

NOTICE TO BIDDERS REGARDING

Bid # 032911 - Mowing and Maintenance Service Contract
Obtain Original Detailed Bid Package at
www.rcmcweb.org

ADDENDUM NO. 1

This Addendum changes the terms of the Bid Proposal Number 032911 for the Mowing and Maintenance Service Contract of the Macomb Orchard Trail. By submitting a bid you accept all changes included in this addendum.

The following paragraphs will instruct you as to the final changes and how to change your bid documents and bid response prior to calculating your TOTAL COST.

CHANGES TO TOTAL COST OF CONTRACT PAGE

When you are instructed to STRIKE or ADD, OR MAKE CHANGES to the TOTAL COST OF CONTRACT PAGE, these additions, deletions, or changes must be made on the bid item pages you submit with your bidding proposal, whether hand written or computer generated.

CHANGES TO OTHER PAGES

When you are instructed to STRIKE or ADD something that is on pages other than the TOTAL COST OF CONTRACT PAGE, you may place a line through the text or write the word "DELETED"

When you are instructed to ADD something that is NOT on the BID PAGE, you MUST CONSIDER it/them in developing of your bid.

FAILURE TO CARRY OUT THE INSTRUCTION IN THIS ADDENDUM MAY RESULT IN THE REJECTION OF YOUR BID.

RFP CHANGES BASED ON OUTCOME OF
APRIL 6, 2011 2:00 p.m.
PRE-BID MEETING

CHANGES TO TOTAL COST OF CONTRACT PAGE

- Strike ~~Trail Sweeping~~ from Item 3. This line item must only include the cost to Sweep and Broom the parking Lots

CHANGES TO OTHER PAGES

- On page one with the initial heading of **PROPOSAL** strike the line **RFP Due Date: ~~strike~~ April 16, 2011, 11:00 a.m. local time.** Any and all proposals are due on **April 19, 2011, 11:00 a.m. local time** as stated in the first paragraph of the **Advertisement Request For Proposal** Cover Page.
- **SPECIFICATIONS (In the Body of the Proposal)** Item 1. strike in the parenthesize ~~(minimum of 6 foot width)~~ and replace with **(minimum of 3 foot width on either side of the trail).**
- **SPECIFICATIONS (In the Body of the Proposal)** Item 3. strike ~~sweep or broom the trail~~ and only include a price for sweeping or brooming of the parking lots. **Sweeping of trail will be negotiated later if needed and will not be included in the cost of this bid.**
- **SPECIFICATIONS (In the Body of the Proposal)** Item 5. strike ~~44 trash cans spread~~ and replace with **all trash cans.** Add to Item 5. **The contractor must supply the trash bags each week and must discard all trash in trash bags following the Michigan Solid Waste Disposal rules and regulations.**
- **PRICE SHEET (In the Body of the Proposal)** Number 3. strike ~~Trail Sweeping~~ from this service item. **Bidder should only include a price that reflects cost to sweep and broom the Parking Lots.**

CORRECT COST SHEET

TOTAL COST OF CONTRACT (One Year):

- 1. Grass Mowing/Cutting \$ _____ Total Cost for Season
- 2. Tree and Brush Removal \$ _____(1) 8 hr. day of work
- 3. ~~Trail Sweeping~~ and Parking Lot Cleaning \$ _____ 1 Time
- 4. Restroom Cleaning and Garbage \$ _____ 1 Time Per Week

TOTAL COST (ADD Lines 1 thru 4) \$ _____

AUTHORIZED SIGNATURE _____

NAME (PRINTED) _____

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMER _____

E-MAIL CONTACT _____

DATE _____

Thank you for taking to bid on this project. The bid opening on April 19, 2011 is open which means that contractors or others can come and watch the bids being open. Those that choose to come and participate should know that there is NO further discussion, clarifying of questions/answers or negotiation of various prices with anyone during the bid opening event.

**Advertisement for Request
For Proposals (RFP)
Mowing and Maintenance Service Contract
MACOMB ORCHARD TRAIL
MACOMB COUNTY DEPARTMENT OF ROADS
Macomb County, Michigan**

Sealed Proposals for Mowing and Maintenance Services of the Macomb Orchard Trail will be received by the Macomb County Department of Roads, at the Administrative Offices, 117 South Groesbeck, Mount Clemens, Michigan 48043, until 11:00 a.m. Eastern Standard Time, Tuesday April 19, 2011.

The RFP process is being conducted by the Macomb County Department of Roads while the actual contract for the Mowing and Maintenance Services of the Macomb Orchard Trail will be made with the Macomb Orchard Trail Commission (This is the official board that oversees the planning, development and maintenance of this trail facility).

