



Antrim County Road Commission

DIETER AMOS, Kewadin
GODFREY "PETE" HOOGERHYDE, Elmira
FRED HUNT, Jr., Bellaire
BURT R. THOMPSON, P.E., Engineer-Manager
DALE E. FARRIER, Office Manager

March 6, 2020

REQUEST FOR BIDS – ROADSIDE MOWING

Sealed bids will be received until 1:00 PM, Monday, April 13, 2020, at which time they will be publicly opened and read. Bids shall be received at the office of the Antrim County Road Commission, PO Box 308, 319 E Lincoln St, Mancelona, Michigan 49659-0308. Bids will be tabulated and a recommendation will be made to the Board of County Road Commissioners at their next regular meeting.

The Antrim County Road Commission (ACRC) requests bids for roadside mowing on state trunklines and all primary and local roads not designated as seasonal.

Specifications for required work can be downloaded at <http://www.antrimcrc.org/bid-requests-and-tabulations/> or contact our office for other arrangements.

Bids shall be submitted on the attached bid submittal.

Label bid "**ROADSIDE MOWING BID**" plainly on the outside of a sealed envelope.

The Antrim County Road Commission reserves the right to accept or reject any or all bids, to waive any irregularity or defect in a bid, or to accept that bid which in the opinion of the Road Commission is in the best interest of the county.

Burt R. Thompson, P.E.
Engineer-Manager

Encl: Bid Submittal Form
Roadside Mowing Bid Specifications

Antrim County Road Commission

2020 Mowing Bid Submittal

Due: April 13, 2020, 1:00 PM

Mowing Single Width	\$_____ mile
Approximately 974 miles	Total \$_____
Mowing Double Width	\$_____ mile
Approximately 130 miles	Total \$_____
Grand Total for contract	\$_____

ACKNOWLEDGMENT

I acknowledge that I have thoroughly read all the pages of this document and that if awarded the bid, work will be done in full accordance with same.

Company name

Signature

Printed name

Title

Mailing address

City, State and zip

Date

Phone

Cell phone

Email

**Antrim County Road Commission
Roadside Mowing Bid Specifications**

General Description of Work Performed

The Antrim County Road Commission (ACRC) is considering to contract for roadside mowing services on state trunkline and county roads.

Scope of Work

Specifications for this contract covers furnishing all labor, equipment, tools, and traffic control devices, as required, for the roadside mowing of specific roads throughout the county including certain clear vision areas.

Insurance Requirements

Certificates of insurance with the following coverage and minimum limits must be on file with the ACRC before work begins.

General Liability \$ 2,000,000 each occurrence (Recommended)
 \$ 1,000,000 each occurrence (Minimum)

In addition, the General Liability insurance shall be endorsed to add the Board as an “Additional Insured Party” on the policy. The endorsement should include the following language:

“The Board of County Road Commissioners of Antrim County, the Antrim County Road Commission and their officers, agents and employees, are named as additional insured parties as their interest may appear.”

1. **Bodily Injury and Property Damage Other Than Automobile.** Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily Injury and Property Damage Liability:
Each Occurrence: \$1,000,000
Aggregate: \$2,000,000

2. **Bodily Injury Liability and Property Damage Liability Automobile.** Unless otherwise specifically required by special provision, the minimum limits of bodily injury liability and property damage liability shall be:

Bodily Injury Liability:
Each Person: \$500,000

Each Occurrence: \$1,000,000

Property Damage Liability:

Each Occurrence: \$1,000,000

Combined Single Limit for Bodily Injury and property Damage Liability:

Each Occurrence: \$2,000,000

Term of Contract

This contract shall cover the mowing season of 2020. This contract may be extended for up to two (2) one (1) year periods upon written agreement of both parties.

Authorization to Start

The Contractor shall not start any work until the ACRC has provided written authorization to start.

Cancellation of Contract Provisions

The ACRC shall have the right to cancel the contract for non-performance/inadequate performance should an inspection by the designated representative reveal that the Contractor's performance and/or work results in any non-acceptable maintenance condition.

The designated representative at the time of the first circumstance shall call for a meeting with the Contractor to issue a written warning of possible contract termination should the condition continue. If the condition should repeat itself a second time, written notice of termination shall be sent.

Submission of bid will be construed as a conclusive presumption that the Contractor is thoroughly familiar with the bid requirements and specifications and that the Contractor understands and agrees to abide by each and all of the stipulations and requirements contained therein.

Assignment Clause

The contract between the ACRC and the Contractor may not be assigned to a third party without the written consent of the ACRC.

Discrimination Clause

The Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, of any matter directly or indirectly related to employment because of his/her race, color, religion, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of this Contract.

Contractor Equipment

Contractor shall provide all equipment necessary to accomplish the required mowing within the schedule listed. A minimum of two commercially available tractors each with a minimum of 55 horsepower at the power take off shall be provided.

Mower decks shall have all necessary guards in place so that debris does not get ejected from mower. All equipment shall have all required safety equipment as required by federal and/or state law, rules and regulations.

It shall be the responsibility of the Contractor to comply with all applicable requirements regarding the operation of a motor vehicle upon the public highway. The Contractor shall be responsible to maintain equipment in safe operating condition and any defective equipment shall be removed from service until proper repairs are made, after which the equipment may be returned to service.

