J-4 Standard Purchasing Resolutions:

a) Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Fertilizer/Herbicide Application Services

Resolution #2016-03-054-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a three (3) year contract for Fertilizer/Herbicide Application Services to the low bidder meeting specifications: *Green Meadows Lawnscape of Rochester Hills, MI,* for Proposals A-B at unit prices contained on the bid tabulation for an estimated annual cost of $22,667.80, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring December 31, 2018.

BE IT FURTHER RESOLVED, That the contract is **CONTINGENT** upon contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

BLANKET ORDER

No. 2016-00001444
DATE: 04/12/2016
PAGE: 1 of 1
FOB DESTINATION

Ship To
CITY OF TROY
Parks - Municipal Grounds
4695 ROCHESTER ROAD
TROY, MI 48085

Bill To
CITY OF TROY
Parks - Municipal Grounds
4695 ROCHESTER ROAD
TROY, MI 48085

EXPIRATION DATE
12/31/2016
COUNCIL RESOLUTION
2016-03-054-J-4a

VENDOR NO. 163038

Vendor
GREEN MEADOWS LAWNSCAPE INC
2359 AVON INDUSTRIAL DRIVE
ROCHESTER HILLS, MI 48309

COPY

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
75	Acres	PROPOSAL A Spring Application Liquid Weed/Feed for Municipal Facilities, Medians, Parks.	59.0000	$4,454.50
75	Acres	PROPOSAL A- Fall Application Liquid Weed & Feed Medians, and Parks.	59.0000	$4,454.50
58	Acres	PROPOSAL B - Early Spring Application Fertilizer and Pre-Emergent for Parks, Athletic Fields, Municipal Property and DDA Medians	59.0000	$3,439.70
58	Acres	PROPOSAL B - Spring Application Liquid Weed and Feed for Parks, Atheltic Fields, Municipal Property and DDA Medians	59.0000	$3,439.70
58	Acres	PROPOSAL B - Summer Application Fertilizer and Grub Control for Parks, Athletic Fields, Municipal Property and DDA Medians.	59.0000	$3,422.00
58	Acres	PROPOSAL B - Fall Application Liquid Weed and Feed for Parks, Athletic Fields, Municipal Property and DDA Medians.	59.0000	$3,439.70
1	Each	In accordance with your bid submission opened 3/3/2016 and approved by City Council on Monday, 3/21/2016.	0.0000	$0.00
1	Each	As per the City of Troy procedures for Vendor reinstatement; Bid Surety Check #26107331 in the amount of $1,500.00 will be held for the duration of the contract. Cash receipt #: 2016-00031853.	0.0000	$0.00
		Entered By: MaryBeth Murz		$22,650.10

Special Instructions:

YEAR ONE (1) OF A POTENTIAL THREE (3) YEAR CONTRACT TO PROVIDE FERTILIZER/HERBICIDE APPLICATION SERVICES; IN ACCORDANCE WITH THE SPECIFICATIONS FOR ITB-COT 16-10 AT THE PRICES STATED ABOVE. CERTIFICATE OF INSURANCE & ENDORSEMENT IS REQUIRED TO BE ON FILE. CITY COUNCIL AWARD DATE: 3/21/2016.

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED. MaryBeth Murz

CITY OF TROY
PURCHASE ORI
FERTILIZER/HERBICIDE APPLICATION SERVICES

VENDOR NAME:	Green Meadows Lawnscape
	Rochester Hills, MI
CHECK #:	#26107331
CHECK AMOUNT:	$1,500.00

PROPOSAL: FURNISH THREE (3)YEAR REQUIREMENTS OF FERTILIZER/HERBICIDE APPLICATION SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS.