MACOMB ORCHARD TRAIL

EXTENDS: South of 24 Mile/Dequindre to the City of Richmond (23.5 Miles).

INCLUDES: Mowing, Vegetation Obstruction Removal, Trash Detail, Trail Brooming/Sweeping and Restroom Cleaning

RFP's are in Adobe Acrobat format and may be obtained from the Macomb County Department of Roads Website: www.rcmcweb.org , while paper copies will be made available at the **MANDATORY PRE-BID MEETING at 2:00 P.M., on APRIL 6, 2011** and will be held at the intersection of 30 Mile Road and the Macomb Orchard Trail.

Anyone having questions regarding this RFP should contact John Crumm, Planning Director at (586) 463-1225 or jcrumm@rcmcweb.org

Proposals must be submitted in sealed envelopes, plainly marked with project name and bear the name of the Official Company Contact Person and Company Name. No proposals will be accepted by e-mail.

Any Company submitting an RFP must meet all insurance requirements that are detailed in the proposal. Those that cannot adequately show proof of insurance at the levels of coverage listed in the proposal will be disqualified. Work must begin in May 2011, so those that cannot meet all the requirements in a short timeframe need not apply.

The Department of Roads and the Macomb Orchard Trail Commission reserve the right to reject any or all proposals or any part of same, to waive irregularities and/or informalities, and to accept any proposal considered to be in the best interest of the Macomb Orchard Trail Commission and the County of Macomb, Michigan.

PROPOSAL:

MACOMB ORCHARD TRAIL -

MOWING AND MAINTENANCE CONTRACTUAL SERVICES

OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a vendor to perform maintenance services for the entire Macomb Orchard Trail (MOT). The MOT is a 23.5 mile long non-motorized trail that starts just south of the intersection of 24 Mile and Dequindre Road and extends northeast to downtown Richmond. For the purposes of the RFP the word **maintenance** includes but is not limited to mowing; vegetation and tree removal that pose safety risk; weekly cleaning and stocking of 3 vault toilets; trash removal from trash bins; periodic brushing of the asphalt surface of trails and parking areas; and periodic special calls to clean trail after severe storms.

SUBMISSION PROCEDURE

Mandatory

Pre-Bid Meeting: The meeting will take place on Wednesday, April 6, 2011 at 2:00 P.M. on 30 Mile Road at the intersection of the Macomb Orchard Trail in Washington Township, Michigan

City contact:

City Planner Troy Jeschke at (586) 727-7571 Cityplanner@comcast.net

RFP Due Date: April 16, 2011, 11:00 A.M. local time

Mail RFP: John J. Crumm, AICP
Director of Planning
The Macomb County Department of Roads
117 South Groesbeck Highway
Mt. Clemens, MI 48043
Contact Information:
John Crumm at (586) 463-8671
jcrumm@rcmcweb.org

INFORMATION UPDATE

Any questions regarding this RFP will be directed to John Crumm. Any questions must be written and submitted to the e-mail provided in the above paragraph. All bidders intending to quote the project must provide an e-mail during registration at the Mandatory Pre-Bid Meeting. Any questions will be rewritten in an e-mail and will be included with a formal response. This informational e-mail will be sent to all the e-mail addresses provided at the Pre-Bid Meeting. Any attempt to contact a County department, other than Macomb County Departments of Roads, regarding this current bid may be grounds for disqualification as a vendor.

ERRORS, OMISSIONS, AND/OR DISCREPANCIES

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in these specifications.

RIGHT TO REJECT

The Macomb County Department of Roads, Macomb County, and the Macomb Orchard Trail Commission reserve the right to reject any or all bids in whole or in part and to waive any informality therein, or accept any bid it may deem in the best interest of Macomb County and the Macomb Orchard Trail Commission.

TERMINATION

Macomb County and/or the Macomb Orchard Trail Commission reserve the right to terminate any award to the bidder for cause without any liability, upon 30 days written notice from the Director of Planning for the Macomb County Department of Roads.

OFFER

Bids will remain firm for a period of sixty (60) days after the official opening of the bids.

SALES AND EXCISE TAXES

The County of Macomb, being a governmental unit, is exempt from sales and federal excise taxes. The tax I.D. number is 38-600-4868. Therefore, the price listed in the RFP is to be net, exclusive of any taxes.

INDEMNIFICATION

Macomb County Department of Roads, Macomb County or the Macomb Orchard Trail Commission (further identified in this section as the “parties”) will not be responsible for injury to contractor’s employees, subcontractors, or to third parties caused by the contractor’s agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

The contractor agrees to protect, defend, indemnify and hold the parties and its commissioners, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all

claims, legal fees, liens, demands, court costs, obligations, actions proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials and workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, shall be included in the indemnity hereunder.