Equipment shall be equipped with warning devices as required by the Michigan Motor Vehicle Code. At least one amber rotating/flashing light visible for 360 degrees shall be installed on all equipment.

Contractor's employees shall operate all equipment in compliance with all applicable State of Michigan statutes and regulations including, but not limited to, the Motor Vehicle Code.

Specific Requirements

The Contractor shall identify a primary contact person and provide their 24 hour contact number. The Contractor shall provide a secondary contact person and contact number.

The ACRC will furnish one, FM radio equipped with GPS location technology for each primary piece equipment the Contractor intends to use on a daily basis. Additional radios may be installed in back up equipment but the ACRC will not cover the cost of the radio or installation. Installation shall be performed by a company or technician authorized by the ACRC and shall be paid for by the Contractor. Radio equipment shall not be tampered with and shall be fully operational at all times the Contractor is performing work for the ACRC. Contractor is to return ACRC owned radios at the end of contract period. The Contractor shall be responsible for any damaged radio equipment. FM and GPS antennas may remain on the equipment for possible future use.

Contractor shall provide equipment that is capable and in good repair, and is found to be acceptable to the ACRC, to perform the work specified.

All equipment shall be available for ACRC inspection 14 days prior the start date of this contract.

Contractor shall insure that its employees are fully qualified and carry the required licenses, endorsements, etc., required to operate the equipment to be used.

Contractor shall provide all fuel, maintenance, repair parts, replacement cutting edges, fluids, lubricants, etc., necessary to the operation of its equipment.

The contractor shall provide weekly progress reports including a color coded map indicating dates each section of road was mowed.

Damage to public or private property shall be reported to the ACRC as soon as practicable. Contractor shall be responsible for the cost of all repairs and/or damage caused by the Contractor's operations to any ACRC infrastructure, equipment or any private property including, but not limited to, mailboxes, landscaping, culverts, public utility infrastructure, etc. Repairs shall be made immediately.

Mowing operations shall be conducted in a manner that will not create a hazard, nor hinder, restrict or impede traffic.

Payment for work performed may be withheld until satisfactory repairs are made. If the ACRC has to make repairs

Mowing Requirements

Mowing shall be a minimum of 5' for a single pass and a minimum of 10' for a double pass both measured from the outside edge of the shoulder.

Guardrail sections shall be mowed in front of the guardrail only. Mowing under and behind the guardrail is not required.

Vegetation shall be cut 4" to 6" above the level ground. All vegetation and woody stemmed brush up to and 1" diameter shall be cut.

Clear vision areas will be specifically designated by the ACRC staff. These areas are to provide adequate sight distance at certain intersections on state trunklines.

Mow within 12" of all obstructions such as street signs, traffic control signs, delineators, guard posts, utility poles, etc. Contractor is responsible to damage to any obstructions.

Contractor shall be careful of litter which shall be removed before mowing. Any litter scattered by mowing shall be bagged and removed. All costs associated with litter removal and disposal are the responsibility of the Contractor.

Mowing shall be conducted during daylight hours only. No mowing will be allowed on weekends unless prior approval is obtained from the ACRC.

On nights and weekends all equipment shall be parked in a safe manner well away from traffic and not on the outside of any curves.

Pre-maintenance meeting

The contractor shall meet ACRC supervisors prior to the start of work to discuss work schedule, equipment to be used and hours of work. Contractor shall provide a progress schedule listing locations where mowing will occur and a schedule of miles to be mowed each day.

Mowing Schedule

On the following state trunklines, M32, M66, M88, US 31 and US 131 (M32 West to south county line), and on the following county primary roads, C42, C38, 571, 593 (E Torch Lake Dr from county line to 618), 618 and Comfort Road, mowing shall not begin before June 15, 2020 and must be completed by July 2, 2020. These shall be double width.

Clear vision areas on state trunklines shall be mowed as they are approached during routine roadside mowing. There are 6 areas on M32, 4 on M66, 20 on M88, 18 on US 31 and 20 on US 131 for a total of 68 areas with a total estimated acreage of 21.3. Payment for mowing clear vision area shall be included in the unit price for double width mowing.

On all other county primary and local roads, excluding all seasonal roads, mowing shall begin on or after July 6, 2020 and must be completed by September 3, 2020. These shall be single width.

Seasonal roads will not be mowed.

Estimated miles for Single Width: 674 centerline miles
Estimated miles for Double Width: 130 centerline miles

Mowing within incorporated village limits is not required and is excluded from these mileage estimates.

These quantities are estimates only and payment will be made on actual miles mowed.

Payment for Services

Invoices will be paid within 30 days of receipt.

Bidding requirements

Bidder shall submit a bid on the attached bid submittal form.

Bidder shall include with the bid submittal a list of equipment with all pertinent information including year, make, model, special equipment attached, etc., that it intends to use for this contract.

Contractor shall provide a performance bond or certified check equal to 10% of the total contract amount.

Label bid "**ROADSIDE MOWING BID**" plainly on the outside of a sealed envelope.

The Antrim County Road Commission reserves the right to accept or reject any or all bids, to waive any irregularity or defect in a bid, or to accept that bid which in the opinion of the Road Commission is in the best interest of the county.

For information on this bid request contact Burt Thompson at 231-587-8521 or bthompson@antrimcrc.org.