PROPOSAL A:			Cost per Acre per Application
75.5 Acres	2016	Spring Application Liquid Weed & Feed	$59.00
		Fall Application Liquid Weed & Feed	$59.00
75.5 Acres	2017	Spring Application Liquid Weed & Feed	$59.00
		Fall Application Liquid Weed & Feed	$59.00
75.5 Acres	2018	Spring Application Liquid Weed & Feed	$59.00
		Fall Application Liquid Weed & Feed	$59.00
ESTIMATED THREE (3) YEAR PROPOSAL A TOTAL:			$26,727.00
PROPOSAL B:			Cost per Acre per Application
58.3 Acres	2016	Early Spring Application Fertilizer & Pre-Emergent	$59.00
		Spring Application Liquid Weed & Feed	$59.00
		Summer Application Fertilizer & Grub Control	$59.00
		Fall Application Liquid Weed & Feed	$59.00
58.3 Acres	2017	Early Spring Application Fertilizer & Pre-Emergent	$59.00
		Spring Application Liquid Weed & Feed	$59.00
		Summer Application Fertilizer & Grub Control	$59.00
		Fall Application Liquid Weed & Feed	$59.00
58.3 Acres	2018	Early Spring Application Fertilizer & Pre-Emergent	$59.00
		Spring Application Liquid Weed & Feed	$59.00
		Summer Application Fertilizer & Grub Control	$59.00
		Fall Application Liquid Weed & Feed	$59.00
ESTIMATED THREE (3) YEAR PROPOSAL B TOTAL:			$41,276.40
ESTIMATED ANNUAL ONE (1) YEAR GRAND TOTAL PROPOSAL A & B:			**$22,667.80**
ESTIMATED GRAND TOTAL PROPOSALS A & B:			$68,003.40

INSURANCE:		Yes
PROPOSED Pre-emergent Herbicide(s)		
	MSDS Sheets: Y or N	Yes
PROPOSED Broadleaf Herbicide(s)		
	MSDS Sheets Y or N	Yes
SITE INSPECTION:		
	Y/N	Yes
	DATE	Several Times
CONTACT INFORMATION:		
	Hours of Operation	7AM-6PM
	24HR Contact #	586.707.1499
PROGRESS PAYMENTS:		Blank
PAYMENT TERMS:		30 Days
EXCEPTIONS:		None
MICHIGAN BUSINESS PESTICIDE LICENSE#:		#630375
BIDDER'S GENERAL QUESTIONNAIRE:		Yes
REFERENCES:		Yes
ACKNOWLEDGEMENT:		Yes

CITY COUNCIL AGENDA ITEM

Date: March 16, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Timothy Richnak, Public Works Director
Kurt Bovensiep, Public Works Manager

Subject: Standard Purchasing Resolution 2: Award To Low Bidder meeting Specifications - Fertilizer/Herbicide Application Services

History

The Parks Division is responsible for the maintenance of all municipal property including turf. In an effort to minimize weed growth and promote good turf the Parks Division contracts the application of fertilizer and herbicide to municipal property including medians, municipal buildings, parks, and athletic fields. Because the athletic fields are irrigated, these locations receive four annual applications and the remaining locations receive two applications.

Purchasing

On March 3, 2016 a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from firms interested in providing seasonal requirements for Fertilizer/Herbicide Application Services. Companies were notified via the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. 319 vendors were notified via the MITN website. Six (6) bid responses were received. Below is a detailed summary of the vendor responses.

Companies notified via MITN	319
Troy Companies notified via MITN	9
Troy Companies notified Active email Notification	9
Troy Companies - Active Free	0
Companies that viewed the bid	22
Troy Companies that viewed the bid	2

***MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

Active MITN *non-paying* members are responsible to monitor and check the MITN website for opportunities to do business with the City.

After reviewing the proposal and researching the products proposed, *Green Meadows Lawnscape of Rochester Hills, MI* was the lowest responsible bidder meeting specifications and is being recommended for the application of fertilizer and herbicide on municipal property. Green Meadows Lawnscape is also the approved contractor for the City's Rough Mow Services.

Financial

Funds for Fertilizer/Herbicide Application Services are budgeted in the Parks Division operating budgets.

Recommendation

City management recommends awarding a three (3) year contract to provide Fertilizer/Herbicide Application Services to the low bidder meeting specifications; *Green Meadows Lawnscape of Rochester Hills, MI* at unit prices as contained in the attached bid tabulation for an estimated total annual cost of $22,667.80, with the recognition that this estimate may increase but not to exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates and all other specified requirements.

STANDARD PURCHASING RESOLUTION 1 – Bid Award – Low Bidder Meeting Specifications

RESOLVED, That Troy City Council hereby **AWARDS** a **one** (1) year contract with the option to renew for two (2) additional years for Fertilizer/Herbicide Application Services to the low bidder meeting specifications; *Green Meadows Lawnscape of Rochester Hills, MI* for Proposals A-B at unit prices contained on the bid tabulation for an estimated annual cost of $22,667.80, a copy of which shall be ATTACHED to the original Minutes of this meeting, with the contract expiring December 31, 2018.

