

SPECIFICATIONS AND CONTRACT DOCUMENTS

FOR

**VILLAGE OF MILFORD
DOWNTOWN DEVELOPMENT AUTHORITY**

MUNICIPAL LANDSCAPE MAINTENANCE

**MILFORD DDA
1100 ATLANTIC STREET
MILFORD, MICHIGAN 48381**

Revised December 10, 2018

INVITATION TO BID
VILLAGE OF MILFORD
DOWNTOWN DEVELOPMENT AUTHORITY
MUNICIPAL LANDSCAPE MAINTENANCE

Sealed Bids for the DDA Municipal Landscape Maintenance will be received at the office of the Village of Milford until 11:00 am local time, on January 10, 2019, located at 1100 Atlantic Street, Milford, MI 48381. Please label the submittal "DDA Landscape Maintenance".

Copies of the plans and specifications may be obtained from the Village offices, listed above, or by emailing your request to abarnette@villageofmilford.org. Please include your email address, name, company name, phone number. All areas of contracted work are located in the RFP at MeetMeinMilford.com, which provides online links to specific work sites.

Exceptions to the specification must be clearly identified and explained. Prices are to be inclusive of all charges.

The Village of Milford DDA reserves the right to reject any and all Bids, to waive irregularities therein, and to accept that bid which will best serve its interests.

No Bid may be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receipt of the Bids.

Deborah S. Frazer, Clerk
Village of Milford

Publish: 12/17/2018

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LEGAL STATUS OF CONTRACTOR

ADDRESS, LEGAL STATUS AND SIGNATURE

The undersigned Contractor does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

STREET: _____

CITY: _____ STATE: _____

The undersigned Bidder does hereby declare that the Bidder has the legal status checked below:

INDIVIDUAL: _____

CO-PARTNERSHIP: _____

CORPORATION incorporated under the laws of the STATE of _____

The names and address of all persons indicated as partners in this proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

BY: _____ TITLE: _____

Signed and sealed this _____ day of _____, 2019

(Instructions: Two (2) copies of this form are supplied for the use of Bidders. Submit one (1) copy with Bid and retain one (1) copy.

STATE OF MICHIGAN)

)SS

COUNTY OF OAKLAND)

Signed and sworn to before me this

_____ day of _____, A.D., 2019

Notary Public, _____ County, Michigan

My Commission Expires _____

1.01 GENERAL RELATED DOCUMENTS:

- A. Attention is directed to Bidding and Contract Requirements, and to General Specifications and Conditions, hereby made a part of this Section.
- B. Name and legal status of the Bidder, either as a corporation, partnership, or individual, shall be stated in this proposal.
- C. The place of residence of each Bidder, or the office address and telephone number in the case of a firm or company, with County and State, must be given after his signature.
- D. It is the intention of the Owner to award the contract to a Contractor fully capable with regard to experience to perform and complete the work in a satisfactory manner. If required by the Owner, each Bidder under consideration may be required to furnish the Owner, within forty-eight (48) hours at the Owners request, the following information sworn to under oath by him:
 - 1. The address and description of the Bidder's place of business.
 - 2. Itemized list of equipment and personnel available for the use on the contract.
 - 3. A description of any similar contracts, which the Bidder has performed in a satisfactory manner. Provide contact names and telephone numbers.
 - 4. Such additional information that will satisfy the Owner that the Bidder is adequately prepared, in technical experience and otherwise, to fulfill the contract.
- E. The proposals will be received in accordance with the Advertisement of Bids, and shall be submitted only on the forms provided by the Owner. Proposals shall be made in full conformity with all conditions set forth in these specifications. Bids are firm and cannot be withdrawn for a period of sixty (60) days after opening of the Bids unless otherwise specified in the Advertisement for Bids.
- F. The Contractor shall submit an Invoice for work completed. The Invoice will be paid within thirty (30) days of receipt.

The Contractor and all Subcontractors shall perform all of the Work described herein under the rules and regulations of the MIOSHA to protect his employees and the General Public.

2.01 CONTRACT WORK

- A. DDA RIGHT TO OBTAIN ALTERNATE SERVICES
 - 1. It is agreed that if at any time the Contractor should abandon the Work; or if his performance of this agreement is being unnecessarily or unreasonably delayed; or if he should make a general assignment for the benefit of his creditors; or if a

are recommended for limbs less than 1 inch in diameter and hand pruning shears are used for small twigs.

- b) All equipment should be kept sharp to make clean cuts and avoid fraying or crushing of the bark.

5. Pruning Limbs Broken by Wind:

- a) When cutting a limb that has been broken by wind, make proper cuts to prevent peeling of the bark on the portion that will remain. The first cut should be made on the bottom side of the fractured limb. The location of this cut should be on non-injured wood just beyond the fracture toward the center of the tree. The second cut is made on the topside about 6 to 8 inches beyond the bottom cut (toward the center of the tree). Continue making the top cut until the weight of the limb causes it to start splitting. When splitting starts, it will continue until it reaches the bottom cut and the entire limb will fall free. A third cut may be necessary if there is frayed wood. A smooth, clean cut is necessary to promote rapid healing.
- b) Broken limbs require special cuts to prevent peeling of bark. Cut one is made on bottom side until it begins to bind. Cut two is made on the topside. A third cut may be necessary to remove jagged edges.

6. Proper Pruning Cuts when Removing Limbs:

The pruning cut should be made toward the outside portion of the "collar". If a tree does not produce this characteristic collar, then make the cut flush to the limb where it was growing.

7. Treating Wounds After Pruning:

Pruning wounds on all trees and shrubs shall be painted to prevent entrance of insects or wind-borne diseases. CAUTION: Never use house paint or other materials not specifically formulated for tree wounds.

8. Replacement:

Any damaged tree or shrub that would require the removal of more than one third (1/3) of the branching structure to repair, shall be completely removed and replaced. Trees or shrubs that have died or are in poor condition shall also be replaced. The cost of such replacements (plant material) after the expiration of the initial warranty period (excluding loss due to neglect) shall be paid for by the owner. Such amount shall be in addition to the sum of the Maintenance Contract. The contractor shall quote the cost of replacements to the owner before purchasing.

receiver should be appointed on account of his insolvency; or if he should persistently or repeatedly fail to supply enough properly skilled workman or sufficient suitable equipment for the Work; or if he should repeatedly disregard laws or ordinances; or the directions of the DDA, or if he should willfully violate any of the provisions of this agreement; then in any such case the DDA, after giving the Contractor and his sureties written notice thereof, may order the Contractor to discontinue all Work under this agreement or any part thereof.

2. The DDA shall have the right to enter into arrangements with others for continued performance of the Work, or part thereof, by contract or otherwise, as the DDA may elect.

3.01 RIGHT OF WAY MAINTENANCE

A. Shrubs/landscape Islands:

1. Areas of Work: (CNTRL + CLICK blue underlined for cloud-based map)
 - a) *GM/Milford Road Landscape Island, Approximately 70'x10' landscape island of trees, shrubs and perennials. *UNDER CONSTRUCTION IN 2019
 - b) Southside: Intersection of Main & Huron, 4 corners of intersection, Annual pruning of grasses. (Ongoing garden maintenance included in 3.02) **SPRING MULCH ONLY**
 - c) Trestle; the intersection of CSX RR/Main Street and Canal, shrubs, trees, perennials, rows of spireas
 - d) Union Street/East Lot; Shrubbery around the parking lot at Center Street and along the west side of Union. Tall grasses on Center Street, between the park and Union.
 - e) Commerce Road; Linear Spirea Bed next to "Legends of Time" and two traffic peninsulas on Commerce and Union (west side)
 - f) Mill Pond Pathway; Generally, the greenbelt along the west side of Milford Road from the Mill Valley Shopping Center (525 N Main) to Prospect Hill Shopping Center, around the Upper Mill Pond. Hydrangeas, daylilies
2. Description of Work

Spring cleaning, Pruning (if necessary), weed removal, fertilizing, mulching, and insect and disease control

B. Lawn Maintenance

1. Areas of Work
 - a) TRW Field (approximately six acres): mowing only, once per *month*
 - b) TRW ROW: mowing only, once per *week*
 - c) Mill Pond Pathway Project*:

As needed to ensure optimum maintenance: Raking, Aerification, Turf Repair, Edging, Mowing, Watering, Fertilizing, Weed Control, Insect & Weed Control, Dethatching

*Includes two small areas across the street, on the east ROW. Lawn and shrub maintenance on the east ROW in front of MJ Whelan and Network One bldgs.

2. Description of work

- a) Full lawn maintenance as described in 4.02 for the Mill Pond Pathway. General lawn mowing for TRW Field and ROW. (Field to be mowed once per month.)

