

ROADSIDE PARK CONTRACT
JANITORIAL AND GROUNDS MAINTENANCE SERVICES

MICHIGAN DEPARTMENT OF TRANSPORTATION

GRAND REGION



Marl Lake Roadside Park - P511
Sheridan Roadside Park - P514

MONTCALM COUNTY

2021

SPECIAL PROVISIONS

JANITORIAL AND GROUNDS MAINTENANCE SERVICES FOR: Montcalm County – Marl Lake, Sheridan, & Greenville Roadside Park

It is the intent of the Montcalm County Road Commission (MCRC), on behalf of the Michigan Department of Transportation, to contract maintenance activities for the following roadside park:

- P511- M-46, 4 miles east of Edmore, Michigan
- P514 – M-66, 1 mile south of Sheridan, Michigan

Maintenance responsibilities for this contract include the following sections from the TECHNICAL SPECIAL PROVISIONS:

- I. General Maintenance
- II. Building Maintenance
- III. Lawn Maintenance

CONTRACT PERIOD

The term of the resulting contract will be for 31 weeks for the roadside park, and will commence with the execution of the contract by both parties. The ESTIMATED contract period shall be from April 9, 2021 through November 4, 2021 (30 weeks).

By mutual agreement of the parties, the contract may be extended for up to two (2) one-year periods, if personal services are approved under Civil Service rules and if the CONTRACTOR meets all the specifications, terms, conditions and **PERFORMANCE** requirements of the contract.

PRE-BID MEETING

A PRE-BID MEETING will be held at the Sheridan Roadside Park on Monday, November 5th at 11:00 A.M. CONTRACTORS interested in bidding on this contract shall attend the pre-bid meeting as scheduled.

FAILURE TO ATTEND THIS MEETING SHALL BE CAUSE FOR DISQUALIFICATION OF BID. Prior to the Pre-Bid Meeting, CONTRACTORS must make an on-site visit to familiarize himself/herself with the locations.

BID DUE DATE/OPENING

All bids are to be received on the bid form provided and in a sealed envelope plainly marked as to the item bid upon and the name of bidder.

Sealed bids will be received by the Montcalm County Road Commission, (619 W. Main Street, Stanton, MI 48888; telephone 989-831-5285) until November 17, 2020 at 1:00 P.M. when the bids will be opened.

AWARD OF BID

To be made to the lowest responsible bidder.

MEASUREMENT AND PAYMENT

The following represents a summary of the estimated work. The bid price includes all labor, materials, equipment, and incidentals to complete the work as specified. The completed work as measures for ROADSIDE PARK MAINTENANCE, LAWN MAINTENANCE, AND SPRING AND FALL CLEANUP will be paid for at the contract unit prices for the following bid items.

BID ITEM DESCRIPTION	PAY UNIT	# OF UNITS
Roadside Park Janitorial and Maintenance*	week	30
Roadside Park Lawn Maintenance**	cycle	26

* To include Refuse Disposal

** To include Spring/Fall Cleanup

BILLING/PAYMENT

All CONTRACTOR work must be accomplished per specifications herein to the satisfaction of the Montcalm County Road Commission designated representative prior to payment for services. Daily inspections for compliance with Contract specifications shall be performed by Montcalm County Road Commission.

The CONTRACTOR shall submit the monthly invoice at the contract bid price to: Road Commission for Montcalm County, 619 W. Main Street, Stanton, MI 48888. Fax 989-831-8776.

CONTRACT ADMINISTRATORS

Lyn Zuiderveen, Transportation Maintenance Coordinator
Michigan Department of Transportation
7915 US-131 Hwy.
Cadillac, MI 49601
Telephone Number (231) 775-3487

Mark Christensen
Montcalm County Road Commission
619 W. Main Street
Stanton, MI 48888
Telephone Number (989) 831-5285

HOURS OF WORK**REGULAR WEEKLY HOURS:**

Regular daily cleaning is seven days a week with a two-hour minimum per day. Cleaning must be completed during the hours specified below.