BE IT FURTHER RESOLVED, That the contract is contingent upon contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

CITY OF TROY
BID TABULATION
FERTILIZER/HERBICIDE APPLICATION SERVICES

			VENDOR NAME:	Green Meadows Lawnscape	Custom Lawn care
				Rochester Hills, MI	Burton, MI
			CHECK #:	#26107331	#1218703
			CHECK AMOUNT:	$1,500.00	$1,500.00
PROPOSAL: FURNISH ONE (1) YEAR REQUIREMENTS OF FERTILIZER/HERBICIDE APPLICATION SERVICES WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE YEAR PERIODS IN ACCORDANCE WITH THE SPECIFICATIONS.					
PROPOSAL A:				Cost per Acre per Application	
75.5 Acres	2016	Spring Application Liquid Weed & Feed		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
75.5 Acres	2017	Spring Application Liquid Weed & Feed		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
75.5 Acres	2018	Spring Application Liquid Weed & Feed		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
ESTIMATED THREE (3) YEAR PROPOSAL A TOTAL:				$26,727.00	$28,534.47
PROPOSAL B:				Cost per Acre per Application	
58.3 Acres	2016	Early Spring Application Fertilizer & Pre-Emergent		$59.00	$62.99
		Spring Application Liquid Weed & Feed		$59.00	$62.99
		Summer Application Fertilizer & Grub Control		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
58.3 Acres	2017	Early Spring Application Fertilizer & Pre-Emergent		$59.00	$62.99
		Spring Application Liquid Weed & Feed		$59.00	$62.99
		Summer Application Fertilizer & Grub Control		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
58.3 Acres	2018	Early Spring Application Fertilizer & Pre-Emergent		$59.00	$62.99
		Spring Application Liquid Weed & Feed		$59.00	$62.99
		Summer Application Fertilizer & Grub Control		$59.00	$62.99
		Fall Application Liquid Weed & Feed		$59.00	$62.99
ESTIMATED THREE (3) YEAR PROPOSAL B TOTAL:				$41,276.40	$44,067.80
ESTIMATED ANNUAL ONE (1) YEAR GRAND TOTAL PROPOSAL A & B				**$22,667.80**	$24,200.76
ESTIMATED GRAND TOTAL PROPOSALS A & B:				$68,003.40	$72,602.27
INSURANCE:				Yes	Yes
PROPOSED Pre-emergent Herbicide(s)					
			MSDS Sheets: Y or N	Yes	Yes
PROPOSED Broadleaf Herbicide(s)					
			MSDS Sheets Y or N	Yes	Yes
SITE INSPECTION:					
			Y/N	Yes	Yes
			DATE	Several Times	Mar-13
CONTACT INFORMATION:					
			Hours of Operation	7AM-6PM	8am-7pm
			24HR Contact #	586.707.1499	810.730.9150
PROGRESS PAYMENTS:				Blank	Net 30
PAYMENT TERMS:				30 Days	Net 30
EXCEPTIONS:				None	None
MICHIGAN BUSINESS PESTICIDE LICENSE#:				#630375	#250008
BIDDER'S GENERAL QUESTIONNAIRE:				Yes	Yes
REFERENCES:				Yes	Yes
ACKNOWLEDGEMENT:				Yes	Yes