3.02 GARDEN MAINTENANCE

A. ~~Garden Maintenance~~

~~1. Areas of Work~~

- ~~a) [Heritage Wheel Garden](#); grasses, daylilies, perennials, mugo pine~~
- ~~b) Spirea bed east of the Heritage Wheel; row of spirea along N. Main Street~~
- ~~c) Raised Planter beds at Commerce and Main intersection; Yews, daylilies, salvia~~
- ~~d) [Center Street Park](#), both sides of Main Street; grasses, perennials~~
- ~~e) [Center Street Park](#); grasses, perennials~~
- f) Treebeds along Main Street, between Liberty and Commerce; euonymous (purple wintercreeper). 35 beds.**
- ~~g) [Southside](#); Intersection of Main and Huron, or the "Four Corners". Includes perennial plantings and grasses on all four corners of the intersections. Also includes various grasses, roses, boxwood plantings along the west side of Main Street between Huron and Clinton. [Treebeds](#) on both sides of the streets. Rows of Day lily beds on all four corners. (Annual grasses pruning included in Bid for 3.01)~~

~~2. Description of Work~~

- ~~a) Cleaning out the beds in the Spring~~
- ~~b) Cut grasses according to acceptable industry standards at Heritage Wheel, Southside and Center Street in the Spring~~
- ~~c) Pruning roses at Mill Pond and Southside in the Spring~~
- ~~d) Monthly maintenance (incl. spring and fall clean up)
 - ~~I. Weeding~~
 - ~~II. Deadheading~~
 - ~~III. Edging~~
 - ~~IV. Pruning roses~~
 - ~~V. Trimming of yews and boxwoods~~~~
- ~~e) Bagging up plant debris and leaving it for the Village pick up~~
- ~~f) Fall Clean up in beds (cutting back certain plants for winter and weeding)~~
- ~~g) Supply Bags and fertilizer~~

3.03 ~~OVERHEAD AND STANDING POT MANUAL WATERING~~

- ~~A. Approximately 150 overhead Flowerpots scattered throughout Milford at approximately 9' high, plus 15 standing flower pots located downtown. From the GM/Main~~

~~Intersection to just north of Hector & Jimmy's on North Milford Road; approximately a mile. Watering approximately 125 days per year, fertilize as needed. See Section 4.03 for specific maintenance care.~~

PART 4: EXECUTION SPECIFICATIONS

4.01 Tree and Shrub Maintenance:

A. Pruning:

1. Contractor shall be familiar with correct pruning procedures and prune only when there is a need. If a branch is removed there should be a definite reason for doing so.
2. Guidelines for pruning:
 - a) Remove dead or dying portions of plant.
 - b) Remove diseased or insect infected portions of plants if the problem cannot be controlled by other methods of treatment.
 - c) Remove portions of plants injured or killed by winter conditions. Wait until upper and lower new growth begins next spring before any removal of such branches.
 - d) Remove any broken or damaged portions of plant.
 - e) Remove any branch stubs.
 - f) Remove any branches rubbing building storefronts, signs or awnings.
 - g) Remove all sprouts or suckers at the base of grafted plants.
 - h) Remove waterspouts (succulent vigorous shoots on the inside of the tree near the trunk).
 - i) Remove narrow-angled branches from the main-trunk.
 - j) Remove any lower branches that are a safety hazard or interfere with individual or vehicular traffic.
 - k) Remove limbs, which cross over or are rubbing on other limbs.
3. Time of Year to Prune:
 - a) Deciduous trees and shrubs should be pruned during their dormant period. Pruning should be done when all of the foliage has dropped; generally, from mid-November to the latter part of December. All pruning should be done before buds show evidence of swelling. Wait until frost-damaged plants begin to grow before pruning them.
 - b) Very light pruning can be done when trees are in full leaf. Limbs growing on the main trunk or those that may be hanging downward and causing problems can be removed anytime.
4. Equipment for Pruning:
 - a) Limbs of various sizes will be removed during pruning. Hand pruning saws are to be used on limbs measuring over 1 inch in diameter. Pruning loppers

B. Weed Removal and Control:

1. Throughout the growing season, all mulch beds are to be weeded and/or treated with herbicides as necessary to maintain the mulch beds free of weeds at all times.
2. In early spring, any weed growth within shrub beds is to be removed and all beds (areas of mulch) shall be treated with a pre-emergent herbicide. Herbicides are to be used with extreme care and per manufacturer's specifications and warnings.

C. Fertilizers/Additives:

Yearly, a soil test should be taken to determine soil nutrient needs and pH within planting beds. Samples should be taken 2"-4" below the surface in representative locations. The test results will give a detailed analysis of the soil and will recommend fertilizer types and quantities. Follow all directions specifically.

D. Mulching Replacement:

Shredded bark mulch is to be used in areas originally mulched in the areas of work. Once a year mulch should be installed to maintain a 4" mulch layer. Edges should be reformed as needed to maintain a neat appearance at all times. The Owner shall purchase the replacement mulch to be placed by the Contractor.

E. Insect and Disease Control:

1. Monitor all trees and shrubs in the landscaped areas for insect or disease conditions and treat immediately. Use appropriate pesticides per manufacturer's instructions.
2. If in doubt as to appropriate control, contact the horticultural agent at the local Cooperative Extension Service for advice.

F. Deadheading:

Deadheading is a process of pruning by which old growth and seed heads are removed from the plant to promote new growth and re-flowering.

4.02 Lawn Maintenance:

A. Raking:

In early spring, all lawns shall be thoroughly raked to remove all dead grass, leaves, and twigs.

B. Aerification: **TRW Site/ROW do not need aerification

1. Unless signs of soil compaction are evident, Aerification is not required for the first four years and then every fourth year thereafter.
2. Aerification when performed shall be done in early spring immediately after spring raking. The aerification shall be done with a mechanical aeration machine that removes cores of soil several inches in length. These cores shall be broken up immediately after being extracted by either raking or mowing.

C. Turf Repair:

1. Each year after the initial spring cleanup and Aerification (if performed) the lawn should be thoroughly inspected for areas of poor growth or damage. These include areas damaged by foot or auto traffic, erosion, disease or insect infestation, etc.
2. All bare spots and areas of damage regardless of cause shall be repaired by resodding or reseeding.

Any holes, ruts, or areas of erosion shall be filled in and resodded or reseeded as appropriate to reestablish a smooth, stable surface.

D. Edging:

1. The edges of all lawns adjacent to planting beds, individual trees, walls, utility vaults, signs, lightpoles, fences, guardrails, sidewalks, curbs, etc., shall be mechanically trimmed/edged prior to every other mowing and all clippings shall be removed.
2. The use of chemicals for this purpose is not permitted.
3. Any grass or weed growth within sidewalks or other pavement areas (cracks, etc.) shall be removed as necessary to avoid any hazard to pedestrians. Herbicides are permissible within paved areas.

E. Mowing:

1. All lawn areas shall be mowed to a minimum height of 2". The lawn shall not exceed 3" in height at any time. No more than 1" of height shall be removed at any one mowing.
2. Mowing weekly is required for the peak-growing season, and on an as needed basis throughout the remainder of the year.

**** "TRW Site: 'Field', mowed ONCE PER MONTH and ROW, mowed ONCE PER WEEK. No other lawn maintenance is needed for these two sites.**

3. All clippings shall be removed immediately after mowing and properly disposed of by the contractor. Clippings shall not be blown, raked, or swept into the street.
4. Mower blades are to be kept sharp & monitor condition of blades and sharpen as needed.
5. Extreme care must be used when mowing near trees to avoid damage. No weed-eaters shall be allowed to touch tree trunks. The four-foot minimum diameter mulch ring must be maintained to keep mowing equipment from damaging trees.

F. Watering:

It shall be the landscape contractor's responsibility to monitor water needs of lawn areas closely and to notify the Owner for assistance in adjusting the irrigation system to provide efficient coverage throughout the season, taking into consideration seasonal variations in water needs. The Owner shall work with the Contractor to insure proper head adjustment and efficient coverage are maintained.

G. Fertilizing:

Lawns shall be fertilized a minimum of three (3) times a year as recommended by soil test. Fertilizers to be applied per manufacturer's recommendations.

****TRW Site/ROW do not need to be fertilized.**

H. Weed Control:

1. To control crabgrass, the lawn shall be treated with a pre-emergent crabgrass herbicide just prior to germination of crabgrass seeds. Herbicide is to be applied per manufacturer's instructions.
2. A minimum of two applications with a broadleaf weed herbicide is required per year. The first application shall be in early spring and the second in early fall. Herbicide shall be applied per manufacturer's instructions to all turf areas in the contract.
3. Care must be taken to prevent spray from herbicide from drifting onto trees and shrubs.

I. Insect and Disease Control:

1. All lawn areas shall be monitored throughout the year for signs of disease or insect infestations. Lawn areas are not to be treated unless signs of infestations or damage are present.

2. If signs of infestations or damage do exist, the appropriate treatment is to be given.
3. If in doubt as to the problem of appropriate control contact the horticultural agent at the local Cooperative Extension Service for advice.

J. Dethatching:

Lawn should be dethatched in either early spring or fall when the temperatures are above 70 degrees F and the grass is growing vigorously. It is important that the dethatching be done at such time so that the turf will recover quickly.

Dethatching is not recommended prior to the end of the second growing season on newly established lawns. Therefore, the lawn should be dethatched as needed, when the thatch is more than 1/2" - 3/4" thick.

