



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

March 26, 2019

INVITATION FOR BIDS

The Kalamazoo County Drain Commissioner's office is seeking bids for the mowing of storm water retention basins that are under the control of the Drain Commissioner. These storm water basins are located throughout the County. A listing of the locations is included in the attached packet (Attachment 1). The successful bidder will be expected to sign a professional services agreement.

Bids must be submitted in complete original form by fax, e-mail, mail or messenger to the following address:

Kalamazoo County Drain Commissioners Office
201 West Kalamazoo Avenue, Room 107
Kalamazoo, MI 49007

Bids will be accepted at the above address until the time and date specified below.

CLOSING TIME: 1:00 P.M.
CLOSING DATE: April 23rd 2019

All bids shall be submitted on the enclosed bid form (Attachment 2), tightly sealed in an opaque envelope and plainly marked "**LAWN MOWING SERVICES.**" Bids can be faxed in to 269-383-8920 with an appropriate cover sheet marked to the attention of the Drain Commissioners office.

All bids are subject to the Standard Terms and Conditions attached. Any questions regarding this bid package should be directed to Jeff VanBelle, Kalamazoo County Assistant Drain Commissioner, 269-384-8117.

NO BID MAY BE WITHDRAWN FOR AT LEAST 45 DAYS AFTER THE BID OPENING.

OFFICE OF THE DRAIN COMMISSIONER

201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007

Phone: (269) 384-8117 | www.kalcounty.com/drain

Attachment #1

2019 BASIN MOWING SPECIFICATIONS:

CITY OF PORTAGE

1. **Sugar Loaf Drain** = Off of South shore Drive (across from 611 South Shore Dr) west of West Lake. Mow between fence and basin and inside fence approximately 30 feet. Second area off of South Westnedge (across from 9202 South Westnedge). Mow along east side of road, north side of drain to match mowing by City of Portage.

COMSTOCK TOWNSHIP

1. **AZO** = plat basin on ML Avenue across from AZO drive. Mow outside of fence between gate and road as needed. Mow inside 30 feet to keep gate clear. Trim fence line around south section. Mow to match Etna mow line.
2. **Fleetwood #4-5-6** = basin on Shadow lane off of 35th street. Mow the entire basin, nothing outside of fence.
3. **Fleetwood # 7** = basin on Nichole Drive at Beth Ann Avenue. Mow inside shelf and slopes as best as can, mow outside only as necessary.
4. **Meadow Wood Estates Basin #1** = off 28th street. 2 small side by side basins need mowed on shelf and on gentle slopes. Match mowed area for lift station. No fence at this location.
5. **Meadowood Estates Basin #2** = at corner of Duncan and Country meadow. Large dry basin needs mowed along road and around slopes as best as possible.. No fence at this site.
6. **Rolling Meadows #2** = Basin off of 33rd street on Daylily Lane. Mow inside fence around shelf and slopes as best as can be done. Trim outside fence on street side only.
7. **Wildwood Hills** = basin at corner of Redhawk and Reynolds off H Avenue. Mow outside fence between gate and road and inside basin top shelf and sides. Trim fence lines.
8. **Chestnut Hills** =basin off of HJ Avenue east of 35th street on Chestnut Trail. Mow entire basin (no fence) and side slopes as best can be done depending on water conditions.

9. Rolling Meadows #3=vacant lot on Daylily Lane near Autumn Joy. No fence but mow lot to meet property owners mowing lines.
10. Country Estates= Country Meadows Drive off of 28th street. Mow inside fence as best as can be done. Wee whip outside of fence on street side only.

COOPER TOWNSHIP

1. **Northpeak** = basin on Arctic Avenue off G Avenue. Mowing needed inside fence only, small amount of water mow slopes as best as can be.
2. **Springbrook Meadows** = basin located on Shady grove street off of E avenue. Mow the entire basin including areas between fence and the road. Trim fence lines.
3. **Walkers Trail** = Basin at the corner of Red rock and Walkers ridge road off of 12th street. Mow between road and fence. Inside as best as can be done. Substantial water at this location.
4. Walker Meadows #2= Rolling Meadows Drive off of 12th street south of D Avenue. Mow inside fence only in areas feasible for mowing.

