needed, to maintain a clean appearance throughout.
- The contractor is responsible for keeping all areas free of weeds. Weed control may be achieved by mulching, hand and chemical removal of weeds. Chemical applications are not a substitute for hand weeding required for complete removal. Weed control is expected to be a consistent semi-monthly activity.

Weed Control

- All planter beds are to have a minimum of two applications of pre-emergence herbicide twice annually in May and August.

Pruning Maintenance

- Ornamental trees within raised flower beds, shrubs and groundcover, shall be pruned twice annually in June and September.
- Pruning shall be done to maintain the natural plant appearance as much as possible.

Fall Clean Up

- End-of-season clean up shall consist of cleaning and clearing of all leaves and debris from shrub and planter beds. Pruning and preparing of all plants shall be performed prior to Winter weather.

COMPANY NAME: _____

APPENDIX A

Service Area Pictures

(These pics are shown to identify the general work areas)

COMPANY NAME: _____

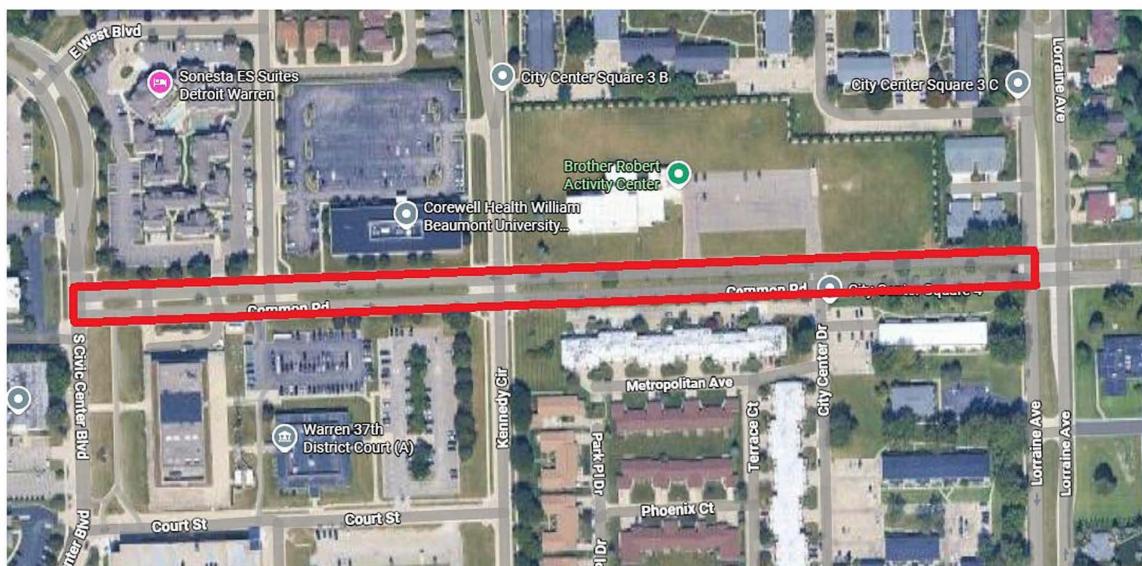
#1 City Hall & Civic Center Park



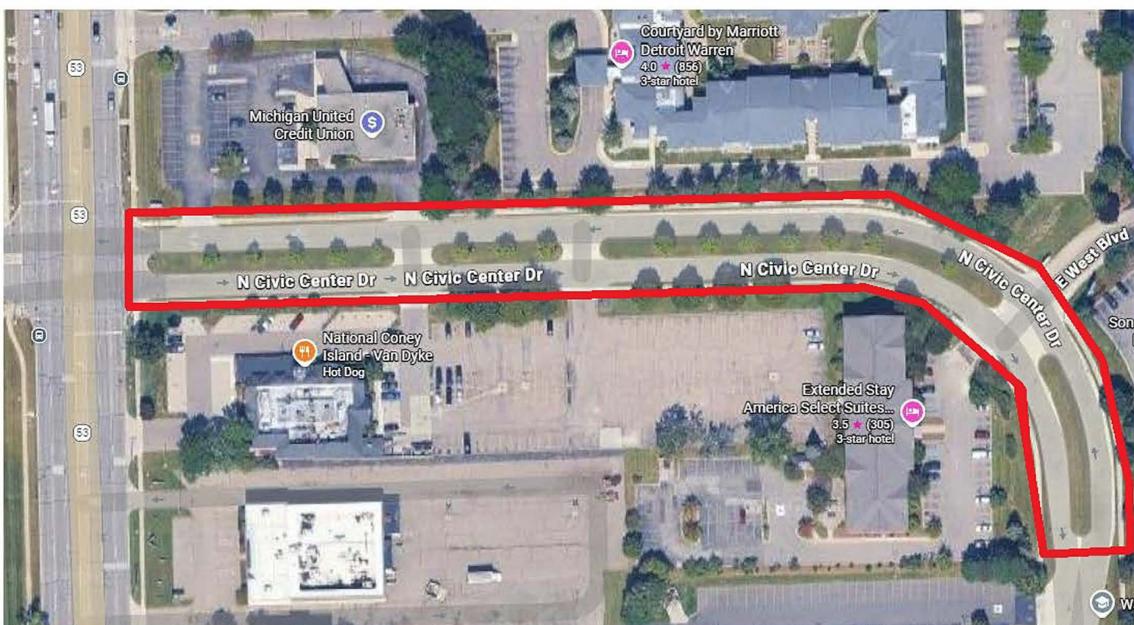
#2 Warren Police Station & 37th District Court



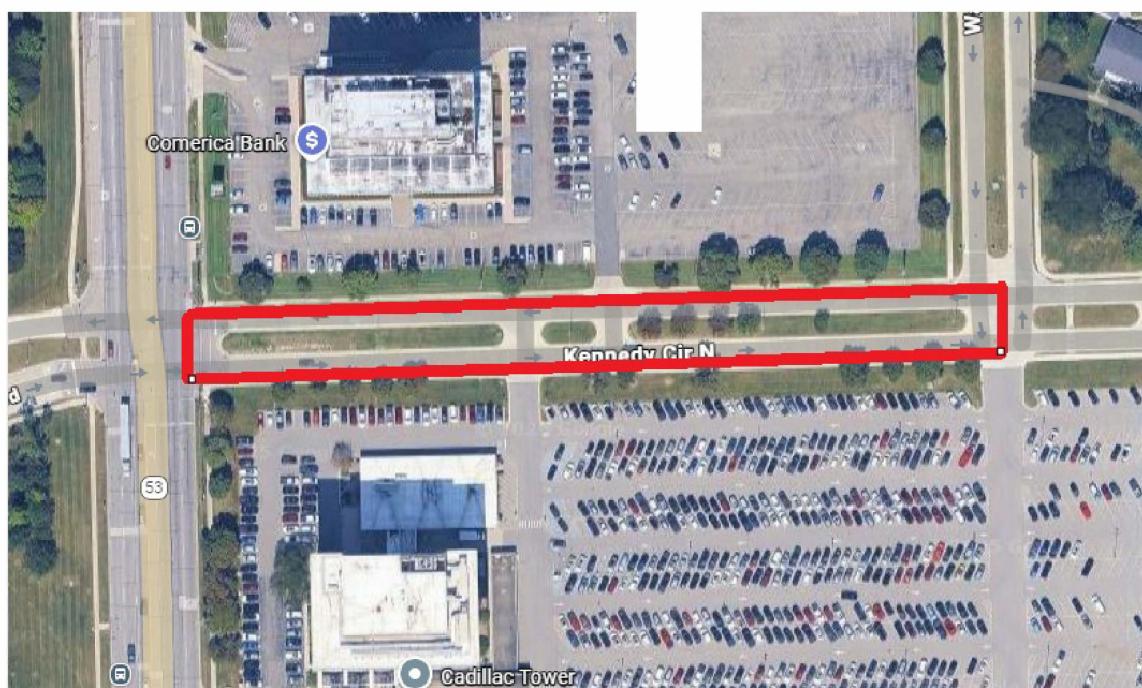
#3 Common Road Blvd (Civic Center Drive to Lorraine Avenue)



