

**ADVERTISEMENT FOR BIDS
CITY OF ALMA
PRIVATE LOT MOWING**

Sealed bids will be received by the City of Alma municipal office at 525 East Superior Street, Alma, Michigan, 48801, until 3 p.m., Eastern Daylight Time, Wednesday April 22, 2026 at which time and place all bids will be publicly opened and read for:

Mowing services for privately owned lots within the City Limits of Alma

Specifications and General Provisions upon which the bid is to be placed can be obtained at the City of Alma Municipal Office at 525 East Superior Street, Alma, Michigan.

The City of Alma reserves the right to reject any or all bids, or any part of same, to waive any irregularities or informalities, and to make the award in part or entirety as may appear to be in the best interest of the City of Alma.

The City of Alma does not discriminate on the basis of race, color, age, religion, sex, national origin nor does it discriminate on the basis of handicap status in admission or access to, or treatment in, its programs and activities. The City of Alma is an equal opportunity employer.

Michael J. Karr
Code Enforcement Official
City of Alma

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BIDDER CHECK LIST

- Examination of contract documents
- Familiarity with construction site
- Bid proposal completed:
- Bid amount correct
- Bid signed
- Bid submitted in a sealed envelope clearly marked
- Contractor references provided
- Bid submitted before bid date

(TO BE COMPLETED FOLLOWING ACCEPTANCE OF BID)

**CITY OF ALMA
AGREEMENT**

This Agreement is dated as of the _____ day of _____ in the year 20____, between the City of Alma, hereinafter called OWNERS, and _____, hereinafter called CONTRACTOR.

OWNERS AND CONTRACTOR, in consideration of the mutual covenants set forth herein, agree as follows:

ARTICLE 1 - WORK

Contractor shall complete the work as specified and indicated in the Contract documents, generally described as follows:

Mowing Services

ARTICLE 2 - CONTRACT PERIOD

May 1, 2026 through October 31, 2026

ARTICLE 3 - CONTRACT PRICE

OWNERS will pay CONTRACTOR for performance of the work in accordance with the Contract

Documents in current funds as follows: _____ dollars

ARTICLE 4 - PAYMENTS

OWNERS will make payments in accordance with the General Provisions.

ARTICLE 5 - CONTRACT DOCUMENTS

The complete Contract between OWNER and CONTRACTOR consists of the following:

AGREEMENT

INVITATION TO BID

GENERAL PROVISIONS

BID PROPOSAL

NOTICE OF AWARD SPECIFICATIONS

ARTICLE 6 - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this contract in at least 2 counter parts, each of which shall be deemed an original, the day and year first above written.

WITNESS:

CONTRACTOR:

_____ LS

(Signature)

TITLE: _____

WITNESS:

OWNER: City of Alma

_____ LS

BY: _____

TITLE: _____

DO NOT DETACH - RETURN ALL PAPERS

**PROPOSAL FOR
CITY OF ALMA MOWING SERVICES**

Sealed bids will be received by the City of Alma at the City of Alma, municipal building, 525 E. Superior Street, Alma, Michigan 48801, until 3:00 p.m., Eastern Daylight Time, Wednesday, April 22, 2026 at which time and place all bids will be publicly opened and read.

Name of Bidder: _____

Address of Bidder: _____

_____ Zip Code _____

Telephone No. _____

GENERAL PROVISIONS

City of Alma Mowing Services

GENERAL DESCRIPTION:

The contractor shall furnish all labor, material, supplies, power, machinery, tools and equipment to provide mowing services as defined herein.

LOCATION:

Parcels indicated during contract period by City Code Official within the corporate limits of the City of Alma having growth of vegetation greater than 10 inches.

CONTRACT PERIOD (1ST year renewal):

May 1, 2026 through October 31, 2026

EXAMINATION OF CONTRACT DOCUMENTS AND SITE:

Before submitting a bid, each bidder shall:

Examine the Contract Documents thoroughly;

Visit the site to become familiar with local conditions that may in any manner affect cost, progress or performance of the work;

Become familiar with all laws, rules, and regulations that may in any manner affect cost, progress or performance of the work;

Study and carefully correlate bidder's observations with the Contract Documents.

BID FORM:

Each bid shall be made on the form provided and shall be submitted in a sealed envelope bearing the title of work and the name of the bidder. All blank spaces for bid prices must be filled in with ink or typewritten. All bids must be signed.

Modifications: Alternate written bids submitted may be considered; however, final determination as to suitability and compliance with the Specifications and General Provisions will be with the City of Alma.

Delivery of Bids: Bids will be delivered by the time and to the place stipulated in the Advertisement for Bid. It is the sole responsibility of the bidder to see that their bid is received in the proper time. Any bid received after the bid opening date and time shall be returned to the bidder unopened.