The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning injury to person or damage to property caused by or resulting from the sole negligence of the County, its County Executive, officers, employees, or agents.

CHANGES or ADDITIONS

Any Vendor proposed deviation from the specifications set forth in this RFP must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefore. Deviations should be explained in detail.

If needed, any portion of this bid may be deleted, changed or added to at the discretion of the County. If this occurs, all vendors will be provided with an addendum by e-mail. Addenda issued during the bidding period shall be acknowledged as having been received by sending an e-mail confirmation to jcrumm@rcmcweb.org.

Any questions asked during the bid process will be answered and sent by e-mail to all valid vendors. Questions and Answers issued during bidding period shall be acknowledged as having been received by sending an e-mail confirmation to jcrumm@rcmcweb.org.

INSURANCE

COMMERCIAL “GENERAL LIABILITY” INSURANCE

Shall be written on an occurrence basis with limits of Liability of not less than \$1,000,000 (one million dollars) as combined single limit for each occurrence of bodily injury and personal injury with an annual aggregate of not less than \$2,000,000 (two million dollars).

Insurance shall also be included for workers’ compensation, automobile liability and professional liability omissions or errors.

WORKERS’ COMPENSATION

Workers’ Compensation Insurance meeting Michigan statutory requirements. Employer’s Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 bodily injury by disease policy limit, \$500,000 bodily injury by disease each employee.

AUTOMOBILE LIABILITY INSURANCE

Motor Vehicle Liability Insurance including Michigan NO-FAULT Coverage for all vehicles, owned and non-owned, leased and hired used in the performance of this contract with combined single limit of \$1,000,000 (one million dollars) as the combined single limit for each occurrence for bodily injury and property damage.

All certificates of insurance and duplicate policies shall contain the following:

PROFESSIONAL LIABILITY ERRORS & OMISSIONS

Comprehensive General Liability that includes coverage for Contractual Liability Insurance will be a minimum of \$1,000,000 (one million dollars) each occurrence and \$2,000,000 (two million dollars) aggregate.

The Macomb Orchard Trail Commission and the County of Macomb shall be named additional insured on all policies (excluding Worker’s Compensation) and the underwriters will have no right of recovery or subrogation against the County of Macomb including its agents, employees, elected and appointed officials and agencies. It being the intention of the parties that the insurance policy so effected will protect both parties in primary coverage for any and all losses covered by the subject policy. The insurance carrier(s) must have an A.M. Best rating of no less than an A-, VII.

The insurance company(s) in suing the policy or policies will have no recourse against the Macomb Orchard Trail Commission and the County of Macomb for payment of any premiums or for assessments under any form of policy.

The contractor will assume any and all deductibles in the above and all deductibles in the above-described insurance policies.

The term “INSURED” is used severally, not collectively, but the inclusion in this policy of more than one insure will not operate to increase the limit of the County’s liability.

All certificates are to provide (20) days notice of material change or cancellation. Certificates of insurance must be provided no less than (10) working days before commencement of work to the County of Macomb, Administration Building, 10 North Main Street, Mt. Clemens, Michigan 48043 Attention: Department of Risk Management.

GENERAL INFORMATION

In further description of this proposal, we desire to submit sheets marked as follows:

Bidding under the name of : _____

Federal Employer Identification Number: _____

Which is (check one of the following):

Corporation, Incorporated under the laws of the State of:

Partnership, consisting of (list partners):

Assumed Name (Register No.) _____

Individual

AUTHORIZED SIGNATURE: _____

Printed or typed signature: _____

Title: _____

Address: _____

City, State: _____

Date: _____

Telephone Number: _____

Fax
Number: _____

Email: _____

When payment on such order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

WORK REFERENCES

BIDDER'S COMPANY NAME _____

Please list at least three (3) companies or public agencies for which you have done similar work. Macomb County Department of Roads reserves the right to reject low bids for poor past performance or inadequate references.

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

SPECIFICATIONS

The Macomb Orchard Trail Commission and Macomb County is requesting proposals for trail maintenance for the entire 23.5 miles of the Macomb Orchard Trail (MOT). The trail begins at the archway at the Trail Head Park in the City of Richmond and continues west to the terminus of the trail at 24 Mile and Dequindre Roads.

The proposal will be for a one-year agreement with an option to extend for a total of two (2) years.