ATTEST:
Susan Reisterer
Ashely Levin

Enna Bachelor

MaryBeth Murz,
Purchasing Manager

CITY OF TROY
BID TABULATION
FERTILIZER/HERBICIDE APPLICATION SERVICES

			VENDOR NAME:	Great Lakes Landscaping Warren, MI	Colegunn Services, LLC Troy, MI
			CHECK #:	#944448	#9484508644
			CHECK AMOUNT:	$1,500.00	$1,500.00
PROPOSAL: FURNISH ONE (1) YEAR REQUIREMENTS OF FERTILIZER/HERBICIDE APPLICATION SERVICES WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE YEAR PERIODS IN ACCORDANCE WITH THE SPECIFICATIONS.					
PROPOSAL A:				Cost per Acre per Application	
75.5 Acres	2016	Spring Application Liquid Weed & Feed		$63.61	$63.00
		Fall Application Liquid Weed & Feed		$63.61	$63.00
75.5 Acres	2017	Spring Application Liquid Weed & Feed		$63.61	$64.50
		Fall Application Liquid Weed & Feed		$63.61	$64.50
75.5 Acres	2018	Spring Application Liquid Weed & Feed		$63.61	$66.00
		Fall Application Liquid Weed & Feed		$63.61	$66.00
ESTIMATED THREE (3) YEAR PROPOSAL A TOTAL:				$28,815.33	$29,218.50
PROPOSAL B:				Cost per Acre per Application	
58.3 Acres	2016	Early Spring Application Fertilizer & Pre-Emergent		$63.61	$63.00
		Spring Application Liquid Weed & Feed		$63.61	$63.00
		Summer Application Fertilizer & Grub Control		$63.61	$63.00
		Fall Application Liquid Weed & Feed		$63.61	$63.00
58.3 Acres	2017	Early Spring Application Fertilizer & Pre-Emergent		$63.61	$64.50
		Spring Application Liquid Weed & Feed		$63.61	$64.50
		Summer Application Fertilizer & Grub Control		$63.61	$64.50
		Fall Application Liquid Weed & Feed		$63.61	$64.50
58.3 Acres	2018	Early Spring Application Fertilizer & Pre-Emergent		$63.61	$66.00
		Spring Application Liquid Weed & Feed		$63.61	$66.00
		Summer Application Fertilizer & Grub Control		$63.61	$66.00
		Fall Application Liquid Weed & Feed		$63.61	$66.00
ESTIMATED THREE (3) YEAR PROPOSAL B TOTAL:				$44,501.56	$45,124.20
ESTIMATED ANNUAL ONE (1) YEAR GRAND TOTAL PROPOSAL A & B				$24,438.96	$24,204.60
ESTIMATED GRAND TOTAL PROPOSALS A & B:				**$73,316.89**	$74,342.70
INSURANCE:				Yes	Yes
PROPOSED Pre-emergent Herbicide(s)					
			MSDS Sheets: Y or N	Yes	Yes
PROPOSED Broadleaf Herbicide(s)					
			MSDS Sheets Y or N	Yes	Yes
SITE INSPECTION:					
			Y/N	Yes	Yes
			DATE	2015	Febrary 18th-29th
CONTACT INFORMATION:					
			Hours of Operation	8AM	8AM-5PM
			24HR Contact #	586-756-5347	248-844-5499
PROGRESS PAYMENTS:				30 Days	
PAYMENT TERMS:				Net 30	Payment in full at completion of each application.
EXCEPTIONS:				None	None
MICHIGAN BUSINESS PESTICIDE LICENSE#:				500091	630310
BIDDER'S GENERAL QUESTIONNAIRE:				Yes	Yes
REFERENCES:				Yes	Yes
ACKNOWLEDGEMENT:				Yes	Yes