4.03 OVERHEAD FLOWERPOTS, STANDING POTS, FLOWERBEDS; watering and maintenance

A. The Contractor shall perform the following tasks on an as scheduled basis. Specific timing is subject to the discretion of the contractor based upon the weather, subject to schedule approval by the Village of Milford DDA. The "growing season" will be considered the date when the first flower is planted until September 30, 2019. The maintenance payments/contract will begin May 15, 2019 and continue through September 30, 2019. The Contractor will be given one week notice before the flowers are planted, generally beginning around May 15.

1. Maintenance shall commence as soon as the first annual flowers are installed.
2. The required maintenance of flowers shall occur at all baskets, concrete pots in Center Street Park and Concrete Pots in Main Street Court and the Main Street Flowerbeds.
3. This Contractor is required to be present when the Village's irrigation systems are activated in the spring to review coverage in the beds that have been planted.
4. Verify condition of the brackets. Report any damage or theft to the Owner.
5. Watering shall occur seven times per week (Monday-Sunday) for all Overhead Flower Baskets and Standing Flower Pots. Saturday and Sunday's watering will need to be coordinated with all Main Street events. Contact the Owner for a schedule of events.
6. Watering sources will be provided by the Village. The Contractor will not be charged for water.
7. Contractor to provide watering equipment.

8. Watering shall occur on an as-needed basis for the existing flowerbeds. All existing flowerbeds are irrigated.
9. Flowerbeds will be Preened at planting; Beds shall be Preened once by the Contractor on approximately July 15, 2019, weather permitting.
10. Flowerbeds shall be maintained in good condition, including regular weeding of the beds.
11. All plants and planting baskets shall be deadheaded one time per week.
12. All elevated pots shall be fertilized every watering day. The fertilizer used is Pro Grade 24-12-17. Fertilizer will be a diluted mixture: 6 tablespoons of fertilizer per 30 gallons of water. Contractor shall monitor the salts and the PH content of the soils when regulating the level of Fertilizer necessary for a healthy plant.
13. Baskets located in shaded areas must be rotated once every two weeks with baskets located in sunny area of the same color scheme.

B. PLANT REPLACEMENT

The Contractor shall replace plants that have died because of the lack of proper maintenance or the lack of water. The Owner will provide five planted replacement pots of the same plant and soil mix for this purpose.

C. PLANT AND SOIL MIX

The Owner will consult with the Nursery and/or Greenhouse as to the specific mixture of plant type and soil mix. The Contractor shall verify that the mix is appropriate for the setting and is conducive to healthy maintenance in the environment. See Exhibit B.

D. [AREA OF CONTRACT WORK](#)

1. 150 Overhead Pots installed throughout the Milford Road Corridor in the Village of Milford, along Milford Road at General Motors Road, on Huron Street (GM), on Main Street between Huron and Commerce, North Milford Road from Commerce to the Village limits, and around the Prospect Hill Shopping Center.
2. 35 in-ground flowerbeds on either side of Main Street, between Liberty Street and Commerce Road in downtown Milford. Most beds are approximately 4'x 6' and some are larger. The Flowerbeds currently have a variety of perennials in place.
3. 15 Concrete Standing Flowerpots located at Center Street Park and Main Street Court. Standalone flowerpots with no direct access to water or irrigation. Watering stationary pots will be similar to watering Overhead Pots.

PART 5 – INSURANCE REQUIREMENTS

5.01 MINIMUM REQUIREMENTS

1. The Contractor shall procure and maintain in force during the life of this Contract the following insurance.
2. Workers Compensation Insurance as required by the Worker's Compensation Law of the State of Michigan for all of his employees engaged in the Work connected with this Contract.
3. Employer's Liability Insurance in an amount not less than \$500,000.

Comprehensive Motor Vehicle Liability Insurance in an amount not less than \$500,000 each person and \$1,000,000 per occurrence for bodily injuries, including accidental death, and \$500,000 for property damage for each occurrence. The policy shall include coverage for owned, non-owned, and hired motor vehicles.
4. Owner's Protective Public Liability Insurance in the name of the Village to protect against claims for damages because of bodily injury or death, and for property damage caused by the Contractor or his subcontractors, including coverage for costs of defense from all such claims, with limits of liability for bodily injury including death not less than \$1,000,000 per occurrence.

5.02 CERTIFICATE OF INSURANCE

1. Contractor shall file with the Village one (1) certified copy of the Certificate of Insurance, with adequate endorsements, as required by the preceding paragraphs. One (1) copy of a Certificate of Insurance shall also be filed for each Policy required. Each Certificate shall have endorsed thereon, and each certificate shall indicate the project name and general description of the Work under the Contract.
2. A guarantee that at least thirty (30) days prior written notice will be given to the Village of Milford prior to the expiration, termination, cancellation or change in any such Insurance shall be endorsed on each Policy and noted on each Certificate of Insurance. Should any of the Insurance be cancelled, the Contractor and all Subcontractors' shall cease operations on the effective date of cancellation and shall not resume operations until new Insurance is in force. The Policy shall not provide for any cancellation without thirty- (30) day's advance written notice to the Village of Milford.

6.01 DEFINITIONS

1. **CONTRACTOR:** The individual, partnership, or corporation, or combination of any and all, jointly, named in the Contract and designated as Contractor, undertaking the execution of the Work under the terms of the Contractor and acting directly or through its agents or employees.

2. OWNER: The Village of Milford Downtown Development Authority (DDA), Milford, Oakland County, Michigan.
3. PROPOSAL: The offer of a Bidder to perform work as called for in The Contract Documents filled out and submitted on the prescribed Proposal; Form properly signed and guaranteed.
4. SUBCONTRACTOR: An individual, partnership, or corporation, or combination of any and all, jointly supplying equipment and labor, or labor only, for the Work under the terms of the Contract by virtue of an agreement with the Contractor, but only by the written approval of the Village of Milford.
5. VILLAGE: Village of Milford, Milford, Michigan.
6. WORK: All labor, equipment, supervision, insurance and other facilities and services necessary to be done or furnished by or on the part of the Contractor to complete the Contract.
7. WRITTEN NOTICE: Requires delivery in person or transmission by registered mail or certified mail to the individual, firm, or corporation at the address stated in the Contract Documents.
8. MIOSHA: Michigan Occupational Safety & Health Administration.
9. OSHA: Occupational Safety & Health Administration.
10. INSURANCE REQUIREMENTS: Insurance under this Contract shall not be furnished by any Subcontractor. All Insurance designated hereinafter shall have been obtained by the Contractor approved by the Village.
11. QUALIFICATIONS OF INSURANCE COMPANIES: Insurance required for the Contract shall be furnished by an Insurance Company qualified to do business in the State of Michigan and acceptable to the Village.

BID FORM

2019 DDA LANDSCAPE MAINTENANCE

The undersigned, having familiarized himself/herself with the existing conditions of the project area affecting the cost of the work, and with the terms and conditions of this Contract, hereby proposes to provide and furnish all of the labor, materials, necessary tools and all utility and transportation services necessary to complete in a workmanlike manner the subject project for the Village of Milford DDA at the unit prices stated below:

In submitting this bid, the bidder understands that the right is reserved by the awarding authority to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within sixty days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form, and furnish the required insurances within ten days after the agreement is presented for a signature.

Date: _____ 2019

Name of Bidder: _____

Official Address: _____

By: _____

(Signature)

Its: _____

(Title)