BID OPENING:

Bids will be opened and publicly read aloud at the time and place set forth in the Advertisement for Bid.

GP-I

WITHDRAWAL OF BIDS:

Any bidder may withdraw their bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids.

Each bid shall be considered binding and in effect for a period of forty-five (45) days after the date of opening set forth in the Advertisement for Bid.

ERRORS AND OMISSIONS:

Instructions will be given should any errors or omissions in the proposal be called to the attention of the City of Alma not less than three working days before bids are due. The bidder shall not be allowed to take advantage of any such errors or omissions. Instructions will be in the form of written addenda to the specifications which, if issued will be mailed to all prospective bidders (at the respective address furnished for such purposes), not later than three days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

RIGHT TO REJECT:

The right to reject any or all proposals or to accept the bid judged as most satisfactory for its requirements is expressly reserved by the City of Alma.

CONTRACT AWARD:

The successful bidder will be notified of the contract award by written notice from the City of Alma Code Enforcement Official.

CONTRACT DEFINED:

The contract shall consist of the proposal by the bidder, general provisions, specifications, City of Alma purchase order (or Notice of Award), and all written supplemental agreements executed by the contracting parties. The contract may not be assigned or sublet without written consent of the City of Alma.

AGREEMENT:

Concurrently with execution and delivery of Agreement, Contractor shall deliver to the city certificates of insurance as required herein.

At least two (2) copies of the Agreement and such other documents, as required, will be signed by the City of Alma and Contractor within seven (7) days of the Notice of Award. The City of Alma will sign the agreement upon receipt of certificates of insurance and contractor executed Agreement.

ANTIDISCRIMINATION CLAUSE:

The parties hereto hereby covenant not to discriminate against any employee or applicant for employment to be employed in the performance of this agreement, with respect to his or her hire, tenure, terms, conditions or privileges of employment, race, color, religion, national origin or ancestry, or because of his or her age or sex, except where based on a bona fide occupational qualification, and to require a similar covenant on the part of any subcontractor employed in the performance of this contract.

INSPECTION:

Services will be subject to inspection by the City of Alma and its authorized agents as to their general and specific compliance with specifications.

PAYMENTS:

After Contractor has furnished all material and/or completed all work as specified herein, payment will be processed. The City of Alma may require full unconditional waiver of liens from all material suppliers and subcontractors prior to processing final payment.

REFERENCES:

The contractor shall include with the bid a minimum of three local references on the form provided for similar work performed. The City of Alma may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Alma all such information and date for this purpose as the City of Alma may request. The City of Alma reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the City of Alma that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

RENEWAL:

The proposed contract may be renewed for up to two (2) one-year work periods, provided that by 45 days prior to the TIME OF WORK PERFORMANCE, both parties agree to an extension under the same terms and conditions as exist in the current contract. No further renewal shall be made.

INSURANCE:

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan and acceptable to the City of Alma.

The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. Contractors who are "sole proprietor" shall submit a waiver of worker's compensation benefits on an approved City of Alma form.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 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.

Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 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.

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

Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, 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 sent to: (City Clerk, City of Alma, 525 East Superior Street, Alma, MI 48801).

Proof of Insurance Coverage: The Contractor shall provide the City of Alma at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance for all coverage as listed above.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Alma at least ten (10) days prior to the expiration date.

Local Preference Policy:

The City of Alma grants preference to businesses located in Gratiot County for City purchases. The preference given is on a sliding scale and is a differential over the low bid (if the low bid is not from Gratiot County). The scale (differential preference) is as follows:

<u>Amount of Low Bid</u>	<u>% of Differential to be Applied</u>
\$0 - \$3,500	6.0%
\$3,501 - \$7,000	4.0%
\$7,001 - and up	2.0%

In no instance shall the differential amount to be applied exceed \$1 ,500.

TERMINATION BY THE CONTRACTOR

If the work is stopped for a period of ninety (90) days under an order of any court or other public authority having jurisdiction or as a result of an act of government making materials unavailable through no act or fault of the contractor or a subcontractor or their agents or employees or any other persons performing any of the work under a contract with the contractor, or for the City of Alma's failure to make payment, the contractor may upon seven (7) days written notice to the City of Alma terminate the contract and recover from the City of Alma payment for all work executed and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.

