

Request For Proposal

**Parks, Cemeteries, and Public
Grounds Fertilization and Weed
Control Program 2023-2024**

*City of St. Joseph, Department of Public Works
1160 Broad Street, St. Joseph, MI 49085*

I. Purpose:

This Request for Proposal (“RFP”) is to provide interested **Contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”). The City owns and/or maintains several properties around the City that are in need of turf fertilization services. Turf fertilization shall include applications for: Crabgrass Control, Fertilization, Weed Control, Natural Fertilizer, and Insect control.

Qualified Contractors must have a working knowledge of turf fertilization and weed control. Contractors will provide all equipment, labor, tools, materials and services as specified. The Contractor shall also be responsible for disposal of all related debris.

This contract shall run approximately two (2) years beginning March 1, 2023 through December 31, 2024.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in award of this contract. Final decision on selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk at 269-983-6325 or clerk@sjcity.com.

REQUEST FOR PROPOSAL: **Parks, Cemeteries, & Grounds Fertilization & Weed Control**

CLOSING DATE AND TIME: **3:00 pm Tuesday, January 17, 2023**

The objective of this proposal is to provide the City of St. Joseph with the ability to utilize contractual services for turf fertilization and weed control at City parks, cemeteries and various City grounds. All sites are located in the City of St. Joseph with the exception of Riverview Cemetery, which is located in St. Joseph Charter Township.

This proposal is viewed to be an extension of the Parks and Cemeteries Division of Public Works. Completed work shall be subject to field inspection by a representative from Public Works.

II. Bid Specifications:

Bidder Qualifications:

Minimum qualifications require experience in pesticide application, weed control, and turf fertilization continuously for at least five (5) years using modern tools and methods. Previous municipal experience is preferred. A commercial pesticide license is required.

Bidders shall demonstrate competence, experience and financial capacity to carry out the terms of this contract.

Applicators should have a minimum of five (5) years of experience.

Bidders are expected to be fully informed and in compliance with all local, state, and federal laws, ordinances, and regulations.

Scope of Work:

The successful bidder shall perform proper application of products/chemicals that result in the following:

- Crabgrass prevention and control
- Turf fertilization
- Weed prevention and control
- Insect prevention and control
- Turf preparation and winterization
- Vegetation control

The areas of work are generally described as follows:

1. **St. Joseph City Hall**, 700 Broad St: Four (4) applications. This shall include the use of vegetation control in the sidewalks, alley and back parking lot of the building.
2. **Dickinson Park**, 2499 Stadium Dr.: One (1) application. Application #1.
3. **Lake Bluff Park**, 400 Lake Blvd.: Two (2) applications. Application #2 & #4.
4. **Whirlpool Centennial Park**, 200 Broad St.: One (1) application. Application #2
5. **Court Place**, 811 Broad St.: One (1) application. This shall include two (2) rounds of vegetation control on the patio area (May & July). Application #2.
6. **Riverview Cemetery**, 2925 Niles Rd.: Three (3) applications. Application #1, #2 & #4
7. **City Cemetery**, 1918 Lakeview Ave.: One (1) application. Application #2. Preferably ten (10) days prior to Memorial Day.
8. **St. Joseph Fire Station**, 923 Broad St.: Three (3) applications. Application #1, #2 & #4

All work must be performed in a professional manner using quality equipment and materials.

Any permits, licenses, certificates, or fees required for the performance of the work shall be obtained and paid for by the Contractor.

Record Keeping:

A log of activities performed, schedules, additional services performed, and documentation of each application of fertilizer, pesticide (including herbicide) applications for a minimum of (1) one year must be maintained. Such records shall be completed in accordance with all applicable laws and regulations. The following information shall be recorded, at a minimum, for each application, and provided to the City upon request :

- The location where the pesticide or herbicide was applied
- The year, month, day and time the pesticide or herbicide was applied
- The purpose of the application
- The person or firm, with license number, who supplied the pesticide or herbicide
- Trade name of the pesticide or herbicide applied, amount and concentration.
- The method and rate of application
- The temperature and wind direction at the time of application
- Any other information reasonably required.

Technical Specifications:

Applications:

- Approval must be obtained from the Superintendent of Parks or designated representative before any applications are started.
- All elements of the turf cycle shall be completed the same day they are started. No partial application will be allowed unless the weather forces delays. If rain or wet turf conditions exist, the Contractor shall finish the cycle as soon as favorable.
- Equipment and supplies may not be stored overnight or for extended periods of time on City property.
- Applications are not allowed on Saturdays or Sundays, unless prior approval is obtained from the Superintendent of Parks or designated representative.
- Applications are not allowed on holidays or holiday weekends from 4:00pm Friday until 7:30am Tuesday.
- No empty fertilizer bags or pesticide containers are allowed to remain on City properties or in City dumpsters.
- Re-application of pesticides is required at no cost to the City if the pesticides are washed off due to rain or if an improper rate is used.