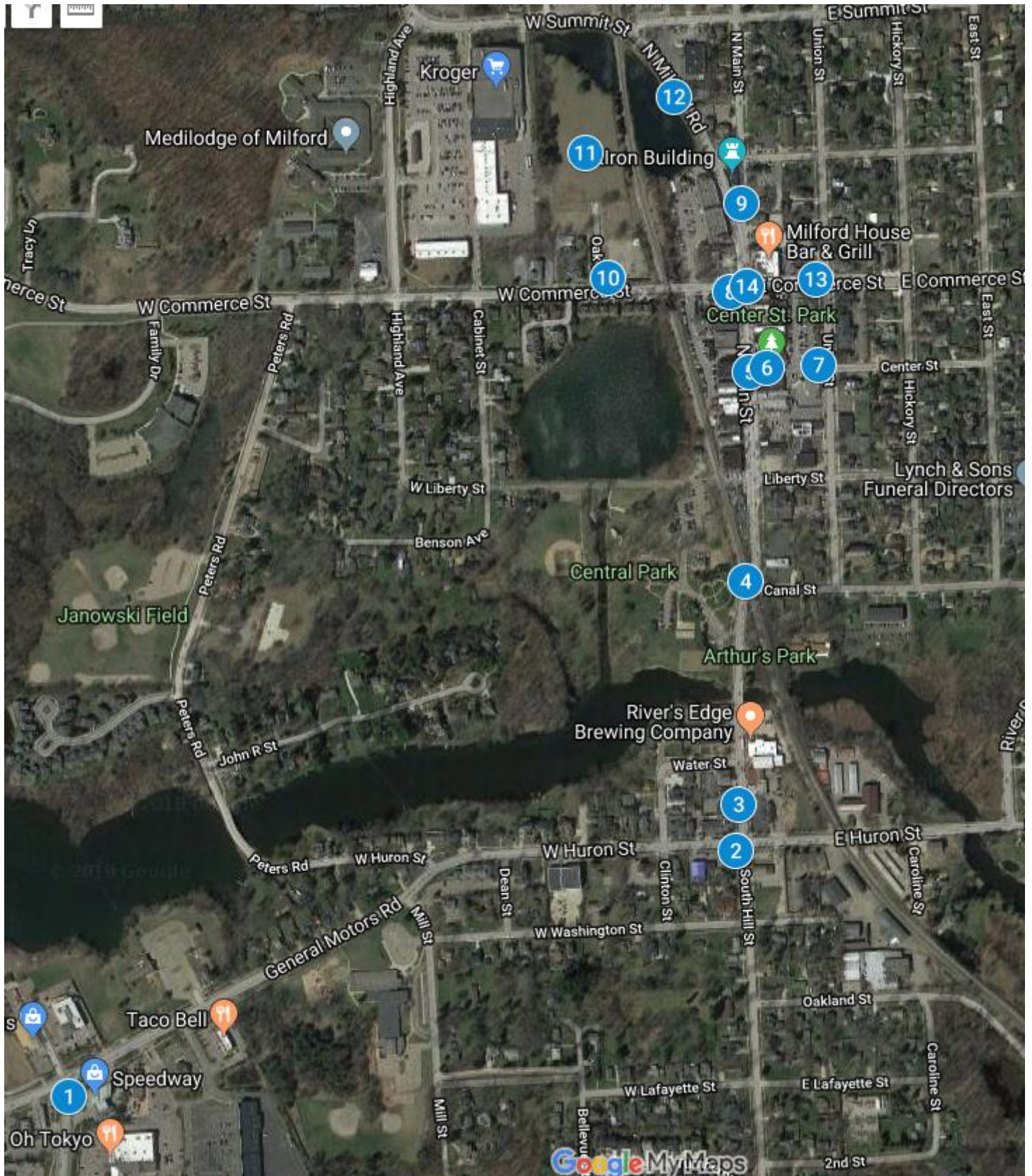
BID SHEET

Note to Bidders: These contracts are currently under independent contractors. Bidders may bid on specific Items/Sections, but are encouraged to bid on all. DDA reserves the right to grant bids according to Section Items, in part or in whole.

Item		Description	Total
Section 3.01 Right of Way Maintenance	A. Shrubs & Landscape Islands	Pruning, weed control, fertilizing, mulching and insect and disease control. GM/Milford Road Island Trestle Union Street/East Lot 3 Commerce Road beds Mill Pond Pathway	\$6,450.00
Section 3.01 Right of Way Maintenance	B. Lawn Maintenance	Mowing, general maintenance TRW Site ROW, once per week TRW Site Field, once per month Mill Pond Pathway, all areas of work including mowing, raking, weed control, turf repair, etc., as needed throughout the season	\$5,910.00
Section 3.02	Perennial Garden Maintenance	Perennial beds: spring cleaning, perennial maintenance pruning, weeding, deadheading, trimming, fall clean-up Heritage Wheel Sculpture Garden, incl. spirea row Treebeds along Main Street between Liberty and Commerce Southside "four corners" and small area treebeds Center Street Park	\$5,250.00 \$1,500.00
Section 3.03	Overhead and Standing Pot Flower Maintenance	Daily, seasonal manual overhead watering for approximately 150 flower pots and 15 large standing pots scattered throughout the Village. Includes fertilizing, deadheading, weeding, general maintenance. Approximately 125 days of watering.	N/A- not bidding
NEW	MULCH	Pls add spring mulch to the "4 corners" and Heritage Wheel	\$500.00
ALL Sections	TOTAL	All Sections of Work. Please include any discounts given for providing Bids for all Sections.	\$14,360.00

Milford Landscape Maintenance Map

CTRL + CLICK ALL LINKS FOR ONLINE MAP



Summary, Milford Landscaping Locations (Maps to follow)

All areas of work can be found [here](#). Please Ctrl click on blue underlined words, which will lead to a virtual map.

1. [GM/Milford Road Landscape Island](#)

Approximately 70'x10'; shrubs, trees

General Maintenance

Weeding

Spring mulching

Fall pruning

2. [Southside: Intersection of Main & Huron](#)

"Four Corners"

General Maintenance

Weeding

Spring Mulching

Fall pruning

3. [Southside: West Side Treebeds, between Huron and Water Street](#)

General Maintenance

Weeding

4. [Trestle Area: Intersection of CSX RR/Main Street and Canal](#)

General Maintenance

Weeding

Spring Mulching

Fall pruning

5. [Downtown: Treebeds](#)

38 treebeds on Main, between Liberty and the four corners of Commerce and Main

General Maintenance

Weeding

6. [Center Street Park](#)

Grasses, shrubs, perennials

General Maintenance

Weeding

7. [East Lot](#): Shrubbery around the parking lot at Center Street and along the west side of Union Street

General Maintenance

Weeding

Spring mulch

8. [Commerce Road @ Union](#) : two beds on west side of intersection and @ Main, linear row of spirea along the south side of Commerce

General Maintenance

Weeding

Spring mulch

9. [Heritage Wheel Garden](#): Main and North Milford Road (@ Jimmy Johns), including the row of spirea on the east side of Main, adjacent to the Heritage Wheel

General Maintenance

Weeding

Spring Mulch

Pruning as needed

10. [TRW Site: ROW](#), Commerce and Oak Street

Weekly mowing of the ROW at Comm

11. [TRW Site](#): Field, 101 Oak Street

Monthly mowing of the field

12. [Mill Pond Pathway](#): generally the greenbelt along Milford Road from the Mill Valley Shopping Center to Prospect Hill (PH) Shopping Center, west side of Milford Road, between Detroit Street and the entrance to the Kroger Shopping Center (PH)

