



**CITY OF MADISON HEIGHTS  
PURCHASING DEPARTMENT  
300 WEST 13 MILE ROAD  
MADISON HEIGHTS, MI 48071**

**INVITATION TO BID**

**BID # MH 26-03**

**ITEM: Yard Services - Lawn Service**

**DEADLINE: Thursday, January 29, 2026 2:00 PM (EST)**

Proposals will be accepted by the City Clerk's Office at 300 West 13 Mile Road, Madison Heights, Michigan, 48071 until Thursday, January 29 at 2:00 p.m. (EST). Proposals will be opened at 2:05 pm (EST).

The City of Madison Heights is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at [www.MITN.info](http://www.MITN.info) to view specifications for this and all of our open bids.

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**Betsy Burnell**  
HR/Purchasing Assistant  
City of Madison Heights  
**(248) 583-0828**

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(248) 583-0828

**1. PREPARATION OF BID**

- A. Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
- B. Each bidder shall furnish all information required on bid form(s).
- C. If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, please call (248) 583-0828 for clarification.

**2. SUBMISSION OF BIDS**

One original and three (3) copies of the proposal shall be submitted in a sealed envelope and shall include the following information on the face of the envelope:

Contractor's Name  
Address  
ITB Number and Item

Failure to do so may result in a premature opening of, or failure to open, such proposal. All bids must be hand-delivered or mailed to:

Madison Heights City Clerk's Office  
300 West 13 Mile Road  
Madison Heights, Michigan, 48071

- B. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- C. In the event no bid is to be submitted, do not return the invitation. Please send a letter or postcard to the Purchasing Agent to advise whether future invitations are desired for the type of items or services covered by this invitation.
- D. Any bid may be withdrawn by giving written notice to the Purchasing Agent before stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of ninety (90) days after said closing time.
- E. The bidder shall specify a unit price for each item listed. Unit price will prevail on all items.

Please direct any questions to the Purchasing Department at  
(248) 583-0828, Monday through Friday, from 8:00 AM to 4:30 PM (EST)  
*Please note that we are closed for lunch between 11:30am and 12:30pm*

### **3. CONSIDERATION OF PROPOSALS**

- A. The City of Madison Heights officially distributes bid and RFP documents through the Michigan Inter-governmental Trade Network (MITN). Copies of bid and RFP documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. The City of Madison Heights cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by information received from alternate sources.

The City reserves the right, at its sole discretion, to allow a bidder to resubmit a copy of a bid that was otherwise submitted via the mitn.info system before the bid due date and time, when the bid document submitted via the mitn.info system is corrupt or otherwise not readable/downloadable by the City, and when in the opinion of the City, the fault was not that of the bidder.

Proposals submitted on bid form are understood to be according to specified data. In cases where an item is requested by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified or an item of equal quality and value.

Reference to any of the above is intended to be descriptive but not restrictive and only indicates articles that will not be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her proposal exactly what he/she proposes to furnish, including illustration or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

- B. The Purchasing Coordinator hereby reserves the right to approve as an equal, or reject as not being an equal, any article proposed which contains major or minor variations from specification requirements but which may comply substantially therewith.
- C. The City reserves the right, in its sole discretion, to reject any/or all bids, to waive any irregularities and technical defects contained therein, to award the bid in its entirety, in part or not at all and/or to determine which bid is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the City.

### **NON-IRAN LINKED BUSINESS.**

Under Michigan Public Act No. 517 of 2012, as amended, an Iran linked business as defined therein is not eligible to contract with the City of Madison Heights and shall not submit a bid. By signing the bid documents it is hereby certified and agreed on behalf of the signatory and the company submitting this proposal the following: (1) that the signatory is duly authorized to legally bind the company submitting this

proposal; and (2) that the company submitting this proposal is not an “Iran linked business,” as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that the signatory and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**E. NON-DISCRIMINATION CLAUSE**

In the performance of a contract or purchase order, the contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Title VI of the Civil Rights Act of 1964 42 U.S.C., as well as the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper’s Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the contract or purchase order.

**F. The Contractor / Company acknowledges and agrees that the City, with the written approval of the Contractor / Company, may extend this Contract for new projects or additional work of a similar nature at the same unit prices as set out by Contractor / Company for this Contract, by execution of a change order. Any work to be performed under a change order of this contract is subject to all the requirements contained herein. The Contractor / Company shall provide all insurance certificates and performance bonds for the required coverage for the new work to be performed for any change order extending this contract. A change order extending this Contact, as set out herein, shall be in compliance with Section 2-249 (c)(1) of the City’s purchasing ordinance.**

**4. TERMS**

**A. All bids to be tax exempt, State of Michigan #B386025685.**

All bid quotations will be based on F.O.B. Destination – City of Madison Heights, various locations.

Please direct your questions to the City of Madison Heights Purchasing Department at (248) 583-0828, Monday through Friday, from 8:00 a.m. to 4:30 p.m. (EST)

## **INSURANCE REQUIREMENTS**

- i. Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- ii. Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. A per project/contract aggregate shall be endorsed onto this policy.
- iii. Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- iv. Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** The City of Madison Heights, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Madison Heights as additional insured, coverage afforded is considered to be primary and any other insurance the City of Madison Heights may have in effect shall be considered secondary and/or excess.
- v. Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Madison Heights, c/o Purchasing Department, 300 West 13 Mile, Madison Heights, MI 48071-1899).
- vi. Proof of Insurance Coverage:** The Contractor shall provide the City of Madison Heights, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested

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**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MOWING BID**

**Bid # MH 26-03 Yard Services -Lawn Services**  
**Minimum Specifications**

**GENERAL**

The City of Madison Heights requires lawn care services to be provided to Madison Heights senior citizens on an as-needed basis through Community Development Block Grant (CDBG) and Oakland Livingston Human Service Agency (OLHSA) funding. The areas to be covered include all areas of lawn on the property. The sizes of lawns vary, however, the majority will be approximately 60' x 120' or smaller. A mulching mower must be used. All clippings are to be left on the lawn.