General maintenance services include but are not limited to:

1. Grass cutting on path margins (minimum 6 foot width) and sight-lines at road intersections, two cuttings for the months of May, June, July, August, and September and one cutting in October. This will include weed whipping and possible hand mower trimming at parking lots and Ross Memorial Park on West Road in Washington Township.*
2. Tree maintenance and brush removal (storm clean up, dead or diseased trees as needed).
3. Sweep or broom the trail and parking lots as needed (Locations of parking: 33 Mile and Armada Ridge, east side of Powell Road, and Ross Park parking lot on West Road).
4. Weekly cleaning from May to October of three (3) restroom facilities. It should be noted that there is no access to running water on the trail so water for cleaning will have to be brought to the locations. Also, there are no storage facilities or barns to secure and protect cleaning products so these items will have to be brought every cleaning.

Restroom Facilities

1. The south side of the intersection of 24 Mile Road and the trail (In Shelby).
 2. The north side of West Road located in the Ross Memorial Park (In Washington).
 3. The north side of Armada Ridge Road just east of where Armada Ridge intersects with 33 Mile Road (In Richmond Township).
5. Weekly trash detail and garbage bag replacement at 11 trash cans spread between 24 Mile Road and Dequindre and 32 Mile in Romeo. The number of trash cans may be increased in the future as funding becomes available.

* The Macomb Orchard Trail Commission or Macomb County reserves the right to determine the date and segments of trail that may be inaccessible based on an asphalt surface improvement project that will occur between 33 Mile Road/Armada Ridge and continue west to Powell.

PRICE SHEET

The undersigned, in response to the RFP for the Macomb Orchard Trail Maintenance Contract, offers and agrees to provide landscaping maintenance and general cleaning to the Macomb Orchard Trail for the price as shown below as outlined in the specifications section:

1. Service: Grass Cutting, Trimming and any Hand Mowing (Combined into one price).

May	June	July	Aug.	Sept.	Oct.
2 x month	2 X month	2 x month	2 x month	2 x month	1 x month

Total number of mows per year: 11 mowings between May and October

Cost per each mow (do not include hourly rate, give best estimate of cost for one mowing 23.5 miles of trail):

\$ _____

Total Cost of Mowing For a Season: (Cost Per Mow X 11 Mows)

\$ _____ (TRANSFER PRICE TO TOTAL COST SHEET AT THE END OF THIS CONTRACT)

2. Service: Tree & Brush Removal

May	June	July	Aug.	Sept.	Oct.
As needed	As Needed	As Needed	As Needed	As Needed	As Needed

Provide an estimated cost for a full day of tree and brush removal work (8 hour day).

\$ _____

(TRANSFER PRICE TO TOTAL COST SHEET AT THE END OF CONTRACT)

As separate information, please include a pricing sheet that lists cost of tree removal based on caliper of tree. Provide information on any discounts for one project with multiple tree removals.

3. Service: Trail Sweeping and Parking Lot Cleaning

May	June	July	Aug.	Sept.	Oct.
As needed	As Needed	As Needed	As Needed	As Needed	As Needed

The estimate should be the price for sweeping and cleaning up of parking areas one time. This task will be requested as deemed necessary by the Macomb Orchard Trail Commission.

Cost to sweep asphalt surface of trail and parking areas one time:

\$ _____
(TRANSFER PRICE TO TOTAL COST SHEET AT THE END OF THIS CONTRACT)

4. Service: Restroom Cleaning and Garbage Pick Up

May	June	July	Aug.	Sept.	Oct.
1 per week	1 per week	1 per week	1 per week	1 per week	1 per week

Please provide a per week cost that includes cleaning all three (3) bathrooms along the trail and collection of trash from the eighteen (18) trash cans and replacement of new trash bags.

\$ _____ (TRANSFER PRICE
TO TOTAL COST SHEET AT THE END OF THIS CONTRACT)

TOTAL COST OF CONTRACT (One Year):