Frequency of Applications:

- Application #1 – Mid April:
Pre-emergent for Crabgrass, slow-release nitrogen, Broadleaf weed killer (containing no 2-4D), Merit Insecticide or similar product.
- Application #2 – Late May:

- Broadleaf weed killer (containing no 2-4D), Merit Insecticide.
- Application #3 – Early July:
Balanced fertilizer slow-release nitrogen, Broadleaf weed killer (spot treatment), (containing no 2-4D)
- Application #4 – Mid September:
Balanced fertilizer slow-release nitrogen, Broadleaf weed killer (containing no 2-4D)

All fertilizers applied to City areas must contain 0% phosphorous. Merit Insecticide or similar product will be applied either in Application #1 or #2 depending on the weather.

RESULTS MUST BE GUARANTEED

Equipment:

As part of its bid, the Contractor shall provide a list of all vehicles and equipment to be used to perform the services required. All equipment shall be in a safe and operable condition, maintained and operated with the highest standards. The City reserves the right to inspect all equipment to be used prior to awarding a contract and at any time during the term of the contract. Furthermore, the City reserves the right to review safety inspection documentation on all equipment.

The company's name must be displayed on all vehicles.

Personnel:

Personnel must have on-site supervision by an individual experienced in pesticide application with the ability to respond and make decisions, and who is available by phone while working for the City of St. Joseph. Personnel must be readily identified as employees of the company (i.e., uniforms, shirts, hats, etc.).

Personnel must have applicable commercial driver's licenses (CDL) and commercial pesticide licenses with appropriate categories. They must meet Federal, State (MIOSHA & MDARD) and local rules, regulations and ordinances.

Subcontracting:

Subcontracting of services is not allowed unless prior approval has been granted by the City of St. Joseph.

Safety:

All pesticides must be EPA approved and applied by a licensed Michigan State Commercial Pesticide Applicator or Operator per the manufacturer's directions. All applications must be posted as per the MDARD regulations for 24 hours after application. All chemicals used must have a MSDS filed with the City. The Contractor is responsible to verify that pesticides are appropriate for use with the respective plant materials. The Contractor is responsible for any damages incurred as a result of applications and shall repair or replace any damaged material at no cost to the City.

All MIOSHA rules and regulations must be strictly followed.

All necessary equipment, barricades, watchmen, flagmen, lights, etc., must be provided. All safety precautions for preventing injuries to persons and property on or about the work site must also be provided.

Damages:

The successful bidder will be responsible, at its own cost, for any direct or indirect damages or injuries resulting from any negligent or intentional act, omission, or conduct related to its services including, but not limited to, damage to any public or private property; damage to turf, trees, shrubs or desirable growth; etc. Costs associated with damages to plant material will be assessed based on current M.F.P.A. Michigan Tree Evaluation guidelines. All turf damage repairs shall be made in accordance with Section 6.53 and 8.21 of the 1990 Standard Specifications for Construction. Such property shall be restored to its original condition at no expense to the City and must be to the satisfaction of the City.

III. Insurance Requirements.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees, and volunteers thereof. Bidder's insurance shall be

primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements shall not be interpreted to limit the successful bidder's liability.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

IV. Issuing Officer (Point of Contact):

Questions regarding scope of work to be accomplished may be directed to the following:

- Jeff Rechner, Superintendent of Parks at (269) 408-4554; jrechner@sjcity.com.

V. Addenda:

In the event it becomes necessary to modify any part of this Request for Proposal, an addenda will be issued to all parties who received the original RFP.

VI. Instructions to Bidders

Sealed bids are due at the St. Joseph City Clerk's Office no later than **3:00 pm Tuesday, January 17, 2023**.

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street St. Joseph, Michigan 49085. **Sealed envelopes** should be plainly marked:

Attention: City Clerk
Re: **Parks & Cemeteries Fertilization & Weed Control**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submitting the Proposal. Any proposals received after the closing date and time will be returned unopened.

VII. Incurring Costs

The City is not liable for any costs related to respondents' preparation of their proposal.

VIII. Withdrawal of Proposal

A bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

IX. Opening of Proposals

Proposals will be opened publicly at **3:00 pm Tuesday, January 17, 2023** in the Commission Chambers on the 2nd floor of City Hall. Proposals will be evaluated as soon as practical after that date.

X. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the January 23, 2023 City Commission meeting.

XI. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XII. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties. A contract incorporating the accepted proposal will be executed by the parties.

XIII. Nondiscrimination

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the agreement.

XIV. Payment Terms:

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

Fertilization and Weed Control Bid Form

Name of Firm: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Cell: _____

Name of Authorized Representative: _____

Please Print

Signature of Authorized Representative: _____

Location of Application	Number of Applications	Charge Per
City Hall	4	\$ _____
Dickinson Park	1	\$ _____
Lake Bluff Park	2	\$ _____
Whirlpool Centennial Park	1	\$ _____
Court Place	1	\$ _____
Riverview Cemetery	3	\$ _____
City Cemetery	1	\$ _____
Fire Station	3	\$ _____

Required Attachments:

- _____ Commercial pesticide license.
- _____ List of all applicators and experience levels
- _____ List of all vehicles and equipment to be used

References

Name of Firm _____ Contact _____

Phone _____ Email _____

Name of Firm _____ Contact _____

Phone _____ Email _____

Name of Firm _____ Contact _____

Phone _____ Email _____