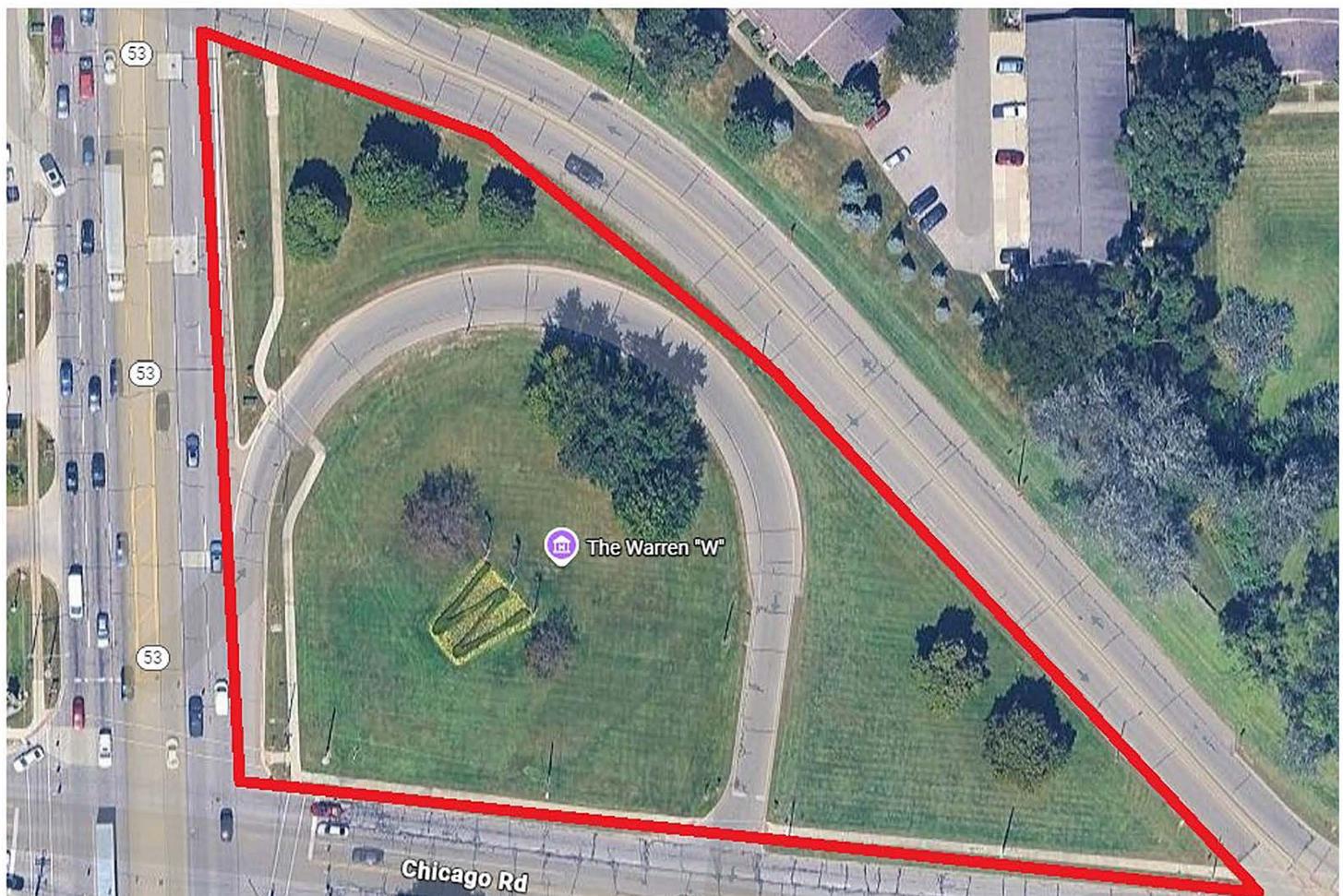
#3 Civic Center N Blvd (Van Dyke to Common Road)



#3 Kennedy Circle N Blvd (Van Dyke to Washington)



