

## **NOTICE TO BIDDERS**

Sealed bids will be received by the Board of County Road Commissioners of Montcalm County at their offices located at 619 West Main St., Stanton, MI 48888 until **1:00 P.M., NOVEMBER 29, 2023** for **ROADSIDE PARKS MAINTENANCE**. An on-site, **MANDATORY** pre-bid meeting will be held at the roadside park on M-66 south of Sheridan at 10:00 a.m. on November 21, 2023.

Further information upon which bids are to be based is available on the Road Commission's website at [montcalmroads.com](http://montcalmroads.com) or at its office located at 619 W. Main, Stanton, MI 48888. Phone: 989-831-5285. Bid is to be in a sealed envelope and clearly marked as to contents. Faxed or e-mailed bids will not be accepted.

The Road Commission for Montcalm County reserves the right to reject any or all bids or any portion thereof and to accept the bid that in the opinion of the Board is in the best interest of the Road Commission for Montcalm County and the Michigan Department of Transportation.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF MONTCALM COUNTY  
Kim Alexander, Finance Director-Clerk

**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 2024

# SPECIAL PROVISIONS

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## **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, 2024 through November 4, 2024 (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 21<sup>st</sup> at 10:00 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 29, 2023 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.

<b>BID ITEM DESCRIPTION</b>	<b>PAY UNIT</b>	<b># OF UNITS</b>
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 three days a week with a two-hour minimum per day. Cleaning must be completed during the hours specified below.

<b>REGULAR WEEKLY HOURS</b>	
<b>April 9th to November 4th</b>	
<i>Monday, Wednesday, Friday</i>	<i>6:00 a.m. – 8:00 p.m.</i>

# BID FORM

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## 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, 2024 through November 4, 2024 (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:** \_\_\_\_\_

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

***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	\$ _____
<b>TOTAL*</b>	<b>\$ _____</b>

*\*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.

<b><u>MATERIAL</u></b>	<b><u>BRAND NAME</u></b>	<b><u>PRODUCT NUMBER</u></b>
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		