REGULAR WEEKLY HOURS	
April 9th to November 4th	
<i>Sunday - Saturday</i>	<i>6:00 a.m. - 8:00 p.m.</i>

BID FORM

State Roadside Park - Building, Grounds, Lawn Maintenance

- PART I. CONTRACTOR INFORMATION AND TOTAL COST
- PART II. PRICING SHEET SUMMARY
- PART III. BUSINESS PLAN FOR WEEKLY ROADSIDE PARK EXPENSES*
- PART IV. LIST OF SUPPLIES TO BE USED

PART I. CONTRACTOR INFORMATION AND TOTAL COST

Furnish labor, equipment, and materials to maintain building and grounds for one year with options of two (2) one-year renewals – April 9, 2021 through November 4, 2021 (30 weeks).

Cost Per Week

Marl Lake Roadside Park (P511) \$_____ x 31 weeks
 M-46, 4 miles east of Edmore, Michigan

Sheridan Roadside Park (P514) \$_____ x 31 weeks
 M-66, 1 mile south of Sheridan, Michigan

Combined Total per Week* \$_____ **TOTAL CONTRACT**

** To include Refuse Disposal Services*

Company Name: _____

Company Address: _____

Telephone Number: _____ Fax #: _____

Email: _____

Authorized Signature: _____

Written

Typed/Printed

Title: _____ Date: _____

Federal Employer ID# or Social Security #: _____

PART II. PRICING SHEET SUMMARY

Company Name: _____

CHECK ALL THAT APPLY	DESCRIPTION OF SERVICES <i>(as defined in the Technical Special Provisions)</i>	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION	ANNUAL PRICE
x	Roadside Park Janitorial and Maintenance *	Week	31 weeks	\$	\$
x	Roadside Park Lawn Maintenance **	Cycle	26 cycles	\$	\$
ANNUAL TOTAL:					\$

Quantities are estimates only; actual work performed based on Contract Administrator approval.

** Sections I., II., and V. of the Technical Special Provisions (Janitorial Services and Refuse Disposal)*

***To include Spring and Fall Clean up*

PART III. BUSINESS PLAN FOR WEEKLY ROADSIDE PARK EXPENSES**Company Name:** _____

Labor	\$ _____
Paper Products	\$ _____
Chemicals & Cleaners	\$ _____
Plastic Products	\$ _____
Miscellaneous Supplies (Gloves, signs, mops, etc.)	\$ _____
Equipment	\$ _____
Lawn Care	\$ _____
Travel	\$ _____
Overhead	\$ _____
Liability Insurance/Worker's Compensation	\$ _____
Profit	\$ _____
TOTAL*	\$ _____

**TOTAL MUST EQUAL WEEKLY TOTAL AMOUNT BID*

Note: This information will be considered confidential.

PART IV. LIST OF SUPPLIES TO BE USED

Company Name: _____

Fill out where applicable.

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT NUMBER</u>
Toilet Paper		
Liquid Hand Soap (manual dispenser)		
Plastic Bag (Barrel Liners 55 gal.)		
Plastic Bag (Barrel Liners 33 gal.)		
Glass Cleaner		
Toilet Chemical		
Stainless Steel Cleaner		
Marker/Vandal Remover		
Protective Gloves		
Personal Eye Wash		
Cotton Mops		

Mop Handle		
Scrub Pads		
Handles		
Mop Bucket & Wringer		
Broom		
Toilet Bowl Mop		
Spray Bottles		
Sponges, Cloths		
Bug Spray		
Air Blower		
Wet-Dry Vacuum		
Portable Pump-up Sprayer		
Garden Hose		
Oil Dry		
Multipurpose, Telescoping Ladder		

Metal Halide Bulbs (100 Watt)		
Metal Halide Bulbs (50 Watt)		
Florescent Bulbs (40 Watt)		
Toilet Plunger		
Drain Snake		
Aerosol Gum Remover		
Shredded Mulch Bark		
Flowers		
Soil Mix		
Fertilizer		