

**City of Belleville**

**DOWNTOWN DEVELOPMENT AUTHORITY**



**Request for Proposals for  
LANDSCAPE MAINTENANCE IN PUBLIC PARKS  
Downtown Belleville 2022**

**Date:** January 24, 2022

**Proposal Due Date:** 12:00 P.M. on Friday, February 11, 2022

**Project Dates:**

Annually, April through mid-November

**Scope of Services:** Grass cutting, weed trimming/removal, edging, in four City of Belleville Parks:

Horizon Park, Doane's Landing, Victory Park and Village Park.

Please see attached specifications.

**Submittal:** Please submit proposals by email to [tmclean@belleville.mi.us](mailto:tmclean@belleville.mi.us) or mail/deliver to Belleville DDA, 6 Main Street, Belleville, MI 48111 by **12:00 P.M. Friday, February 11, 2022.**

**Proposal Review:**

Proposals will be reviewed by City and Downtown Development (DDA) staff for cost, vendor experience, and references. A contract recommendation will be presented at the February 16, 2022 Regular DDA Meeting, 6:00 pm.

The DDA reserves the right to accept or reject any or all proposals, and to waive irregularities in the best interest of the DDA. The DDA reserves the right to award to multiple vendors. The City of Belleville has adopted a Local Vendor Preference Policy.

**Submission of Questions**

Tim McLean, Deputy City Manager/DDA Director by e-mail: [tmclean@belleville.mi.us](mailto:tmclean@belleville.mi.us) by **12:00 P.M. Friday, February 4, 2022.**

## City of Belleville DOWNTOWN DEVELOPMENT AUTHORITY

### Request for Proposals for LANDSCAPE MAINTENANCE PUBLIC PARKS in Downtown Belleville 2022

#### Scope of Services

#### **Belleville's Four Public Parks are:**

##### **Horizon Park**

- between High Street and the lakeshore, from Veteran's Memorial to Edison Avenue *NOTE: due to summer's Music Lakeside concerts on Thursday evening, maintenance at Horizon Park must be completed no later than Thursdays at 3:00 P.M. Additional consideration will be given to the bidder who can guarantee the completion of maintenance in Horizon Park the day before Music Lakeside.*

##### **Doane's Landing**

- between Liberty Street and the lakeshore, from Main towards Fifth Street

##### **Victory Park**

- at Five Points, bordered by Main Street, Huron River Drive, Liberty Street and East Columbia

##### **Village Park**

-off Savage Road, adjacent to the Victoria Common subdivision. *NOTE: Approximately eight acres extending to rear yards of the Industrial Park and residents in the subdivision, surrounding detention ponds.*

**1. Price:** Provide a **price per cut** for each of the four parks. Provide a price for weed trimming per cut, edging.

**2. Multi Year Contract**

The DDA will consider awarding a multi-year landscape maintenance contract. Please provide price per cut for 2022, 2023, and 2024

**3. Qualifications:**

Number of years in business

Experience working with Cities, Parks, County or State

References: Provide contact information from three current clients, including how many years you have provided service for each reference

#### **2022 City/DDA Specifications for Landscape Maintenance in Parks**

Maintenance will start the April 4, 2022 and be done once a week per park until November 11, 2022. The City/DDA may adjust the schedule as needed.

Grass will be cut to a depth of 2.5" (two and a half inches)

2022 GRASS CUTTING Proposal  
Belleville DDA  
Due Friday, March 4, 2022 by 12:00 pm

Hours for cutting are between 7:30am to 5:00 pm Monday through Friday. Contractor must follow mowing schedule approved by the Department of Public Works. Any variation must be approved by the Department in advance.

Edging of the sidewalks and around any playscapes or basketball courts in the parks must be done at a minimum of monthly.

### **Specifications Con't.**

A monthly invoice including weekly cutting records must be turned into the Department of Public Works no later than the 10<sup>th</sup> day of each month. Payment will be made monthly.

Contractor must pick up all debris before cutting including branches, glass, papers, trash, etc. Contractor must not cut up paper or trash.

Contractor must trim around all fences, trees, poles, walls, buildings, playground equipment, etc.

Contractor is responsible for removing all grass clippings from sidewalks, curbs, playground equipment etc. Clippings may not be blown into street or sidewalk. Blowing grass clippings into the street or sidewalk is a violation of City ordinance.

Contractor must exercise due care and caution when mowing. The contractor shall guarantee the reimbursement, repair or replacement and restoration of any flowers, plants etc. damaged by careless or accidental use of equipment or machinery. The contractor shall guarantee the reimbursement any fences, signs, buildings, poles and/or appurtenances damaged or destroyed by careless or accidental use of equipment or machinery in the performance of the contract.

If the contractor fails to keep up with the work as required, the DDA reserves the right to hire additional contractors to complete the work in a timely manner.

The contractor must provide a list of equipment to be utilized in the maintenance of the parks.

**The DDA reserves the right to accept or reject any or all proposals, and to waive irregularities in the best interest of the DDA. The DDA reserves the right to award to multiple vendors.**

Grass Cutting Proposals are Due Friday, February 11, 2022 by 12:00 pm  
Submit proposals by email to [tmclean@belleville.mi.us](mailto:tmclean@belleville.mi.us);  
or mail/deliver to Belleville DDA, 6 Main Street, Belleville, MI 48111

**City of Belleville DOWNTOWN DEVELOPMENT AUTHORITY**  
**Request for Proposals for LANDSCAPE MAINTENANCE PUBLIC PARKS Downtown**  
**Belleville 2022**

**Due Friday, February 11, 2022 by 12:00 pm** Submit proposals by email to  
tmclean@belleville.mi.us; or mail/deliver to Belleville DDA, 6 Main Street, Belleville, MI 48111

**RFP SUBMITTAL FORM**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (office) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

	2022	2023	2024
<b>1. Mowing (per cut)</b>	\$	\$	\$
<b>2. Weed Trimming (per trim)</b>	\$	\$	\$
<b>3. Edging</b>	\$	\$	\$

Number of years in business \_\_\_\_\_

Experience working with Cities, Parks, County or State

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RFP Submittal Form con't.

**References** Provide contact information from three current clients:

1. Name \_\_\_\_\_ # of years as your client \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ # of years as your client \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Name \_\_\_\_\_ # of years as your client \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please Initial next to each item indicating that you have read and understand the expectations of this proposal.**

\_\_\_ Grass above 2.5" must be cut weekly at each location.

\_\_\_ Weed removal to be completed weekly at each location.

\_\_\_ Edging to be completed at least once a month.

\_\_\_ Work may not be sub-contracted out without prior written authorization from the Belleville DDA.