



March 20, 2023

Dear Bidder:

The Village of Spring Lake DDA is soliciting bids for the following service:

VILLAGE OF SPRING LAKE'S STREETScape MAINTENANCE AND FLOWER
PLANTING SERVICES

The bid will publicly be opened at Village Hall, 102 W. Savidge, Spring Lake, Michigan on the date and time specified below:

Thursday, April 6th, 2023 @ 12 P.M. Local Time

After the public opening, bid/proposals will be available for review after the evaluation by staff, or ten (10) business days after the opening date, whichever occurs first.

A copy of the bid/proposal specifications may be picked up at Village Hall at 102 W. Savidge, Spring Lake, MI 49456 OR downloaded from the Village website at springlakevillage.org

Sincerely,

Stefanie Herder
Downtown Development Authority Director
Village of Spring Lake
(616) 842-1393
stefanie@springlakevillage.org



SPECIFICATIONS FOR STREETScape PLANTING SERVICES
For Village of Spring Lake Streetscape

SCOPE

The Village of Spring Lake's Downtown Development Authority is requesting bids for the seasonal contract for streetscape maintenance and flower plantings. This is a one-year seasonal agreement request while the Village continues to evaluate the scope of its beautification efforts.

The work covered by these specifications consists of furnishing all necessary labor, equipment, plants, flowers, supplies and materials and performing all operations in connection with a complete maintenance program of these properties.

Price is requested for one year. Streetscape Planting Services for the period estimated commencing:

May 1st, 2023 - October 31st, 2023

GENERAL SPECIFICATIONS

LOCATIONS (*streetscape map provided as a reference*)

Streetscapes

- **Along M-104/Savidge Street from School Street to Rotary Drive**
 - **Forty-one (41)** planters filled with annuals/perennials
 - **Twenty-three (23)** tree surrounds filled with perennials and mulch
- **Corner of N. Division and M-104 - Digital sign outside of Plantenga's Cleaners**
 - New plants/landscaping/mulch around the Village's digital sign
- **Corner of N. Jackson and M-104 - Village Clock Tower**
 - New plants/landscaping/mulch around the Village Clock Tower.

The Contractor shall acquaint themselves with the sites and be knowledgeable about areas to be planted and maintained.

SERVICES

- Early May cleanup and removal of debris (weather permitting)
- Topsoil with peat mixture for spring replacement and lost soil thru season
- Applications of micronutrients may be necessary to restore soil balance from winter salt impact
- Plant Annuals approximately in May (weather permitting) * but no later than the Friday prior to Memorial Day.
- Plant approved annuals in planter pots
- Plant approved perennials in tree surrounds. Perennials can be moved from the current planter pots and rehomed to the tree surround areas when applicable. Cover with approved mulch.
- Plant approved perennials around the Village's Clock Tower and Digital Sign
- Ten to twelve applications of micronutrients to beds throughout the growing season
 - Weekly applications - first 3-4 weeks
 - Bi-weekly applications following the first month through September
- Maintain flower planters, tree surrounds, clock tower area, and around the Village's digital sign for weed removal and "pinching" off dead flowers to maintain growth - bi-weekly weeding in conjunction with fertilizer applications
- Plants must be proportionate in size to size of bed. The beds need to have the appearance of being fully grown within 3-4 weeks of planting.
- Remove annuals and debris at end of growing season (mid-late October) but no later than October 30th.
- Add leaf compost to all beds following removal of annuals

*Annuals/perennials provided as part of contract fee. Selection of annuals/perennials coordinated with the Village through an initial meeting for contractor to present a design plan to the Village of Spring Lake. Plan shall incorporate various plant heights, textures, and colors.

BID PRICING STRUCTURE

- Contractor shall furnish to the Village of Spring Lake a monthly invoice for maintenance and planting services for the Village's streetscape.
- Payment will be withheld for beds not maintained in accordance with specifications.
- All Contractor work shall be accomplished per specifications herein to the satisfaction of the Village of Spring Lake representative prior to payment for services.

EQUIPMENT AND PERSONNEL

Each bidder shall include a brief description of their related equipment and a framework of personnel to clarify their ability to perform the conditions of the contract.

INSURANCE

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish the Village of Spring Lake with Certificates of Insurance identifying the Village of Spring Lake as an additional insured on your policies for the duration of the contract. General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker's compensation limits of \$100,000/500,000/100,000 umbrella limit of \$1,000,000.

CANCELLATION OF THIS CONTRACT

The Village of Spring Lake shall have the right to cancel this contract for non-performance. If an inspection by a representative of the Village of Spring Lake reveals that the Contractor's work results in any non-acceptable maintenance condition(s):

1. A representative from the Village of Spring Lake shall call a meeting with the Contractor and/or issue a written notice of possible contract termination should the condition continue.
2. If the condition should repeat for a second time, the Village of Spring Lake shall issue a written notice of contract termination.

LICENSES & CERTIFICATION

It shall be the responsibility of the Contractor to comply with all OSHA, federal, state, or local requirements for all work performed, including licensing and certification that is required for application of weed control products or other work performed under this contract.

REFERENCES

Each bidder shall include at least three references that may be contacted regarding performance of this type of work. The reference list shall include names, titles, addresses and telephone numbers of the individuals who may be contacted.

BID PREPARATION AND RESPONSE

To be considered, bids must be received at Spring Lake Village Hall, 102 W. Savidge, Spring Lake, MI 49456 no later than Thursday, April 6th, 2023 @ Noon. Bids will be accepted in-person, via mail, and via email. For paper/printed bids, return this entire bid proposal in a sealed envelope marked with Bid Streetscape Maintenance. Electronic bids can be emailed with this entire bid proposal to stefanie@springlakevillage.org with the subject line: Bid Streetscape Maintenance.

BID SELECTION

Village of Spring Lake will select those bids that it deems to be in its best interest. Village of Spring Lake reserves the right to accept or reject any and all bids.

NON-DISCRIMINATION

Village of Spring Lake's contractors shall not discriminate 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, height, weight or marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

FREEDOM OF INFORMATION ACT

Information submitted in this bid is subject to the Michigan Freedom of Information Act and may not be held in confidence after the bid is opened. The bid will be available for review after staff has evaluated it, or ten (10) business days after the opening date, whichever comes first.

WITHDRAWAL

A bid may be withdrawn in person or by written request prior to the time specified for opening the bids.

BID STATEMENT

STREETSCAPE PLANTING SERVICES AT
STREETSCAPE FLOWER BEDS

VILLAGE OF SPRING LAKE'S STREETSCAPES AS SPECIFIED:

2023 Bid: _____

Note: Prices are requested for one year.

CONTRACTOR SIGNATURE

PRINTED NAME

DATE

COMPANY NAME AND ADDRESS

TELEPHONE NUMBER(S)

E-MAIL ADDRESS(S)