



Simon Zolnierek, Supervisor of Facilities
2373 Gordon Road

Phone: (989) 358-5258

Fax: (989) 358-5312

zolniereks@alpenaschools.com

Notice to All Potential Bidders For: Grass, Weed Cutting and Trimming

Addendum #2 ~ 4.3.2025 Extensions for Due Date, Clarification Requests, and Responses for Bid Request

Change on pages #1, #2, #3, #7, #11, #12

Bid due date has been extended to:

Monday, April 14, 2025 by 2:00 pm

Change on page #2

Bids will no longer be presented at the BOE Committee Meeting scheduled for April 7, 2025.

Change on page #5

Bid clarification has been extended to:

Tuesday, April 8, 2025 by 1:00 pm

Change on page #6

Bid clarification responses have been extended to:

Friday, April 11, 2025

Please remove all pages listed above and replace with the following updated pages.



REQUEST FOR BIDS

Grass, Weed Cutting and Trimming

Title: **Grass, Weed Cutting and Trimming**

Alpena Public Schools

2373 Gordon Road

Alpena, Michigan 49707

District Website: www.alpenaschools.com

Release Date: **Monday, March 24, 2025**

Due Date: **Monday, April 14, 2025**

Time: **2:00 p.m. Local Time**

FORM OF ADVERTISEMENT

Alpena Public Schools will accept sealed bids for **Grass, Weed Cutting and Trimming** until **2:00 p.m.** local time on **Monday, April 14, 2025** at Alpena Public Schools, 2373 Gordon Road, Alpena, Michigan 49707. Please send sealed bids marked **Grass, Weed Cutting and Trimming** to the Business Office at the above address. Facsimile bids will not be accepted!

Plans and/or Specifications may be obtained during regular business hours at the Central Office located at 2373 Gordon Road, Alpena MI 49707 or on the Alpena Public Schools home page, www.alpenaschools.com, under the "District" tab.

Alpena Public Schools reserves the right to accept or reject any and/or all bids in whole or in part and waive any and/or all irregularities there-in. Alpena Public Schools will make awards as may appear to be in the best interests of Alpena Public Schools.

PROPOSED TIMELINE (SUBJECT TO CHANGE)

Release RFP	Grass, Weed Cutting and Trimming
Pre-Bid Meeting/Walkthrough	Not Applicable
Bids Due 2:00 p.m.	Monday, April 14, 2025
BOE Committee Meeting	Not Applicable
Board Award	Monday, April 28, 2025
Contracts Finalized	Tuesday, April 29, 2025
Delivery and Installation	Not Applicable

DOCUMENT ORGANIZATION

This Document is organized into three broad Sections:

General Specifications
Technical Specifications
Forms

All questions regarding the General Specifications and Forms must be directed in writing to:

Simon Zolnierek zolniereks@alpenaschools.com

All questions regarding Technical Specifications must be directed in writing to:

Simon Zolnierek zolniereks@alpenaschools.com

Any oral communications will not be considered.

GENERAL SPECIFICATIONS SECTION

1. Bid Proposal Due Date

A. Alpena Public Schools (herein called the District) requests bids for **Grass, Weed Cutting and Trimming**.

B. Bids will be received by the District as follows:

Date: **Monday, April 14, 2025**
Time: **2:00 p.m.**
Location: **Business Office**
Attn: Sealed Bid "Grass, Weed Cutting and Trimming"
2373 Gordon Road
Alpena, MI 49707

2. Conditions of Bidding

A. The work in the Bid Package shall be the sole responsibility of the successful bidder, known herein as "Contractor" or "Vendor". A detailed description of the Bid is defined in the **TECHNICAL SPECIFICATIONS SECTION** below.

B. Each bid shall include all Conditions set forth in these General Specifications and the Technical Specifications as they apply to each Bid Category.

C. Bids are to include all elements of the pertinent Bid Package specifications. All responding Contractors must submit a single proposal, which may include Alternates if/where indicated. Contractor must list all subcontractors, if any, to be included in their proposal.

D. Bids must be considered firm for **60** days from the bid opening date. Bidders are granted the privilege of withdrawing their bids, if they desire, between the time they are submitted and the bid opening date.

E. Upon entering into an agreement with the District, the successful Vendor shall not assign or delegate any obligation to another Vendor without the express written consent of District. All subcontractors supplying services must be identified within the proposal including name, address, phone number, and Vendor information sheets, with designated service identified.

