

**CHARTER TOWNSHIP OF SHELBY
ORDINANCE ENFORCEMENT DEPARTMENT
REQUEST FOR QUOTATION
GRASS CUTTING – WEED CUTTING –
2018 BRUSH HOGGING- SHRUB TRIMMING**

The Charter Township of Shelby Ordinance Enforcement Department (Ordinance) is seeking bids from qualified vendors for Weed and Grass Cutting, Brush Hogging and shrub trimming of properties within the Township that are in violation of the Shelby Township Weed/Grass or Sidewalk Ordinance.

WORK HOURS: Per Township Ordinance, Selected Vendor must perform all work related to job assignment(s) between the hours of 7:00 a.m. to 7:00 pm.

SCOPE OF SERVICES TO BE PERFORMED:

Lawn Cutting : Lawn mowing services shall be provided on an as-needed basis as directed by the Shelby Township Code Enforcement Officer. The Vendor shall cut and trim all areas on the property. Any weeds around the home, garage, fence, trees, shrubs and any other needed areas must be trimmed. The cutting of longer grass which creates "windrows" shall be leveled out. The driveway and walkways shall remain free of all debris and clippings.

Shrub Trimming: On occasion, the Township will notify a homeowner of the need to trim bushes or low hanging branches which encroach upon and obstruct a sidewalk. If the work is not completed, the Township may order the bushes/limbs to be trimmed. When directed, the Vendor shall trim the bushes sufficiently to provide a clear path upon the sidewalk. Vendor shall remove any and all trimmings from the bushes.

Brush Hogging : Brush Hogging services shall be provided on an as-needed basis as directed by the Shelby Township Code Enforcement Officer. The Vendor will be cutting weeds in excess of ten (10) inches in height on various terrain .The Vendor may be required to brush hog lots up to 3 acres in size. The lots may contain obstacles and be uneven.

JOB ASSIGNMENT COMPLETION: Selected Vendor, upon notification by Ordinance Enforcement, must complete job assignment(s) **within 24 hours of notification** (weather permitting), or within time frame agreed upon between Selected Vendor and Ordinance Enforcement. Selected Vendor shall comply with directives from Ordinance Enforcement regarding the verification of the work done including but not limited to a before and after photograph. If the cut is completed by the owner prior to the Vendors' arrival, the Vendor shall not be compensated for that job.

JOB COMPLETION NOTIFICATION: Upon completion of job assignment(s), Selected Vendor must notify Ordinance Enforcement on the next business day. The Vendor shall also notify Ordinance Enforcement of any jobs that were completed by the property owner prior to the arrival of the Vendor.

INVOICE SUBMITTAL: Selected Vendor to submit invoices to Ordinance Enforcement (Building Department) on Monday of each week for job assignment(s) completed the previous week.

JOB SITE DISPUTES – INCIDENTS: Selected Vendor agrees to have an assigned Supervisor available for contact by cell phone; and, if necessary, to visit a job site in the

event of any misunderstandings that may occur; and to notify Ordinance Enforcement of all situations related to any misunderstandings at the job site.

VENDOR COMPLIANCE - WORK HOURS & JOB COMPLETION: Selected Vendors that do not comply with Ordinance requirements as set forth herein may be removed from the Vendor Bid List, with future job assignment(s) awarded to the next approved Vendor.

COSTS: Vendor must include a breakdown of all costs and fees for each of the following:

- Rate of pay per hour, per worker
- Minimum charge per job
- Brush hogging costs must include operator costs and equipment costs

BUSINESS & INSURANCE REQUIREMENTS: Vendors must be licensed and must submit Proof of Business Registration or DBA papers from the State of Michigan or County in which business is located. Vendor must be insured and must submit Proof of Liability Insurance and Worker's Compensation Insurance.

DEADLINE SUBMISSION DATE: Bids must be mailed or hand delivered in a sealed envelope marked "**RE: Ordinance Weed/Grass/Brush Hogging**", to the Shelby Township Clerk (52700 Van Dyke, Shelby Township MI 48316), by the deadline date of **Monday, April 2, 2018 at 2:00 p.m.**

QUESTIONS & INFORMATION: Please contact Richard Zavislak at (586) 726-7248 or via email to rzavislak@shelbytwp.org

The Charter Township of Shelby prefers that interested Vendors have a business located in the State of Michigan in Macomb, Oakland or Wayne County. The Charter Township of Shelby reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding, and to accept any bid in the best interest of the Township.