General Maintenance

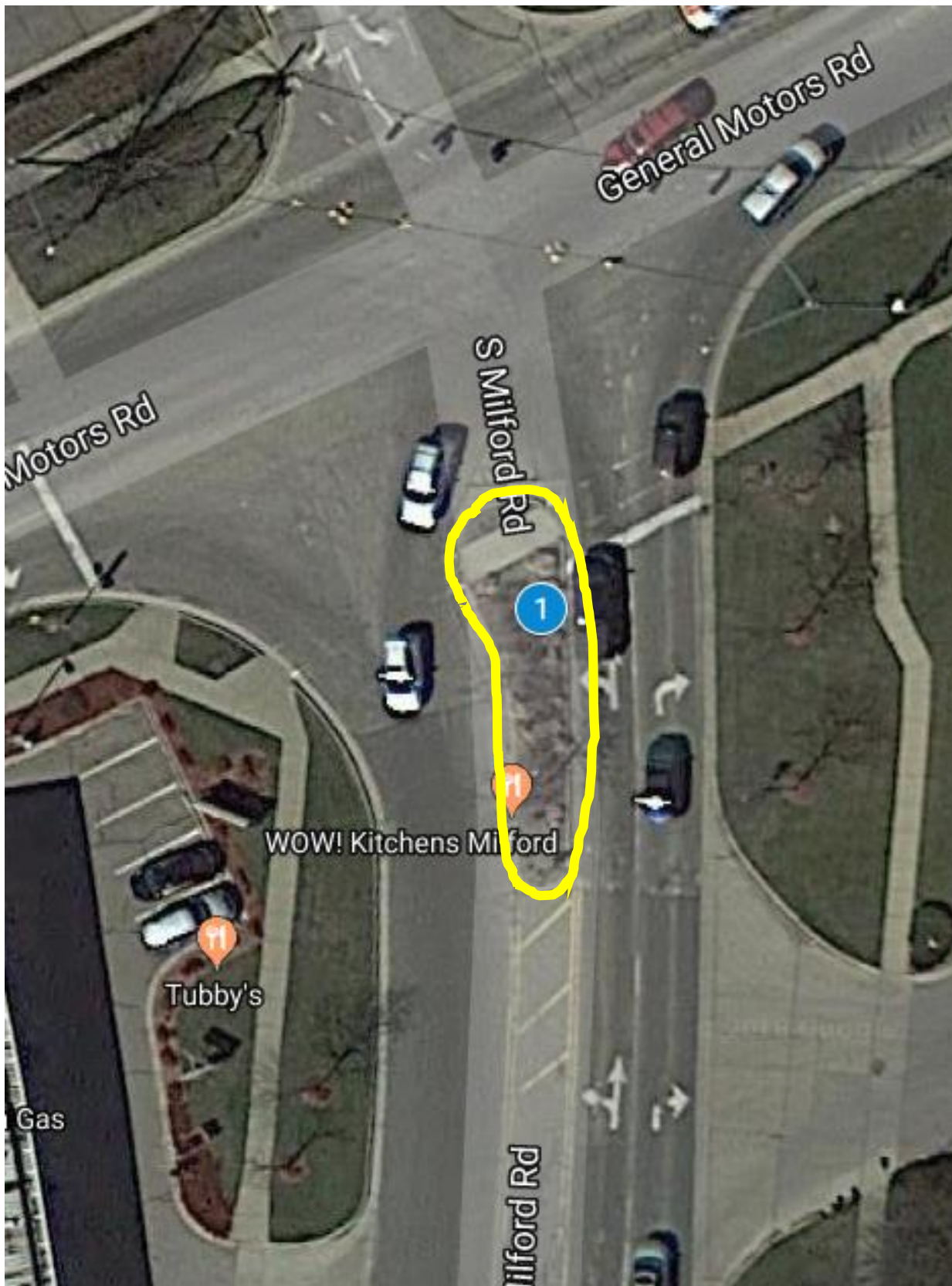
Lawn Mowing, maintenance

Shrub maintenance

13. Overhead Watering (See Locations [here](#))

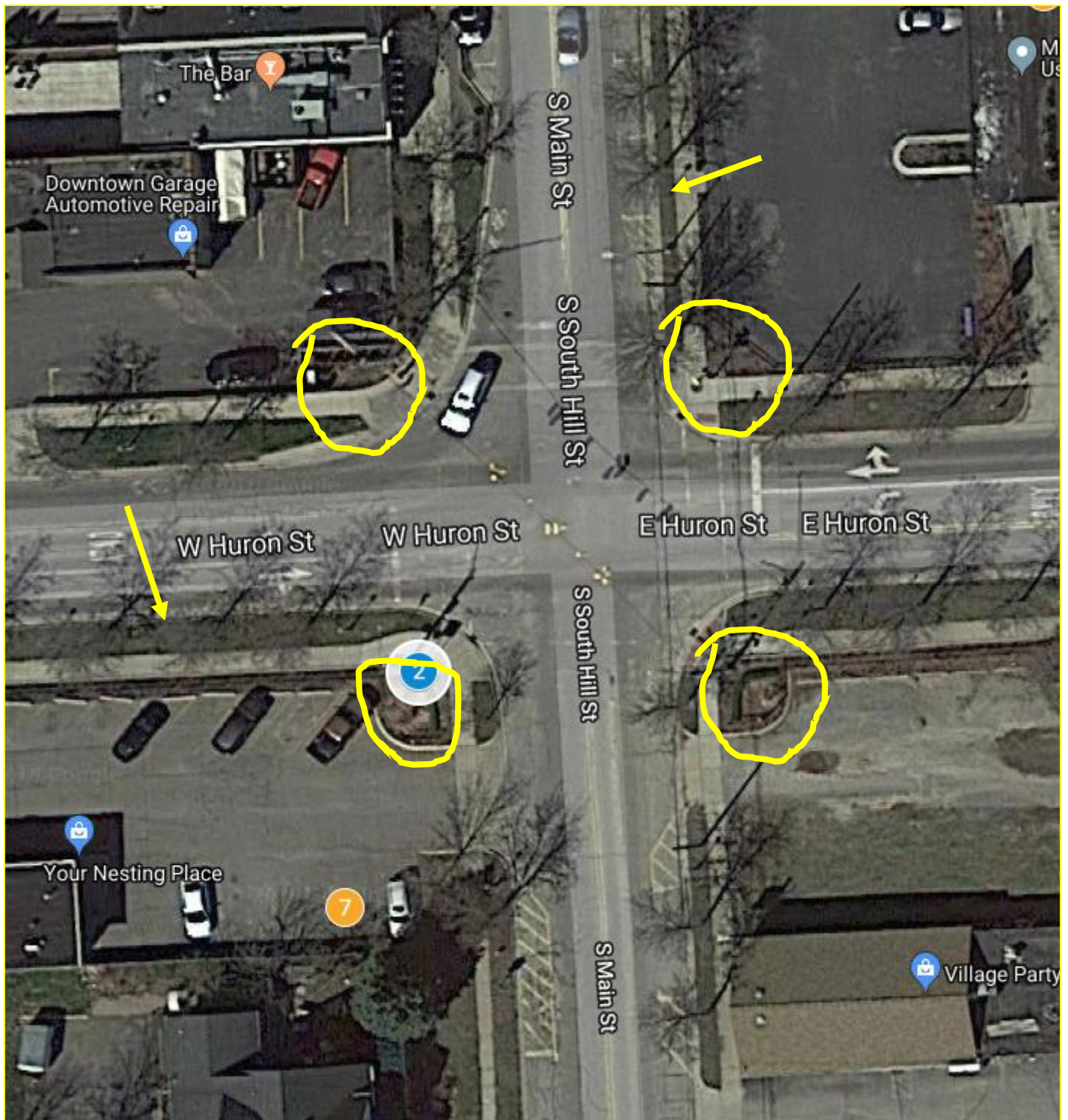
Approximately 150 overhead waterpots scattered throughout Milford at approximately 9' high, plus 15 standing flower pots located downtown. From the GM/Main Intersection to just north of Hector & Jimmys on North Milford Road; approximately a mile. Watering approximately 125 days per year, Fertilize as needed

1. [GM/Milford Road Landscape Island](#), ROW Maintenance
Approximately 70'x10'; trees, shrubs, perennials



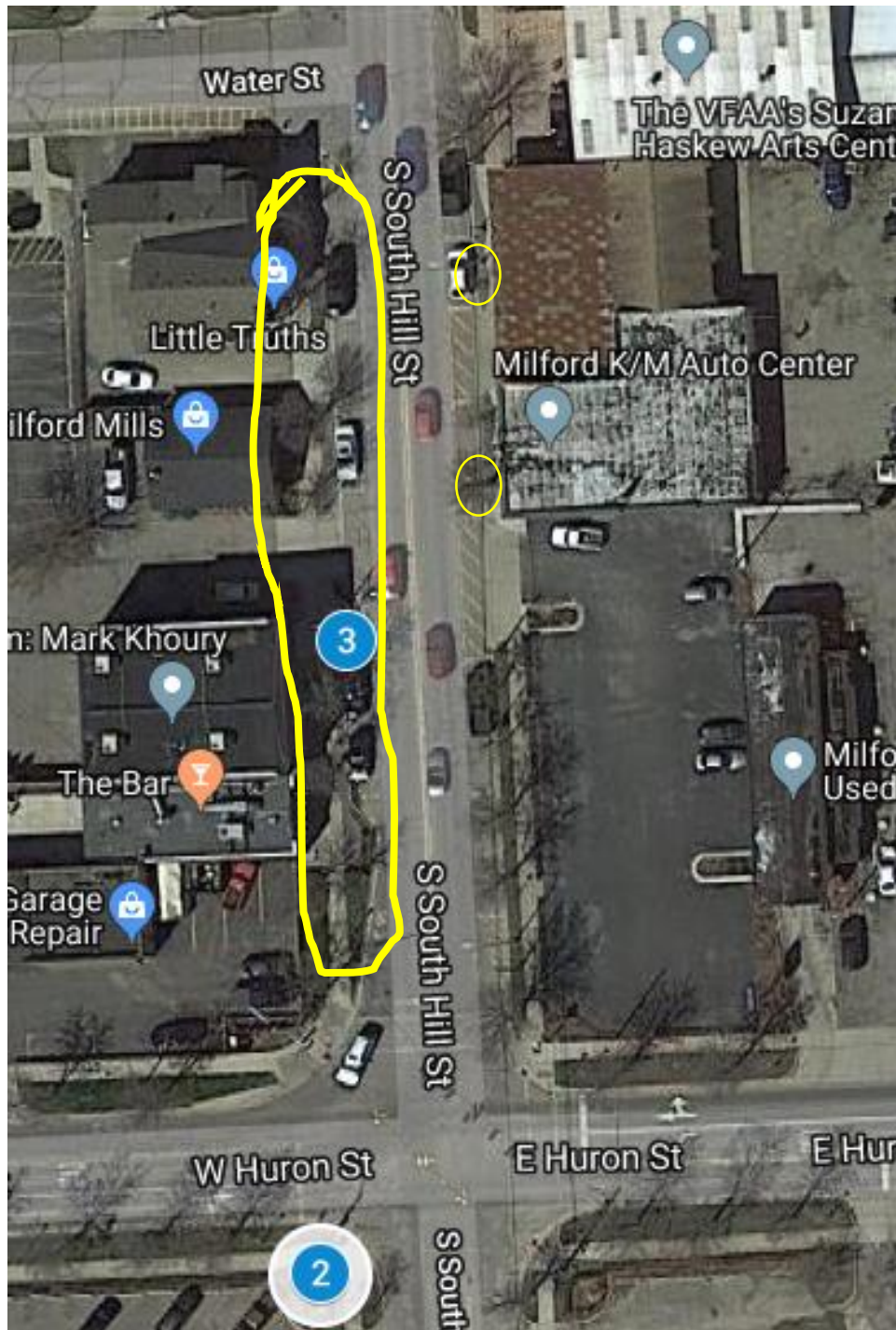
2. Southside: Intersection of Main & Huron

Intersection of Main and Huron, or the "Four Corners". Includes perennial plantings and grasses on all four corners of the intersections. Also includes various grasses, roses, boxwood plantings along the west side of Main Street between Huron and Clinton. Treebeds on both sides of the streets. Rows of Day lily beds on all four corners.