F. Unless specifically authorized in writing by the Superintendent, on a case by case basis, the successful Vendor shall have no right to use, and shall not use, the name of APS, or its officials or employees in advertising, publicity, or promotion; nor to express or imply any endorsement of the Vendor products or services.

G. While present on APS grounds, the Vendor, including all employees and agents, agrees to abide by, and comply with all APS, federal, state and local policies, regulations, and laws

3. Pre-Bid Meeting/Walkthrough

A Pre-Bid meeting and/or walkthrough is scheduled as follows:

Date: **Not Applicable.**
Time: **N/A**
Location: **Not Applicable**

Type of Pre-Bid: **N/A**

Failure to attend a Mandatory Pre-Bid/Walkthrough meeting (if denoted as such directly above) will be grounds for rejection of a bid.

4. Examine Contract Documents

A. The Contractor shall be held to have examined these Specifications in their entirety and to have satisfied him/herself as to the conditions of the premises, any obstructions, etc. necessary for execution of the work before the delivery of his bid. The Contractor shall also acquaint him/herself with the character and extent of other Contractor(s) scope of work (if any) throughout the project, so that s/he may make his/her plans accordingly. This may be accomplished through the pre-bid meetings and document review. No allowances for extra payment will be made to the Contractor for, or because of, costs or expenses caused by his/her failure to comply with the provisions of this paragraph, or due to error or oversight on the part of the Contractor, or because of interference by other Contractor(s) activities.

B. Complete sets of Bidding Documents, if any, shall be used in preparing bids. The District assumes no responsibility for errors, omissions or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

C. The District, in making the Bidding Documents (if any) and/or Contract Documents available to the Contractor, does so only for the purpose of obtaining bids for the work and does not confer a license or grant these copies for any other use.

5. Discrepancies, Deletions, Interpretations, or Substitutions

A. Bidders shall promptly notify the District of any ambiguity, inconsistency, or deletions that they may discover upon examination of the Bidding Documents or Contract Documents, or of the site and local conditions. Interpretations will not be made orally.

Bidders who require clarification or interpretation of the bidding Documents or Contract documents must make a written request by:

Date **Tuesday, April 8, 2025**
Time: **1:00 p.m.**
Designated Contact: **Simon Zolnierек zolnierекs@alpenaschools.com**

The District will attempt to respond to all written inquiries received before the foregoing deadline in writing, to all known prospective bidders by **Friday, April 11, 2025**.

The District may do so by email to known prospective bidders and by posting clarifications and/or Addenda on the District website. **The District shall not be responsible for failure of bidders to obtain said clarifications.**

B. Any interpretation, correction, or change of the Contract Documents will be made by Addendum by the District. Interpretations, corrections, or changes of the Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

C. Any and all requests for consideration of substitutions of specified Materials and/or Equipment must be made in writing no later than seven (7) days prior to bid due date to **Simon Zolnierrek zolniereks@alpenaschools.com**.

6. Bid Proposal Form

A. The bidder by making a bid represents that he/she has read and understands the Bidding Documents and a bid is made in accordance therewith.

B. Three copies of each bid shall be submitted on the bid proposal form furnished by the District, with all blank spaces filled in by type or manually in ink.

C. All interlineation (insertions), alterations, or deletions (erasures) shall be initialed by the bid signer. Failure to do so may be cause for rejection of the bid.

D. The bidder must fill in all blank spaces for bid prices in both words and figures. In case of discrepancies, amount shown in words will govern. Submit all copies of the bid and any other required documents with the bid in a sealed opaque envelope. Indicate on the outside of envelope the name of bidder, address, name of project for which the bid is submitted, Bid Number and description, and address to the party to receive the bid. If forwarded by mail, enclose a sealed envelope containing bid in another envelope addressed as indicated with the notation "Sealed Bid Enclosed" clearly shown on the envelope face.

E. Any and all requested Alternates and Unit Prices, (if any) should be bid. If the Alternates require no change to the Base Bid, enter "No Change".

F. Make bid in name of Principal Contractor and if co-partnership, give names of all parties. Give complete address. If an agent submits bids, provide satisfactory evidence of agency authority.

G. Each copy of the bid shall include the legal name of the bidder and a statement that the bidder is a sole proprietor, a partnership, a corporation, or some other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the bidder to a contract.

H. Bidder making his/her bid represents that he/she has read and acknowledges that the District's schedule is acceptable.

I. Bidder making his/her bid represents that his/her bid is based upon the materials, system and equipment required by the Bidding Documents without exception.

J. Bids must be received at the designated location prior to the time and date for receipt of bids indicated in the Advertisement and Invitation to Bid, or any extension thereof made by Addendum, if any.