CITY OF TROY
BID TABULATION
FERTILIZER/HERBICIDE APP. SERVICES

		VENDOR NAME:	United Lawnscape, Inc.	Davey Tree Expert Co
			Warren, MI	Kent, OH
		CHECK #:	#1145230120	#26875560
		CHECK AMOUNT:	$1,500.00	$1,500.00
PROPOSAL: FURNISH ONE (1) YEAR REQUIREMENTS OF FERTILIZER/HERBICIDE APPLICATION SERVICES WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE YEAR PERIODS IN ACCORDANCE WITH THE SPECIFICATIONS.				
PROPOSAL A:			Cost per Acre per Application	
75.5 Acres	2016	Spring Application Liquid Weed & Feed	$72.00	$149.67
		Fall Application Liquid Weed & Feed	$72.00	$149.67
75.5 Acres	2017	Spring Application Liquid Weed & Feed	$72.00	$149.67
		Fall Application Liquid Weed & Feed	$72.00	$149.67
75.5 Acres	2018	Spring Application Liquid Weed & Feed	$72.00	$154.17
		Fall Application Liquid Weed & Feed	$72.00	$154.17
ESTIMATED THREE (3) YEAR PROPOSAL A TOTAL:			$32,616.00	$68,480.01
PROPOSAL B:			Cost per Acre per Application	
58.3 Acres	2016	Early Spring Application Fertilizer & Pre-Emergent	$92.00	$154.29
		Spring Application Liquid Weed & Feed	$72.00	$154.29
		Summer Application Fertilizer & Grub Control	$92.00	$182.59
		Fall Application Liquid Weed & Feed	$72.00	$154.29
58.3 Acres	2017	Early Spring Application Fertilizer & Pre-Emergent	$92.00	$154.29
		Spring Application Liquid Weed & Feed	$72.00	$154.29
		Summer Application Fertilizer & Grub Control	$92.00	$182.59
		Fall Application Liquid Weed & Feed	$72.00	$154.29
58.3 Acres	2018	Early Spring Application Fertilizer & Pre-Emergent	$92.00	$158.90
		Spring Application Liquid Weed & Feed	$72.00	$158.90
		Summer Application Fertilizer & Grub Control	$92.00	$188.07
		Fall Application Liquid Weed & Feed	$72.00	$158.90
ESTIMATED THREE (3) YEAR PROPOSAL B TOTAL:			$57,367.20	$114,016.73
ESTIMATED ANNUAL ONE (1) YEAR GRAND TOTAL PROPOSAL A & B			$29,994.40	$60,230.49
ESTIMATED GRAND TOTAL PROPOSALS A & B:			**$89,983.20**	$182,496.74
INSURANCE:			Yes	Yes
PROPOSED Pre-emergent Herbicide(s)				
		MSDS Sheets: Y or N	Yes	Yes
PROPOSED Broadleaf Herbicide(s)				
		MSDS Sheets Y or N	Yes	Yes
SITE INSPECTION:				
		Y/N	Yes	No
		DATE	Multiple Occassions	
CONTACT INFORMATION:				
		Hours of Operation	9am - 5pm	8AM-5PM
		24HR Contact #	586-615-1304	248-371-9007
PROGRESS PAYMENTS:				
PAYMENT TERMS:			Net 30	Net 30
EXCEPTIONS:			None	None
MICHIGAN BUSINESS PESTICIDE LICENSE#:			#500104	#630007
BIDDER'S GENERAL QUESTIONNAIRE:			Yes	Yes
REFERENCES:			Yes	Yes
ACKNOWLEDGEMENT:			Yes	Yes

February 16, 2016
Addendum 1
ITB-COT 16-10
Fertilizer/Herbicide Application

To All Bidders:

Please be advised that as a result of a question received the City of Troy Purchasing Department has authorized the following clarification(s) and or change(s) to the specifications for ITB-COT 16-10, FERTILIZER/HERBICIDE APPLICATION. The clarification(s) and or change(s) will be considered an integral part of the original proposal document.

QUESTION: In reading the specifications for fertilization ITB-COT 16-10; I have a question regarding the 3 year bond. Is it acceptable to be bonded for each year for a total of 3 years?
ANSWER: Yes, refer to Paragraph 9, Instruction to Bidders:

ORIGINAL: "A cashier's check, certified check, or money order in the amount of $1,500.00 must accompany the bid to insure the bid. The two lowest unsuccessful bidders will have their bid surety returned after the bid award. BID BONDS ARE NOT ACCEPTABLE. The bid surety will be returned to the successful bidder(s) upon submission of the specified acceptable Performance, Labor and Material Bonds, and Insurance Certificates in accordance with specifications. All other bidders will have their bid deposits returned after the bid has been opened at least 72 hours."

REVISED: "A cashier's check, certified check, or money order in the amount of $1,500.00 must accompany the bid to insure the bid. The two lowest unsuccessful bidders will have their bid surety returned after the bid award. BID BONDS ARE NOT ACCEPTABLE. The bid surety will be returned to the successful bidder(s) upon submission of the specified acceptable Performance, Labor and Material Bonds, and Insurance Certificates in accordance with the bid specifications; to be provided annually for the length of the three (3) year contract. All other bidders will have their bid deposits returned after the bid has been opened at least 72 hours."

I, the undersigned bidder, have read this Addendum 1 and have integrated the clarification(s) and or change(s) into the *Bid Proposal* and *Specifications* for ITB-COT 16-10 FERTILIZER/HERBICIDE APPLICATION. ALL other items in the original bid proposal remain the same. This Addendum 1 should be attached to the top of the Bid Proposal packet at the time of submission, on or before **Thursday, March 3, 2016 at 10:00 AM EST** in the office of the City Clerk.