The contractor shall **not** leave piles of grass clippings on the sidewalk, driveway or street.

In addition, the walkway and driveway must be edged, trimmed and blown every time. Any weeds around the home, garage, fence, trees, shrubs or any other needed areas must be trimmed.

All dog residue will be the responsibility of the resident prior to contractor's arrival.

Upon completion, the property must be left in a neat and orderly condition free of clippings on the driveway and sidewalk.

Approximately 50 homeowners will require services per week.

Work must be performed between the hours of 8:00 a.m. and 7:00 p.m., unless otherwise authorized by the City.

Procedure will be as follows: A list of homeowners requiring service will be emailed to the contractor each week. A weekly schedule will be worked out with the city staff.

The initial contract begins Monday, April 27, 2026 and runs through Friday November 13, 2026, with an option to extend (1) one additional lawn season at the discretion of the City and subject to funding availability.

Mowing is typically on a weekly basis. The City, at its sole discretion, shall determine the frequency of mowing. Actual needs may be more or less than this number.

All work shall be performed in a professional, courteous, workmanlike manner using quality equipment and materials, all of which must be maintained and operate with the highest standard as well as meeting all OSHA and MIOSHA safety standards.

**Optional Add-On Services:** In addition to the services described above, vendors may provide pricing for the following optional add-on services. These services are not required, but the City may choose to contract for them as needed. Vendors may bid on one or both optional services, and the City reserves the right to split the bid if desired.

1. **Gutter Cleaning:** All gutters on the property must be cleared of leaves, debris, and blockages. Downspouts must be checked to ensure water flows freely. Debris removed from gutters must be disposed of appropriately on the property or removed from the site. Contractors must avoid damaging gutters, downspouts, or landscaping during service.
2. **Yard Clean-Up:** Includes removal of leaves, sticks, brush, and other debris from lawns, flower beds,

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driveways, walkways, and other areas as requested. Trimming and pruning of overgrown shrubs or small branches may also be requested. All debris must be collected and properly disposed of, leaving the property neat and orderly.

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**PRICING SECTION**

THE CITY IS NOT REQUIRING A BID BOND FOR #MH 26-03

Number of full-time employees \_\_\_\_\_ Number of part-time employees\_\_\_\_\_

Years in Business:\_\_\_\_\_

List of Equipment to be used FOR THIS CONTRACT (attach additional sheets as necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Price per lot (avg. 60' x 120') \$ \_\_\_\_\_

**Optional Add-On Services (provide separate pricing):**

Gutter Cleaning (per property): \$ \_\_\_\_\_

Yard Clean-Up (per property): \$ \_\_\_\_\_

Payment Terms: Contractor will be paid on a bi-weekly basis.

**COMPANY INFORMATION**

Signature \_\_\_\_\_

Print name/title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

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Questions regarding services to be provided should be directed to Jennifer Cowan at (248) 545-3464.

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**References:**

Please list contact information for three (3) references; municipalities preferred:

1. Contact Name: \_\_\_\_\_

Company/Municipality Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone(\_\_\_\_\_) \_\_\_\_\_

Contact Fax (\_\_\_\_\_) \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_

Company/Municipality Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone(\_\_\_\_\_) \_\_\_\_\_

Contact Fax (\_\_\_\_\_) \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

3. Contact Name: \_\_\_\_\_

Company/Municipality Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone(\_\_\_\_\_) \_\_\_\_\_

Contact Fax (\_\_\_\_\_) \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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INDEMNIFICATION, DEFEND AND HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_(Contractor/Company) By and through the undersigned \_\_\_\_\_(Individual), Its \_\_\_\_\_(Title), respectively, agrees to indemnify and hold harmless the City of Madison Heights, a Michigan Municipal Corporation, 300 W. Thirteen Mile Road, Madison Heights, Michigan 48071, (hereinafter "City"), its Council, officers, administrators, employees, attorneys, affiliates, successors and assigns from any and all liability arising, directly or indirectly, from the following activity:

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In the event any suit, proceeding, claim, loss, damage, cost, charge or expense shall be brought against the City, its Council, officers, administrators, employees, attorneys, affiliates, successors and assigns by virtue of the above-referenced activity, hereby covenants and agrees to assume the defense thereof and defend the same at its own expense and pay all costs, charges, attorney fees and any other expenses related thereto. Notwithstanding the foregoing, this Indemnification, Defend and Hold Harmless Agreement excludes the sole acts and/or the sole omissions to act on the part of the City of Madison Heights.

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(Signature of person submitting bid)

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 2026 before me, a Notary Public in and for said County.

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\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in County of \_\_\_\_\_

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NON-COLLUSION AFFIDAVIT

Return this completed form with your sealed bid.

\_\_\_\_\_ being duly sworn deposes and says:

That he/she is \_\_\_\_\_  
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion 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 of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Madison Heights or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

\_\_\_\_\_  
(Signature of person submitting bid)

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 2026 before me, a Notary Public in and for said County.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_