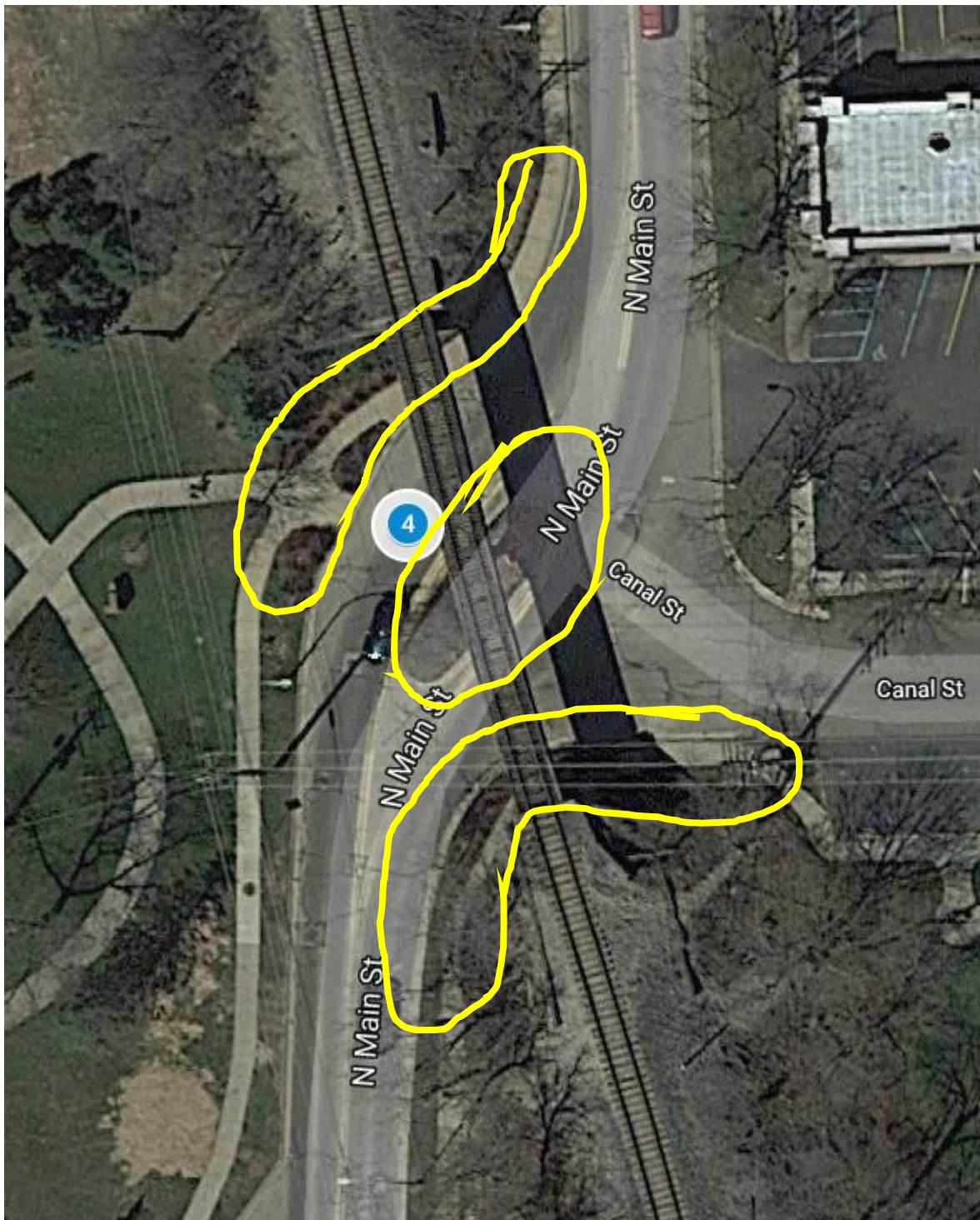
3. Southside: West Side Treebeds, between Huron and Water Street

General Maintenance, Weeding



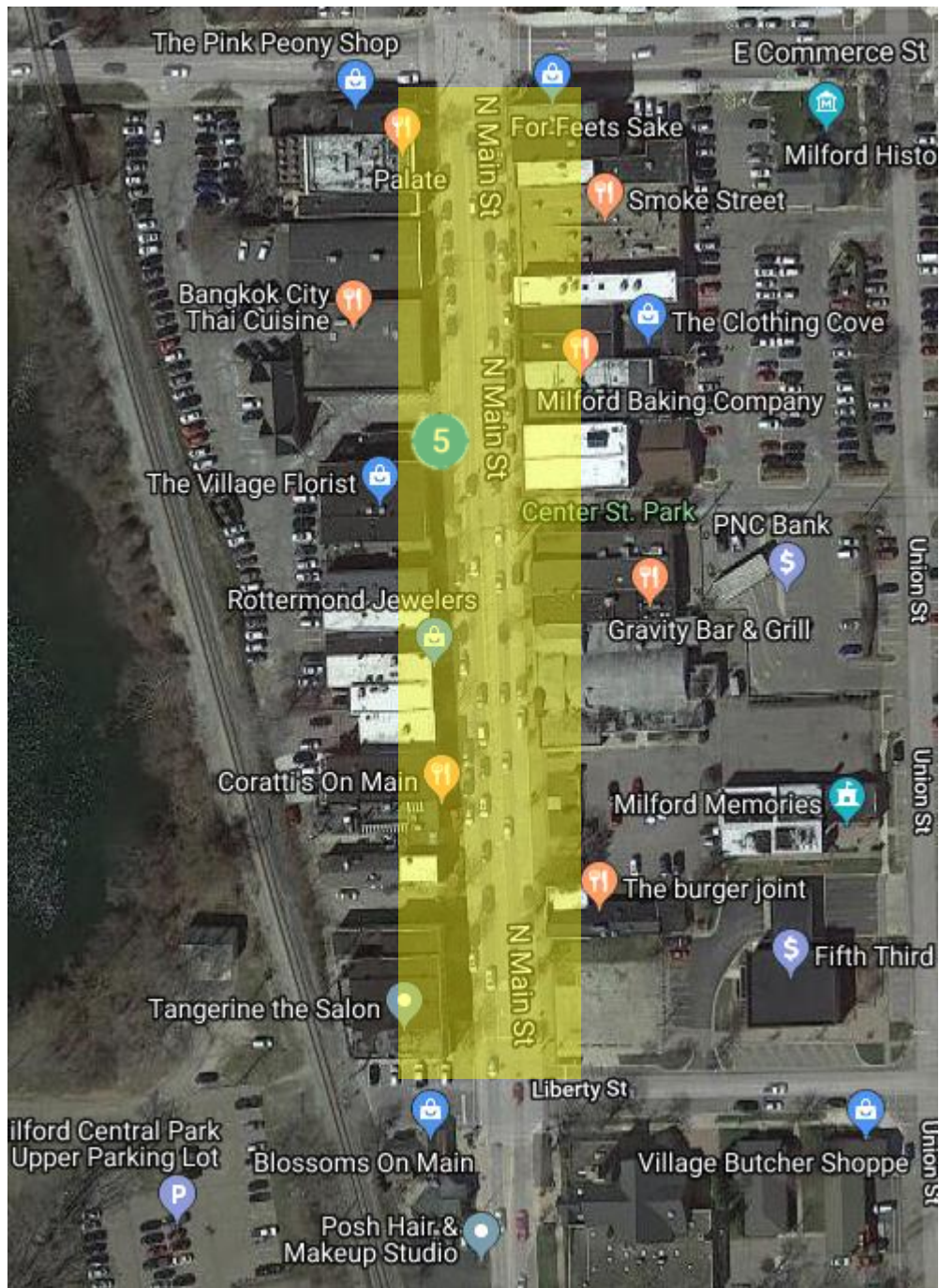
4. Trestle Area: Intersection of CSX RR/Main Street and Canal

General Maintenance, Weeding, Spring Mulching, Fall pruning



5. Downtown: Treebeds

Main Street, between Liberty and Commerce; euonymous (purple wintercreeper). 35 Beds, Perennial maintenance.