COMPANY: GREEN MEADOWS LAWNSCAPE

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: DAN DECLERCK

SIGNATURE: Dan D. DeClerck

ADDRESS: 2359 AVON INDUSTRIAL DR
ROCHESTER HILLS, MI 48309

DATE: 3-2-16

February 23, 2016
Addendum 2
ITB-COT 16-10
Fertilizer/Herbicide Application

To All Bidders:

Please be advised that as a result of a question received the City of Troy Purchasing Department has authorized the following clarification(s) and or change(s) to the specifications for ITB-COT 16-10, FERTILIZER/HERBICIDE APPLICATION. The clarification(s) and or change(s) will be considered an integral part of the original proposal document.

QUESTION: I have a question regarding the contract term and bond requirements. Is it acceptable to be bonded for each year for a total of 3 years?
ANSWER: ITB-COT 16-10 Fertilizer/Herbicide Application Services **Term of Contract has changed** and the **Bonding Requirements** for this contract have been removed.

Term of Contract

From:
THREE YEAR Requirements of Fertilizer/Herbicide Application Services in accordance with all bid specifications.
To:
ONE (1) Year Requirements of Fertilizer/Herbicide Application Services with the option to renew for TWO (2) additional one year periods in accordance with all bid specifications.

Bonding Requirements

From:

A cashier's check, certified check, or money order in the amount of $1,500.00 must accompany the bid to insure the bid. Unsuccessful bidders will have their bid surety returned after the bid award. **BID BONDS ARE NOT ACCEPTABLE.** The bid surety will be returned to the successful bidder(s) upon submission of the specified acceptable Performance, Labor and Material Bonds, and Insurance Certificates in accordance with the bid specifications; to be provided annually for the length of the three (3) year contract. All other bidders will have their bid deposits returned after the bid has been opened at least 72 hours.

To:

A cashier's check, certified check, or money order in the amount of $1,500.00 must accompany the bid to insure the bid. Unsuccessful bidders will have their bid surety returned after the bid award. **BID BONDS ARE NOT ACCEPTABLE.** Upon award to the successful bidder, the bid deposit will be retained and deposited as a performance surety until successful completion of all contract requirements. The successful bidder shall provide a current Certificate of Insurance and Insurance Endorsement to be on file at all times for duration of contract in accordance with the bid specifications. All other bidders will have their bid deposits returned after the bid has been awarded and approved by City Council.

I, the undersigned bidder, have read this Addendum 2 and have integrated the clarification(s) and or change(s) into the *Bid Proposal* and *Specifications* for ITB-COT 16-10 FERTILIZER/HERBICIDE APPLICATION. ALL other items in the original bid proposal remain the same. This Addendum 2 should be attached to the top of the Bid Proposal packet at the time of submission, on or before **Thursday, March 3, 2016 at 10:00 AM EST** in the office of the City Clerk.

COMPANY: GREEN MEADOWS LAWNSCAPE

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: DAN DECLERCK

SIGNATURE: Dan D. DeClerck

ADDRESS: 2354 AVON INDUSTRIAL DRIVE
ROCHESTER HILLS, MI 48309

DATE: 3-2-16

CITY OF TROY
BID PROPOSAL

The undersigned proposes to furnish **THREE YEAR REQUIREMENTS OF FERTILIZER / HERBICIDE APPLICATION SERVICES** in accordance with the attached specifications, which are to be considered an integral part of this proposal at the following prices.

COMPANY NAME: GREEN MEADOWS LAWNSCAPE

Section List:

Instruction to Bidders (2 Pages)	Contract Documents/Forms (4 Pages)
Bid Proposal (8 Pages)	Public Act 57 (2 Pages)
Vendor Questionnaire (1 Pages)	Insurance Certificate (1 Page)
Specifications – Fertilizer/Herbicide Application Services (6 Pages)	Statement of No Bid (1 Page)

Proposals		Description	Pricing	Pricing	Pricing
Estimated Quantity		In accordance with the attached specifications	Cost per acre per application	Cost per acre per application	Cost per acre per application
			2016	2017	2018
A	75.5 acres	Spring Application Liquid Weed and Feed	$ 59.00	$ 59.00	$ 59.00
		Fall Application Liquid Weed and Feed	$ 59.00	$ 59.00	$ 59.00
B	58.3 acres	Early Spring Application Fertilizer and Pre-Emergent	$ 59.00	$ 59.00	$ 59.00
		Spring Application Liquid Weed and Feed	$ 59.00	$ 59.00	$ 59.00
		Summer Application Fertilizer and Grub Control	$ 59.00	$ 59.00	$ 59.00
		Fall Application Liquid Weed and Feed	$ 59.00	$ 59.00	$ 59.00

Note: The number of applications may be increased depending upon weather conditions.