K. Oral, telephone, telegraphic, emailed or faxed bids are invalid and will not receive consideration.

7. Addenda

A. Any and all Addenda issued during the time of bidding shall become part of the Contract Documents and receipt thereof shall be acknowledged on the Bid Proposal Form provided.

B. Each bidder shall ascertain, prior to submitting a bid that they have received any and all Addenda issued. **The District shall not be responsible for failure of bidders to obtain said Addenda.**

8. Opening Of Bids

A. Properly labeled bids, received on time by **Monday, April 14, 2025 by 2:00 p.m.** local time, will be publicly opened and results read aloud immediately following the due date and time. Bidders are invited to attend.

The Bid Opening will be at held at:

**Alpena Public Schools - Central Office North Conference Room
2373 Gordon Road, Alpena, Michigan 49707**

9. Evaluation Criteria

A. The District desires to award this bid and resultant Contract to the bidder that in the sole opinion of Alpena Public Schools best meets the needs of the District. Cost is not the sole consideration. The following criterion may be considered (where applicable) in making an award:

1. Cost of any equipment (lease or purchase) including rate of interest for any lease.
2. Maintenance/service agreement including supply and usage costs, ongoing maintenance/warranty coverage agreements, etc.

INSTRUCTIONS TO BIDDERS

GENERAL

Bids for grass, weed cutting and trimming of various Alpena Public Schools properties, as listed below for the 2025, 2026, 2027 Grass Cutting seasons, will be accepted until 2:00 p.m., Monday, April 14, 2025.

Sites:

Besser Elementary School 375 Wilson Street – Approx. 5 acres

Ella White Elementary School 201 N. Ripley Boulevard – Approx. 2.25 acres

Hinks Elementary School 7667 US 23 N.– Approx. 5 acres plus ditch fronting U.S. 23 N.

Lincoln Elementary School 309 W. Lake Street – Approx. 2 acres

Sanborn Elementary School 12170 US 23 S.– Approx. 2.5 acres plus ditch fronting U.S. 23 S.

Sunset Elementary School 1421 Hobbs Drive – Approx. 1.75 acre

Transportation Garage 1357 M-32 West – Approx. .5 acre plus outside fence fronting M-32 and inside fences perimeter and area surrounding building

Wilson Elementary School 4999 Herron Road – Approx. 7 acres plus ditches fronting Herron and Napper roads

Bidder is not required to bag lawn clippings. Bidder is responsible for removing and disposing of clippings from non-turfed area such as sidewalks, drives, etc. A level of professional workmanship must be carried out to avoid any clippings/debris blown on the building structures, window ledges and door entryways.

The bidder will quote per individual site and state hourly rate for providing labor; mowing equipment; trimming equipment; hourly rate Fall leaf clean-up; and materials necessary to maintain the grass of the above properties. Bids may be awarded on an individual site basis. Weed whipping shall be required adjacent to buildings, fences, trees, in ditches, sidewalk cracks, etc. **Bidder shall include edging all sidewalks in the first year of the contract at each site.** No special consideration or extra compensation will be allowed to the Bidder because of his failure to fully acquaint himself with the conditions of the work involved. Alpena Public Schools reserves the right to apply chemical weed control to cracks and edges to aid in vegetation control.

Alpena Public Schools will not be responsible for any damage to the successful bidder's (Contractor) equipment. It will be the responsibility of the Contractor to contact the Maintenance Department prior to each cutting with the information of when and which site the Contractor will be cutting.

BID FORM FOR GRASS, WEED CUTTING AND TRIMMING

Cost per Site

Site	Time Per Site	Hourly Rate	Site Cost	Fall Leaf Cleanup (Don't include in Site Cost)	Edging 1st Year Only (Don't include in Site Cost)
Besser School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Ella White School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Hinks School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Lincoln School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Sanborn School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Sunset School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Wilson School	/Hr.	/Hr.	\$	/Hr.	/Hr.
Transportation Garage	/Hr.	/Hr.	\$	/Hr.	/Hr.

Send sealed bids marked "Grass, Weed Cutting and Trimming Bid" to Alpena Public Schools, 2373 Gordon Road, by 2:00 p.m., Monday, April 14, 2025.

By submitting this form, the bidder has fully acquainted himself/herself with all conditions and requirements of the work involved. Alpena Public Schools reserves the right to accept or reject any or all bids and to waive any irregularities.

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: (_____) _____

SIGNATURE OF BIDDER: _____