KALAMAZOO TOWNSHIP

1. **Nichols Landing** = off Grand Prairie at Nichols road. Mow between fence and road on two sides and around inside basin. Trim fence lines.
2. **Rose Blossom Trail** = off Nazareth road. Basin at the corner of Sonia and Sunsprite. Mow outside between fence and road and inside around shelf of basin.
3. **Valleywood #2 & 3** = off of Pepperbush Lane. Mow inside around shelf, nothing outside.
4. **Valleywood #5 & 6** = off of Hazelnut near Willowpoint mow outside fence to street side. Mow small amount inside basin,(shelf) as best as can be.
5. **Valleywood #7** = Basin located at the corner of Mountain Ash and Meadowcroft. Mow on street side outside of fence and inside along end and around shelf, Mow side slopes as best as possible.

OSHTEMO TOWNSHIP

1. **Breckenridge #1** =Basin off of 9th street at Northstar Avenue. Mow along street side only.
2. **Greystone** = off of 4th street. Basin on Olde forest drive at Greystone road. Mow outside of gate only as needed, (city maintains lift station) and inside fence around perimeter and on west side of water. THIS BASIN NEEDS MOWED ONCE A MONTH.
3. **Bela Sera** = Located off of 9th street. Two basins on each side of the entrance. Mow the entire basin (both) and the general entrance area. No fence at this location.
4. **Forest Glen Estates** = Basin off of 3rd street at Highland avenue. Mow inside as best as can be done. No mowing outside.
5. **WestPort Trail #1** = Basin located on Oak harbor street off of H avenue. Mow the entire basin and outside as needed. Trim fence lines.
6. **Oshtemo Woods's #1** Coddington Lane off of 11th Street. First basin on the right. The second basin is at the corner of Coddington Lane and Oshtemo Woods Lane. Mow up to trimmed areas from adjacent properties. Weed whip fence on first basin.
7. **Rose Arbor #2** =basin off of Sweet Briar Drive. Basin is behind homes and accessible off of Fountain Square cul-de-sac.
8. Highland Bluff= Nancy Ann Drive off of Tibet which is off of Shangrila off of Mount Olivet. Mow inside fence only.

PAVILION TOWNSHIP

1. **Greenfield Pointe #3** = Basin on Moonflower street off of 25th street. Mow outside on Moonflower side and around shelf inside fence. Mow side slopes as best as can be done.

PRAIRIE RONDE TOWNSHIP

1. **Woodbrook #3** = Basin is on northside of Sunshine Avenue at Grazenvew off of 11th street. Mow inside basin only around shelf. No mowing outside.

SCHOOLCRAFT TOWNSHIP

1. **Colonial Village #1** = Basin off of VW Avenue, west of Oakland Drive. Large dry basin needs mowed inside basin only.
2. **Greenview Meadows** = Basin at the end of Green Prairie road off of VW Avenue. Mow on street side outside of fence and around shelf of basin.
3. **Prairie Edge Estates #2** = Off of U Avenue between Oakland drive and 14th street. Basin is located on Prairie Edge Street. Large open basin,(no fence). Mow 4 or 5 passes around edges of basin.
4. **Virginia Downs 4 & 5** = Basin is off of South Hill Avenue off of U Avenue. Needs mowed on Westside outside of fence and around shelf and on gentle slopes inside fence.