UNIT PRICES:
Unit prices (cost per acre) shall prevail. The City of Troy Purchasing Department will correct all extension errors.

COMPANY NAME: GREEN MEADOWS LAWNSCAPE

PI-079 (07/03)

Michigan Department of Agriculture & Rural Development
Pesticide and Plant Pest Management Division
Pesticide Application Business License

License No: 630375
Issue Date: 02/17/2016
Expiration: 12/31/2016

Issued To:

GREEN MEADOWS LAWNSCAPE, INC.
2359 AVON INDUSTRIAL DRIVE
ROCHESTER HILLS, MI 48309-
Category(ies): 3A, 3B, 6, 7A*, 7F*

Mailing Address:

GREEN MEADOWS LAWNSCAPE, INC.

2359 AVON INDUSTRIAL DRIVE
ROCHESTER HILLS, MI 48309-

PAB

JAMIE CLOVER ADAMS
Director of Agriculture
& Rural Development

This license is issued in accordance with the provisions of Act451, Part 83, PA of 1994, as amended & is only valid for the establishment, address, and categories listed above. Categories with an (*) are RESTRICTED (see back). This license is not transferable.

ACREAGE:
The City of Troy reserves the right to add or delete acreage depending upon need. Even though the acreage figures are reasonably accurate, the totals may vary and are therefore estimated. It is important that each bidder verify the sites.

INFORMATION:
For general information or questions about the specifications, please contact **Kurt Bovensiep,** Public Works Manager at 248-524-3489 or k.bovensiep@troymi.gov between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

ESTIMATED QUANTITIES:
Quantities stated are estimated and good faith estimates of the amount of work required. The City will not be penalized for requiring more or less than the stated quantities. ***The City will pay the quoted price for all work completed during the entire contract period if additional areas and or applications are required.*** The quantities stated will be used for award purposes only. The quantity of fertilizer/herbicide used will be in accordance with the specifications and meet all parameters of the specifications.

APPLICATION SERVICES:
Application of product shall be in accordance with manufacturer's instructions and all local, state, and/or federal regulations. The city designee will assist the Contractor to develop the application schedules for the respective locations with the successful bidder(s).

SITE INSPECTION:
Bidders should examine the sites to determine the amount of work to be done in accordance with the specifications. If a bidder does not make a site inspection, that bidder accepts full responsibility and risk for any omissions in his/her bid proposal. Contact **Kurt Bovensiep** at **(248) 524-3489** to arrange a site visit at the various locations or request additional information between the hours of 8:00 am-4:00 pm, Monday through Friday.

(✓) Our company visited the sites on Several times.

( ) Our company did not visit the sites.

BIDDER'S GENERAL QUESTIONNAIRE:
All bidders shall fill out completely the attached general questionnaire and submit it with the bid proposal.

AWARD:
The evaluation and award of this bid shall be a combination of factors including, but not limited to: bid price, professional competence, references, submission of MSDS sheets, equipment, and the correlation of the proposal submitted to meeting the needs of the City of Troy. The City of Troy reserves the right to award this bid to the lowest total responsible bidder(s) meeting specifications for all three years or for each year or by proposal, whatever is deemed to be in the City's best interest; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations.

PURCHASE ORDER: Once acceptable bonds and insurance are received, the successful bidder(s) will receive a purchase order issued from the City of Troy, which will create a bilateral contract issued between the City of Troy and the successful bidder. The purchase order shall commit the bidder(s) to perform the contract in accordance with specifications. A contract document will not be issued.

CONTACT INFORMATION:
Hours of operation: 7 - 6 pm 24 Hr. Contact Phone No. 586 707-1499

LICENSE:
State of Michigan Business Pesticide Application License #: 630375

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LOCAL PREFERENCE:
The City of Troy reserves the right to award a contract to a local business, one which pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, then the local vendor is given one chance to match the low bid.