#4 NE Corner of Van Dyke & 13 Mile Road Island



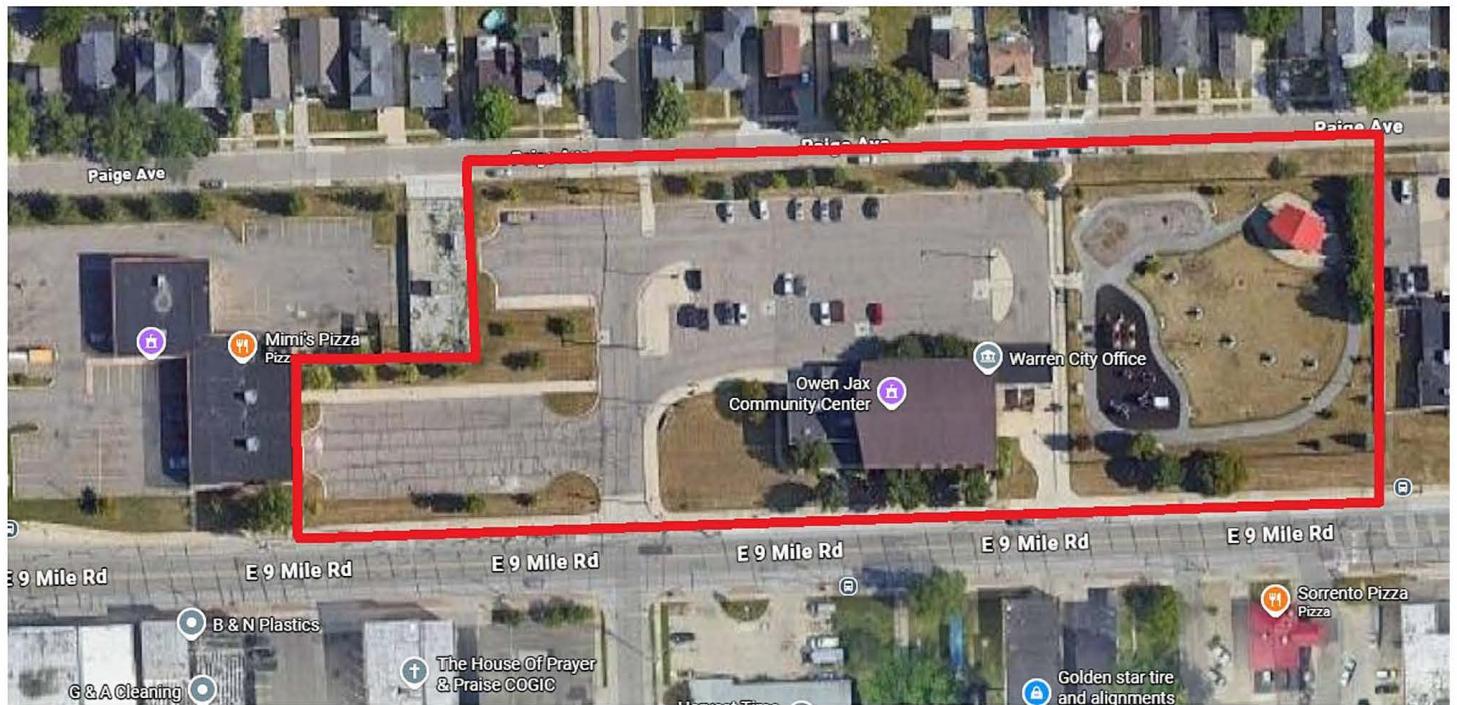
#5 Eckstein Park



#6 Warren Community Center & Park



#7 Owen Jax Recreation Center



CHECK LIST FOR BIDDERS**MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.**

- ____ Is your electronic bid **PROPERLY SIGNED** on the **AUTHORIZED REPRESENTATIVE** portion of the **BID FORM, AND ALL CLAUSES AS INCLUDED IN THE BID DOCUMENT?**
- ____ If required, have you entered a unit price for each bid item? (Unit Price governs)
- ____ Have you uploaded the complete document via the BidNet (MITN) system with your electronic submission?
- ____ Late bids will **NOT** be considered. **Bids must be received by the Purchasing Division before 12:30 P.M., Wednesday, on the date specified.**

COMPANY NAME: _____