TEXAS TOWNSHIP

1. **Applegate Farms #1** = Basin located at the corner of Q Avenue and Percheron street. Mow the entire basin inside red fence. Mow outside between fence and road (both sides). Trim fence line inside and out.
2. **Bel-Villagio** = Basin located on Bel Villagio drive off of S avenue. **Only mow once per year (fall).**
3. **Mystic Trail Estates** = basin on Sierra Madre next to 8584. Mow on street side and a small amount on inside around shelf.
4. **Texas Heights #3** = off of Keenan Street. The entire basin needs to be mowed. Match mow lines with adjacent property owners. No fence at this location.
5. **Texas Heights #5** = basin off of Petoskey Street. Mow entire basin to match property owners mow line. No fence but some water.
6. **Rudgate Meadows** = Basin at the corner of Cypress bay and Veronica. Mow the entire basin and outside only as necessary. Trim fence lines.
7. **Crooked Cove #1** = Q Avenue west of 131 to Interlochen Drive. Turn right to basin on right near round about. Mow only the side slopes of the basin itself one time a year. The area around the trees is maintained by the association.

8. Stone Gate= Rolling Pines Court off of 10th street. Mow inside basin as best as can be done.

Number of basins = 42

SPECIFICATIONS

Mowing of each basin will occur twice a year. The first mowing will occur in the May-June timeline. The second mowing is to occur in the August- September timeline.

The grass shall be cut to a length of 3 inches outside of the basin and 6 inches on the inside. Clippings are not to be directed onto roads, sidewalks, adjacent properties, or waterways. No fertilization is authorized under this contract. Mowing instructions for each basin is provided above and should be followed for each specific basin. These are to be considered general guidelines and site conditions may determine what work is actually performed. Any questions should be directed to the Drain Office.

Trimming shall occur only in areas mowed (if only mowing inside then only trim inside). If mowing inside and outside, then trim both sides of fence. Small incidental rubbish shall be picked up before mowing. Large objects or other problems should be reported to the Drain office. No trees shall be removed unless directed to do so. Small saplings may be brush hogged.

Basins to be mowed at contractors desired schedule, however if the drain office receives a request, the contractor may be asked to respond to a particular basin within 7 business days. Basins may be added, or additional mowing of listed basins may be added to the contract at an additional cost to be negotiated.

The contractor will be required to provide the appropriate insurance indemnifying the County of Kalamazoo and the contractor is responsible for all incidental damage that may occur. Contractor is to give bi-weekly updates to the Drain Office as to the status of work performed. Inspections will occur and deficiencies brought to the contractor's attention as needed. Kalamazoo County Drain Commission reserves the right to terminate this contract at any time due to non performance, poor workmanship, or any other violation of the terms outlined in this agreement

Bids are to be submitted as a lump sum for the entire contract. Billing shall be broken down by each basin serviced so appropriate costs can be charged back to benefiting districts. The Drain Commissioners office will award this contract based on cost and the ability to perform the work in a timely and professional manner. The contractor bears the sole responsibility to determine and use the appropriate equipment to perform the

necessary work. The Kalamazoo County Drain Commission reserves the right to reject any or all bids.

Terms for the contract are for one year with an option to renew for an additional 1 years if both parties agree. Billing shall occur twice with first after basin completion within 30 days of service performed and will be paid within 21 days of receipt. Second billing will occur after total contract is complete.

Any questions regarding the mowing contract shall be directed to Jeff VanBelle Deputy Drain Commissioner at 269-384-8117. Kalamazoo County is an equal opportunity employer.

Attachment 2

BID FORM

The undersigned, having fully familiarized him/herself with all the bid documents, specifications, terms and conditions of the RFP, hereby proposes to furnish mowing services for basins at the following price.

\$ _____ Total lump sum Price for 2019 mowing contract.

Check below to verify you have read the following:

I acknowledge receipt of Addendum #1 _____

I acknowledge receipt of Addendum #2 _____

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have not communicated with, nor otherwise colluded with any other bidder, nor have I made any agreement with, nor offered or accepted anything of value from an official or employee of the County of Kalamazoo that would tend to destroy or hinder free competition. Bids cannot be withdrawn for 45 days.

SIGNED _____

NAME _____
print

TITLE _____

DATE _____

FIRM NAME

PHONE

ADDRESS _____
Street, City, State, Zip