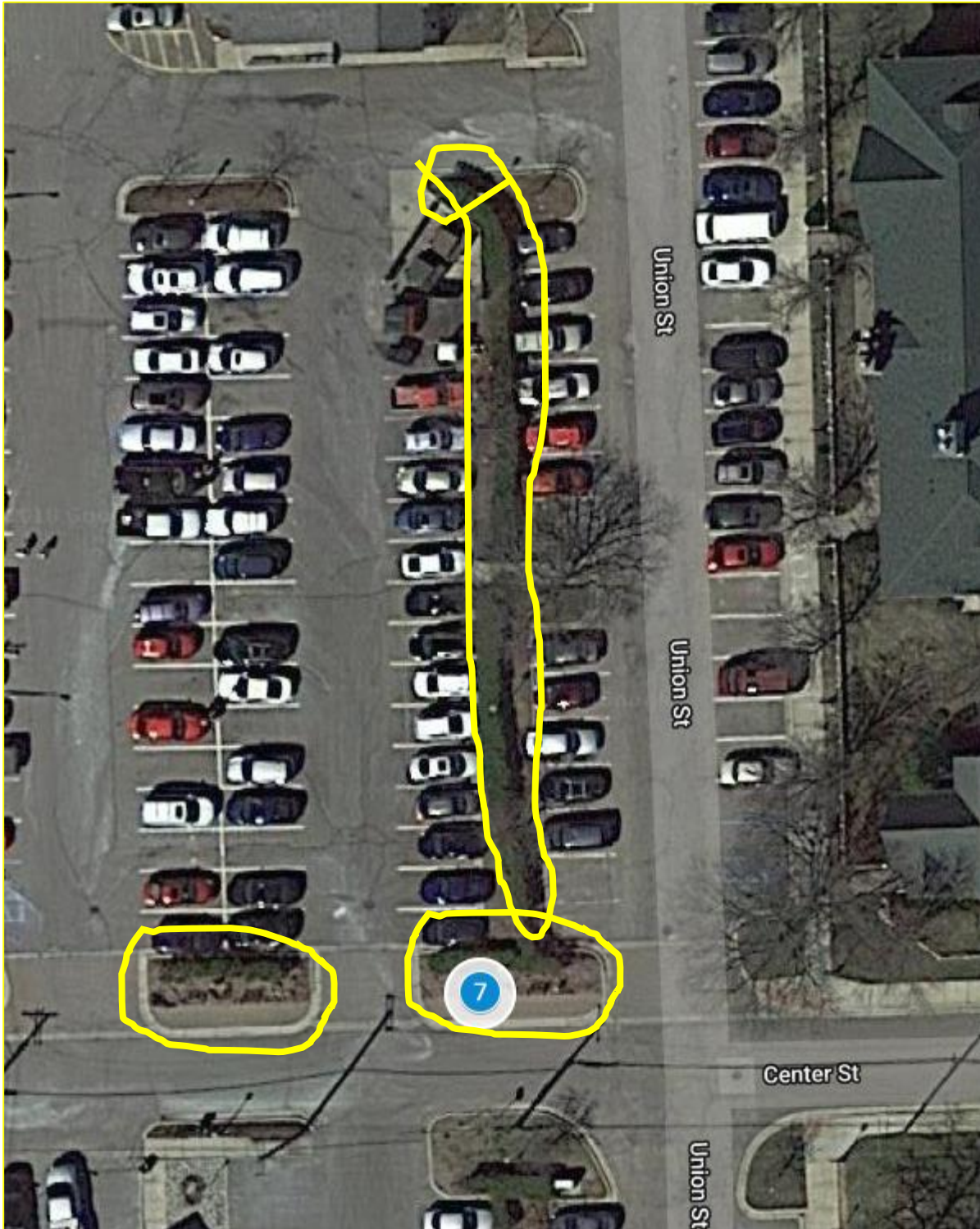
6. Center Street Park

Grasses, shrubs, perennials; General Maintenance, Weeding



7. [Union Street/East Lot](#)

All shrubs: mulch, weeding, maintenance of all shrub areas at Center Street and the west side of Union Street



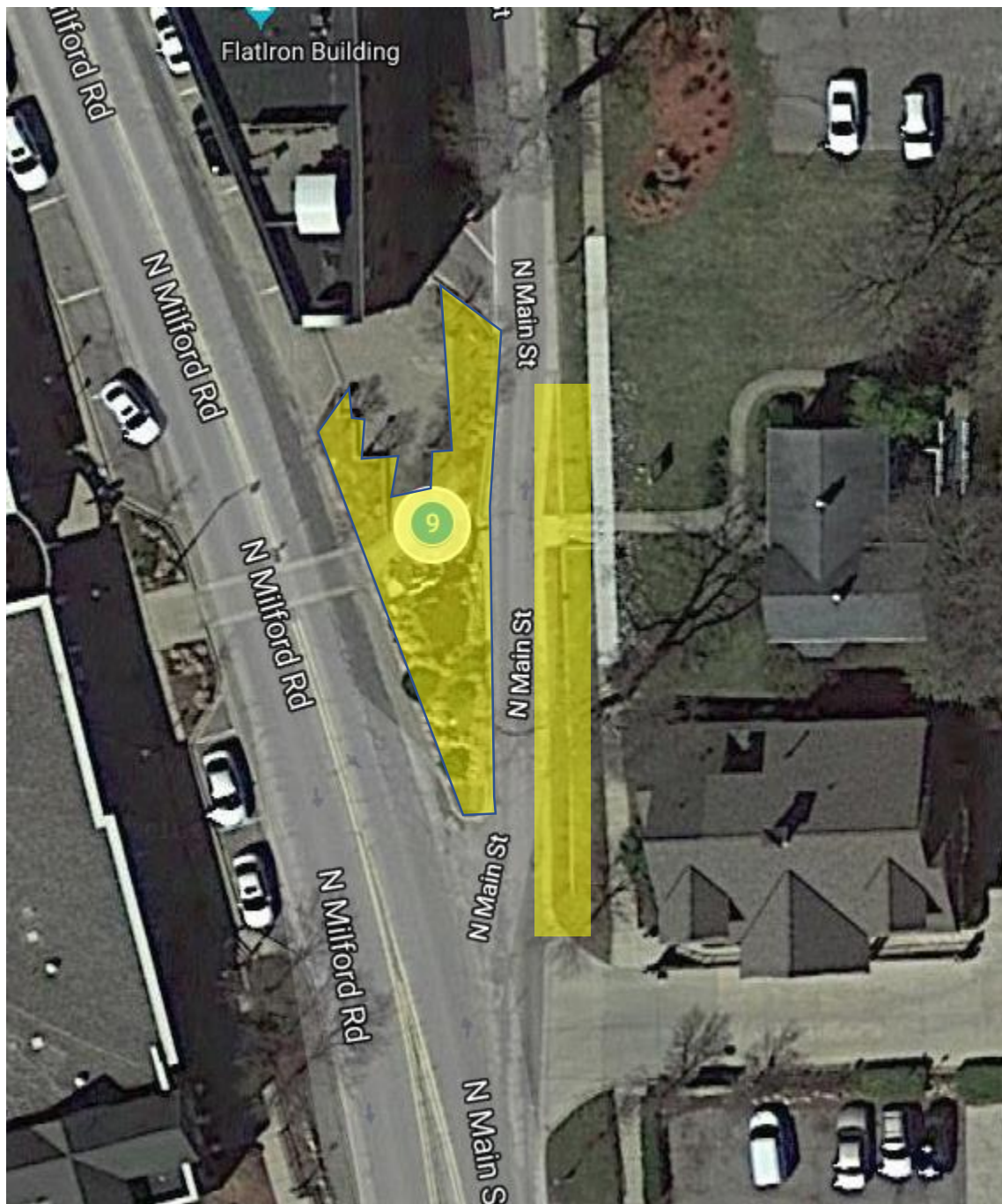
8. Commerce Road

Row of shrubs at Commerce/Main along south side of Commerce;
two beds at west side of Commerce and Union intersection

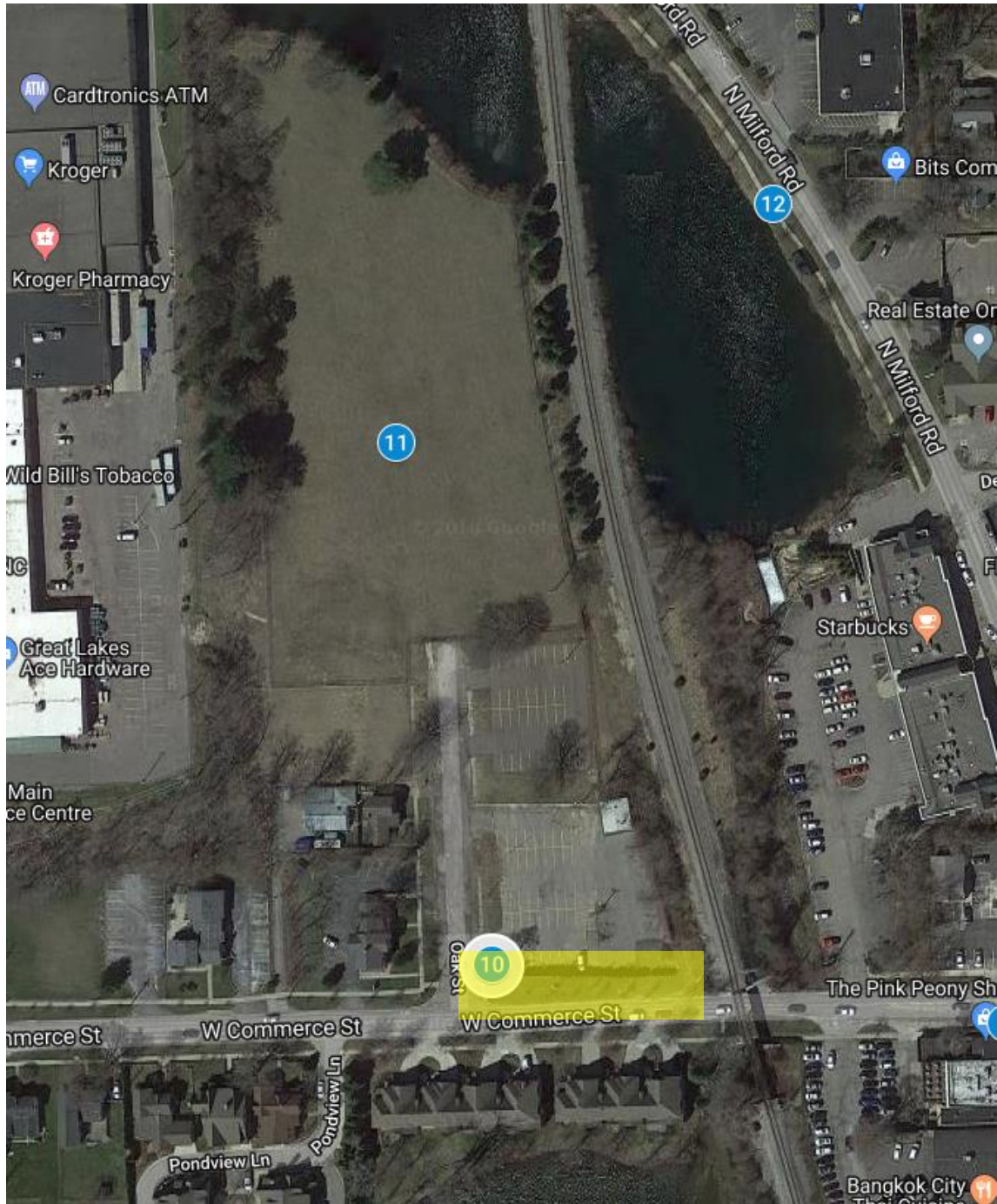


9. [Heritage Wheel Garden](#)