1. Grass Mowing/Cutting \$ _____ Total Cost for Season

2. Tree and Brush Removal \$ _____ (1) 8 hr. day of work

3. Trail Sweeping and Parking Lot Cleaning \$ _____ 1 Time

4. Restroom Cleaning and Garbage \$ _____ 1 Time Per Week

TOTAL COST (ADD Lines 1 thru 4) \$ _____

AUTHORIZED SIGNATURE _____

NAME (PRINTED) _____

COMPANY NAME _____

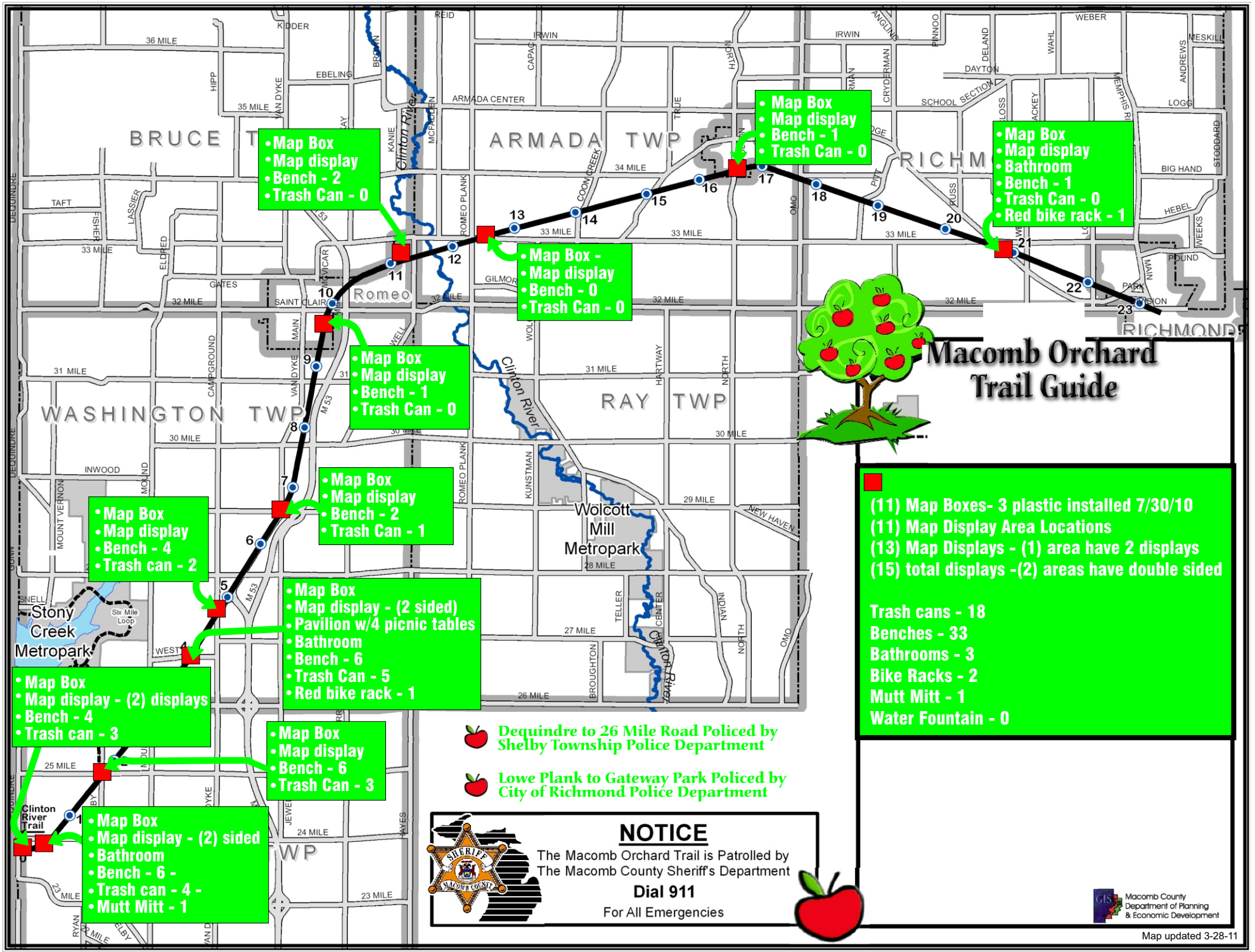
ADDRESS _____

CITY, STATE, ZIP _____

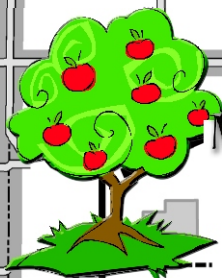
TELEPHONE NUMER _____

E-MAIL CONTACT _____

DATE _____




Macomb Orchard Trail Guide



- (11) Map Boxes- 3 plastic installed 7/30/10
- (11) Map Display Area Locations
- (13) Map Displays - (1) area have 2 displays
- (15) total displays - (2) areas have double sided

- Trash cans - 18
- Benches - 33
- Bathrooms - 3
- Bike Racks - 2
- Mutt Mitt - 1
- Water Fountain - 0

- 🍏 Dequindre to 26 Mile Road Policed by Shelby Township Police Department
- 🍏 Lowe Plank to Gateway Park Policed by City of Richmond Police Department



NOTICE

The Macomb Orchard Trail is Patrolled by
The Macomb County Sheriff's Department

Dial 911
For All Emergencies