TERMINATION BY THE CITY OF ALMA

If the contractor is adjudged bankrupt or if he makes a general assignment for the benefit of his creditors; or if a receiver is appointed on account of his insolvency; or if he persistently or repeatedly refuses or fails except in cases for which extension of time is provided to supply enough properly skilled workmen or proper materials; or if he fails to make prompt payment to subcontractors or for materials or labor or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction; or otherwise is guilty of substantial violation of a provision of the contract documents; then the City of Alma may, without prejudice to any right or remedy and after giving the contractor and his surety seven (7) days written notice terminate the employment of the contractor and take possession of the site and all materials, equipment, tools, construction equipment and machinery thereon owned by the contractor and may finish the work by whatever method he may deem expedient. In such case the contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract sum exceeds the costs of the finishing of the work, such excess shall be paid to the contractor. If such costs exceed such unpaid balance, the contractor shall pay the difference to the City of Alma.

BID PROPOSAL

PROPOSAL TO: City of Alma -

BID PROPOSAL FOR: Mowing Services within corporate limits of the City of Alma

BID OPENING: 3:00 p.m. Eastern Daylight Time, Wednesday, April 22, 2026

**TO: City Clerk, City of Alma
525 E. Superior Street
Alma, MI 48801**

The undersigned has examined the various bid documents attached hereto and is fully informed as to the requirements provided therein, the nature of the service and conditions relating to performance thereof. The undersigned hereby proposes to furnish all labor, material and equipment to provide mowing services for which bid prices are indicated below, all in accordance with the bid documents.

<u>Item No.</u>	<u>Item Description</u>	<u>Approx. Quantity</u>	<u>Unit</u>	<u>Unit Bid Price</u>	<u>Total Bid Amount</u>
1.	Finish mowing	18,500	sq. Yard	\$ _____	\$ _____
2.	Rough mowing	1	Acre	\$ _____	\$ _____

TOTAL BID AMOUNT \$ _____

Example: Lot Size 66 x 132 = 8,712 = 968 sq yards x unit bid of .05 Cents = Total Cost/Parcel of \$48.40

THE UNDERSIGNED, by execution of this bid, certifies that he is the _____ (title) of the firm named as bidder in the bid, that he signs the bid on behalf of the firm, and that he is authorized to execute the same in behalf of said firm.

NAME AND ADDRESS OF BIDDER:

Company Name: _____ Phone # _____

Address: _____

_____ Zip _____

Bid Submitted by: _____

(signature)

(title)

Print Name: _____ Date: _____

CITY OF ALMA MOWING SERVICES SPECIFICATIONS

GENERAL DESCRIPTION

The work covered by these specifications is for furnishing all labor, materials and equipment necessary to provide mowing services classified as "finish" and "rough". Work shall be performed on an as needed basis as described herein.

LOCATION OF WORK

All work shall be performed within the corporate limits of the City of Alma on individual property owner's lots that are determined by the City of Alma to be a public hazard or nuisance and or determined by the City Code Enforcement Official.

ROUGH MOWING

Rough mowing shall be performed for the specified areas as determined by the City of Alma. The rough mowing shall be performed after a complaint has been received by the City of Alma and will be forwarded accordingly with a corresponding location map to the Contractor. When completed, all growth shall be approximately six (6) inches or less in height. Rough mowing consists of areas within the City of Alma that are determined to be nonresidential in nature and will be bid and paid for on a per acre basis. Vacant lots adjacent to residential property shall be mowed in their entirety. Vacant lots not adjacent to residential property shall have a buffer zone mowed adjacent to all street frontage with a width of 20 feet, the remainder of these lots shall remain un-mowed.

FINISH MOWING

Finish mowing shall be performed after a complaint has been received by the City of Alma and will be forwarded accordingly with a corresponding location map to the Contractor. When completed, all growth shall be approximately four (4) inches or less in height. Areas around obstructions and/or facilities within the areas identified for finish mowing shall be hand trimmed as necessary when mowing equipment is unable to be used. Finish mowing generally will apply to residential lots within the City of Alma and will be bid and paid for on a square yard basis. A typical Residential lot varies in size throughout the City. A typical Residential lot is approximately 66-foot x 132-foot.

APPROVAL PROCESS

Mowing services shall not be performed without the approval of the City of Alma or designee. The Code Official or designee will contact the contractor when mowing will be needed so that said contractor will be given authorization to proceed. Said contractor will be given up to 3 days following authorization to complete the identified location(s). Once commenced, all identified areas in the respective mowing operations, shall be completed. All requests for work, notices of completion of work and invoicing shall be conducted via e-mail. Code Official shall provide the

Contractor with the parcel's address, parcel number, area in square yards (or acres for rough mowing), and a basic map indicating the location of the parcel and approximate parcel boundaries.

BASIS OF PAYMENT

Payment will be based on mowing operations completed. No partial payment will be provided until all areas designated for either finish or rough mowing are completed. Payment will be processed after receipt of an invoice from the contractor itemizing the work completed identifying the locations with respective areas quantified in accordance with the designated amounts stipulated in the bid proposal for Square Yard or Acres of mowing services completed.