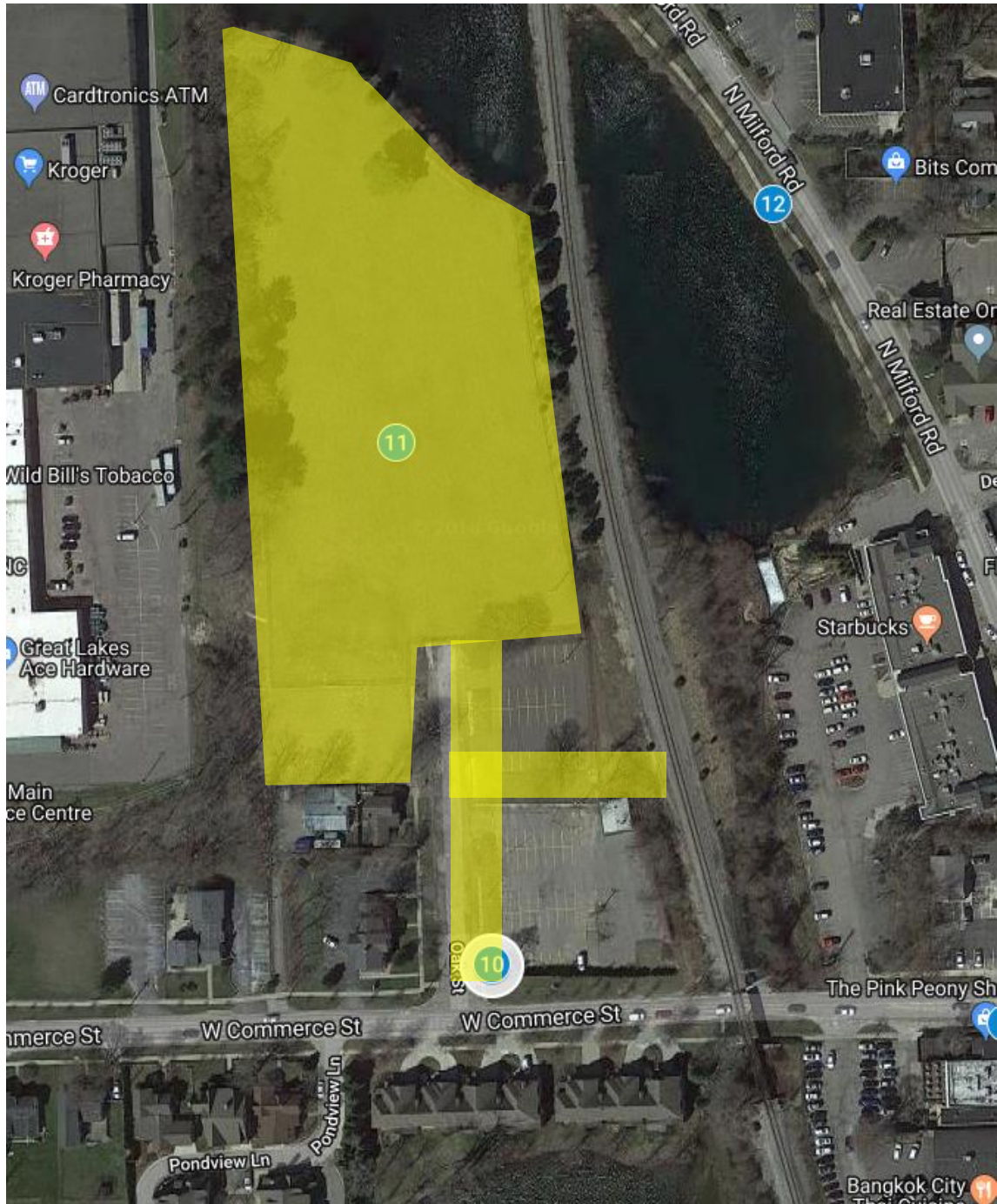
Grasses, perennial, shrubs: weeding, mulching and general maintenance. Also includes row of spirea due east of site



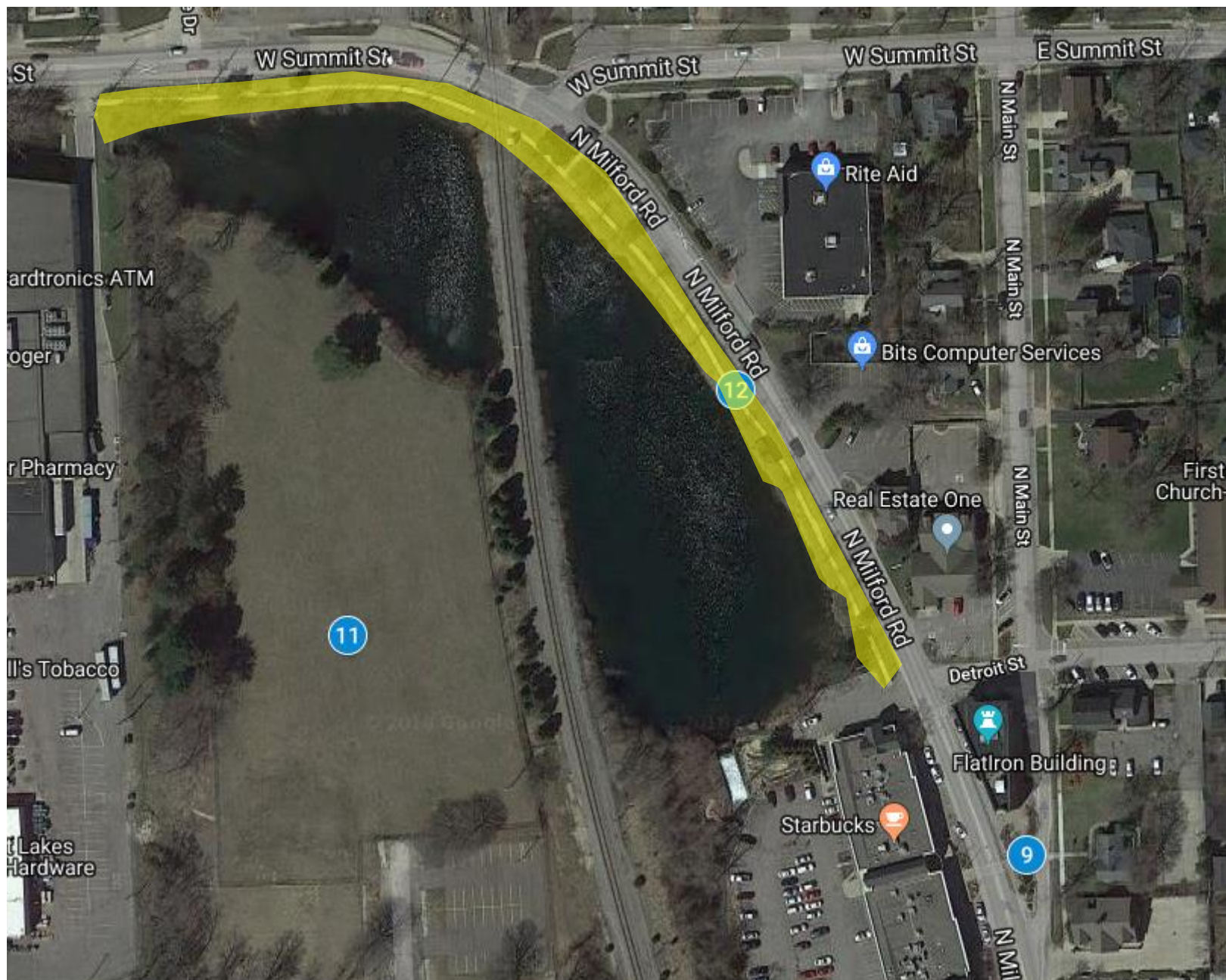
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Overhead Pot locations:

(Hanging on Streetlights; some with 4 pots and some with 2 pots, as depicted)
150 pots, watered daily. Approximately 125 days. Contractor responsible for general health of plants, including fertilizer, weed removal and replacement for loss