BID DEPOSIT AND FORFEITURE: The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy of fair competition.

CONTRACT FORMS:
Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment and the Certification regarding "Iran Linked Business" forms and return with your bid proposal.

PUBLIC ACT 57:
Public Act 57 requires contractors to provide certain notices to governmental entities concerning improvements on real property; to allow for modifications of contracts for improvement of real property; to provide for remedies; and to repeal acts and parts of acts. This contract shall comply with all applicable provisions of Public Act 57 [a copy of the act is attached for reference (2 pages)].

CONTRACT TERMINATION:
The City of Troy shall reserve the right to terminate the contract upon written notice due to poor performance. The City of Troy designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Troy's best interest and will be final. The City of Troy reserves the right to re-award the contract to the next low bidder or re-bid the contract.

TERMINATION FOR CONVENIENCE:
The City may cancel the contract for its convenience, in whole or in part, by giving the contractor written notice 30 days prior to the date of cancellation. If the City chooses to cancel this contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

BOND SUBMITTAL:
Subsequently, upon notice of award to the successful bidder(s), the Contractor(s) shall qualify for, sign, and deliver to the City of Troy an executed Performance Bond, and a executed Labor and Materials Payment Bond that is secured by a surety company, acceptable to the City of Troy by being licensed to do business in Michigan, and be included on the U.S. Treasury Department Surety List and/or have a rating of A- or better by A.M. Best, and/or Standard and Poors, on standard AIA forms, **each in the amount of one hundred (100%) of the total contract sum.** Attorneys-in-fact, who sign Performance Bonds must file a certified copy of their power of attorney to sign such bonds. The Contractor(s) shall pay the cost of all bond premiums.

PROGRESS PAYMENTS:
The City of Troy will consider a progress payment schedule for work as completed in accordance with specifications. The Superintendent of Parks, Streets, and Drains or designated City Representative will have final approval of the schedule as presented. No payments for work will be made until the designated City representative approves the work as complete in accordance with specifications. Prior to release of the final payment, consent of surety document (A1A Document G707) will be required and signed by the surety Company. The City of Troy reserves the right to reject the payment schedule if deemed necessary, and determine the final schedule.

Proposed Payment Schedule:

_____

_____

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SUBCONTRACTORS:
The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council.

DOWNPAYMENTS AND PREPAYMENTS: Any proposal submitted which requires a down payment or prepayment of any kind prior to delivery of materials and acceptance of the work, as being in conformance with specifications will not be considered for award.

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a financial report from an impartial Financial Credit Reporting Service before award of contract.

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Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

(✓) We can meet the specified insurance requirements.

( ) We cannot meet the specified insurance requirements.

( ) We do not carry the specified limits but can obtain the additional insurance coverage of $ _____, at the cost of $_____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

( ) Our proposal is reduced by $_____ if we lower the requirement to $ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:
A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

WORKERS' COMPENSATION INSURANCE, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

COMMERCIAL GENERAL LIABILITY INSURANCE on an "Occurrence Basis" with limits of liability not less than $1,000.000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

AUTOMOBILE LIABILITY, including Michigan No-Fault Coverages, with limits of liability not less than $1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

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ADDITIONAL INSURED:
Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds:*** The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

CANCELLATION NOTICE:
All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy
Purchasing Manager
500 West Big Beaver
Troy, MI 48084

PROOF OF INSURANCE COVERAGE:
The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

LETTER VERIFICATION:
The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. *The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder* or the bidder will be considered non-responsive and the bid un-awardable. This process will occur before presentation of the award recommendation to the Troy City Council.

FINAL INSURANCE CERTIFICATE SUBMISSION:
After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

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Following *information* **must be** submitted with bid.

Proposed Pre-emergent Herbicide(s)

Dimension

○ See attached

● *MSDS Sheet(s) attached to bid* ○ Sample of label(s) attached to bid

Proposed Broadleaf Herbicide(s)

THREE WAY

○ See attached

● *MSDS Sheet(s) attached to bid* ○ Sample of label(s) attached to bid

Note that this list does not lock you into these herbicides. The City acknowledges that annual conditions could require the use of alternate or additional herbicides. Use of herbicides other than those listed will require written City approval before application. Use of approved alternatives and additional herbicides will be at no additional cost to the City. (See General Specifications, page 1 of 6, item #4)

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