

GREEN CHARTER TOWNSHIP

BID REQUEST FOR:

GROUND MAINTENANCE OF CEMETERIES, PARKS AND TOWNSHIP HALL GROUNDS

TERM OF CONTRACT

The term of this contract will be from May 1st to October 1st 2011. The township reserves the right to reject any and all bidders.

REQUIREMENTS

1. Must own all equipment needed to accomplish the job.
2. Must provide proof of liability insurance showing property damage and public liability coverage in an amount **not less than \$1,000,000.00**, showing Green Charter Township as additional insured.
3. **The proof of insurance must be submitted with your sealed bid.**
4. No less than 3 references from people who have used your services.
5. Sealed bids must be received **by 3 p.m. on APRIL 8, 2011**. Bids will be opened at the **APRIL 12, 2011** Township Board Meeting that evening.

PROPERTY LOCATIONS AND SIZES

A- Cemetery Grounds

1. **CRAPO CEMETERY** – and **CRAPO RED PINE ADDITION** - **3.28 acres** - **Located** east of Northland Drive on Meceola Road
2. **PARKHILL CEMETERY** and **PARKHILL SCHROEDER ADDITION** **3.50 ACRES** (also includes the surveyed section with the number plates titled the Schroeder Charter Addition which surrounds the inner circle on top of hill) – **Located** on 22 Mile Road, one and one half mile west of Northland Drive.
3. **WEST CEMETERY** -and **WEST DALZIEL ADDTION** **4.04 ACRES** - **Located** on 19 Mile Road, one half mile east of Northland Drive

B- Parks & Hall Grounds

1. **CHARLIE BROWN PARK** - Approximately **1 ACRE** at the intersection of Division Street and Shamrock Boulevard, a small park was developed by the proprietors of the Plat and subsequently used by the Lot owners within the Plat of Green Haven as well as other members of the public.
2. **STONE HATCHERY PARK** - Approximately **2 ACRES** (development in progress) Located on the west side of Northland Drive just south of the township hall property.
3. **TOWNSHIP HALL GROUNDS AND THE WILDFLOWER PATH** – **Located** at 21431 Northland Drive

CEMETERY WORKER JOB DESCRIPTION

There are many functions that are required to maintaining a cemetery. The following are the typical cemetery duties that are performed by the Green Charter Township Cemetery grounds worker.

1. Mowing season has traditionally been from May 1st to October 1st.
2. Mow all the area of the cemetery grounds at 2"- 3" growth if the season is dry, **must mow the weeds.**
3. Mow within 4-5 days before the holidays of Memorial Day, 4th of July and Labor Day.
4. Trim around monuments and markers with each mowing.
5. Level and seed old graves that have settled (twp. provide seed & soil).
6. Remove dead flowers from new graves, removing winter grave blankets and other grave decorations in spring and fall.
7. Remove/ mulch leaves as needed from all sections of the cemetery during the fall and spring.
8. General cleanup, including removal of fallen tree limbs and brush as needed.
9. Empty all rubbish containers at designated location or dumpster.

NOT GROUNDS WORKERS CEMETERY DUTIES

1. Water well
2. Lot sales
3. Grave monument/marker foundation installation
4. Tree & shrub removal

PARKS AND GROUNDS JOB DESCRIPTIONS

CHARLIE BROWN PARK

1. Mow all the area of the park grounds at 2"- 3" growth if the season is dry, **must mow the weeds.**
2. Mow within 4-5 days before the holidays of Memorial Day, 4th of July and Labor Day.
3. Trim around post with each mowing or as needed.
4. Remove/ mulch leaves as needed.
5. General cleanup, including removal of fallen tree limbs and brush as needed.
6. Empty/pickup all rubbish containers at designated location or dumpster.

STONE HATCHERY PARK

1. Mow all the area of the park grounds at 2"- 3" growth if the season is dry, **must mow the weeds.**
2. Remove/ mulch leaves as needed.
3. Since this park presently is a work in progress area, the mowing shall be in the areas that are currently mowed, as the newly excavated on the north and east sides of the building and the entrance grounds on both sides of the drive.

TOWNSHIP HALL GROUNDS AND THE WILDFLOWER PATH

1. Mow all the area of the park grounds at 2" – 3" growth if the season is dry, **must mow the weeds.**
2. Mow within 4-5 days before the holidays of Memorial Day, 4th of July and Labor Day.
3. Trim around bushes, posts and trees including those on the bank by the playground with each mowing.
4. Remove/ mulch leaves as needed.
5. General cleanup, including removal of fallen tree limbs and brush as needed.
6. Empty/pickup all rubbish containers at designated location or dumpster.

TERMINATION

At any time during the term of the contract, the township has the right to terminate the agreement if the contracted party does not perform their contracted duties to the quality of the agreement. Pay will be prorated.

A two week notice must be given to the township if the contractor is not able to fulfill the contract.

ASSIGNMENT:

Subcontracting will need to be approved by township board.

TERM OF PAYMENT

The term of payment will be on a monthly basis invoiced to the township by the Friday before the township's regular board meeting, which is held on the second Tuesday of each month.

Contact

Janet Clark, Clerk Ph: 231 796-6201 E-mail: clerk@greentownship.org

GREEN CHARTER TOWNSHIP

GROUND MAINTENANCE OF CEMETERIES, PARKS AND TOWNSHIP HALL GROUNDS

BIDDER INFORMATION:

Name: _____

Company: _____

Address: _____

City: _____, MI Zip: _____

Phone: _____

E-mail: _____

You may bid option A or B or both A & B.

BID PER LOCATION

A-Cemetery Grounds

1. CRAPO CEMETERY – and CRAPO RED PINE ADDITION - **3.28 acres** _____

2. PARKHILL CEMETERY and PARKHILL SCHROEDER ADDITION **3.50 ACRES** _____

3. WEST CEMETERY -and WEST DALZIEL ADDTION **4.04 ACRES** _____

TOTAL ANNUAL BID AMOUNT CEMETERIES _____

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B- Parks & Hall Grounds

1. CHARLIE BROWN PARK - Approximately **1 ACRE** _____

2. STONE HATCHERY PARK - Approximately **2 ACRES** _____

3. TOWNSHIP HALL GROUNDS AND THE WILDFLOWER PATH _____

TOTAL ANNUAL BID AMOUNT HALL & PARKS GROUNDS _____

TOTAL ANNUAL BID AMOUNT OF BOTH A & B _____

SIGNATURE OF BIDDER

DATE:

