

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
DEPARTMENT OF PUBLIC WORKS**

February 25, 2019

NOTICE TO BIDDERS

The City of Grand Haven, Michigan, will accept bids for Fertilization and Weed Control of City Parks, Municipal Grounds and Cemetery Land.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Mrs. Linda Browand, City Clerk, until 10:00 a.m. local time, Wednesday, March 13, 2019, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside "Bid for 2019 Annual Fertilization & Weed Control Program".

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417, at the Department of Public Works office, 1120 Jackson Street (*this is not a mailing address*), or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to Dan Vivian, Facilities Manager for the Department of Public Works at 616-847-3493.

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Dan Vivian
Facilities Manager

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INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder of contract agrees to furnish. Upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary. When so required the types and amounts of insurance to be provided will be set forth in the Bid Document.

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City Manager may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.

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8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
9. **SPECIFICATIONS:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.
12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities' in any bid, to negotiate with the selected bidder and to award the bid in its determination of its best interest.
13. **AWARD:** Unless otherwise specified in the Bid Document the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Survey, if required, will be declared forfeited as liquidated damages.

14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. A minimum 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period.

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Increases in contract cost shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquires involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least 5 days prior to scheduled bid opening. Proposals of the nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) *Bidder must use the bid document proposal forms furnished by the City as none other may be accepted.*
- c) *Proposal forms must be returned intact.*
- d) *Removal of any thereof may invalidate the bid.*
- e) Specifications and plans referred to in this bid document by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
- f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
- h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerks office of the City of Grand Haven. In addition, copies will be mailed to each person holding Bid and/or Contract Documents and all bidders shall be bound by such interpretations whether or not received by the bidders.

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18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerks Office of the City of Grand Haven. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda Issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the City Purchasing Agent.

IF BID SURETY IS REQUESTED ON PROPOSAL FORM, PLEASE OBSERVE THE FOLLOWING:

19. **BID SURETY:** All Proposals must be accompanied by the bid bond, deposit of cash, certified check, bank cashier's or bank official's check, drawn on a solvent bank payable to the Treasure of the City of Grand Haven in the amount determined by the City as stated in the Proposal Form, as a guarantee that if the bid is accepted a contract will be entered into.
- a) The City will determine the sufficiency of the surety.
 - b) The bid bond should be executed by an authorized surety, guaranty, or trust company.
 - c) If corporate surety is given, the surety or guaranty company should indicate the bond in the State in which it is incorporated. A certificate of authority authorizing the "attorney-in-fact" to sign the bond, should accompany the Bid Document unless the certificate is on file in the Office of the City Purchasing Agent.
 - d) The surety signature should be witnessed.
20. **SURETY:** The successful bidder may be required to furnish a bond or certified check on a solvent bank, payable to the Treasurer of the City of Grand Haven in the amount stated in the Proposal Form as a guarantee for the faithful performance of the contract. At a minimum a 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period.

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21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:

- A. Workers Compensation Insurance in the amount required by Michigan Law.
- B. General Liability:

Bodily Injury and Property Damage combined		
Each Occurrence		\$1,000,000.00
Aggregate		\$1,000,000.00
Personal Injury		\$1,000,000.00
- C. Automobile Insurance for Vehicles

Bodily Injury Each Person		\$1,000,000.00
Bodily Injury Each Accident		\$1,000,000.00
Property Damage Each Accident		\$1,000,000.00

22. **REFERENCES:** Please list three (3) references (Municipal Government) where your company has provided a fertilizing and weed control service this type being proposed for the City of Grand Haven. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

NOTE

Previous experience and performance may be a factor in making the award.

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MINIMUM SPECIFICATIONS FOR PARKS, MUNICIPAL GROUNDS AND CEMETERY
FERTILIZING AND WEED CONTROL APPLICATIONS.

February 25, 2019

1. The contractor shall adhere to the City of Grand Haven policy regarding the use and application of pesticide products. The policy is included in this bid packet for your review.
 2. All fertilizers and chemicals to be used shall be approved by the Manager of Public Works Department and may be applied in combination if effective results are not impaired by this type of distribution. **Product labels must be included with bid package.**
 3. Application date, material amounts and types are as follows:
-

2 APPLICATION PROGRAM

Application #1

April 16 – May 11

2-0-1 NPK ratio granular fertilizer, 50% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N/1000 sq. ft (ex. Knox 24-0-11 50% polyplus 2Fe) and blanket application of dithiopyr herbicide (ex. Dimension) @ .35 lbs./acre, or prodiamine herbicide (ex. Barricade) @ .5 lbs./acre.

OR

Granular combination product consisting of a 2-0-1 NPK ratio 30-50% slow release (PCU or SCU, not stabilized nitrogen) fertilizer with 10% dithiopyr or 20% prodiamine (ex. Knox 19-0-6 Dimension 0.10 Plus Fertilizer) @ 1lb.N/1000 sq.ft.

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1 oz./1000 sq. ft.

Application # 2

July

3-0-1 NPK ratio granular fertilizer, 75% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N./1000 sq. ft. (ex. Knox 32-0-10 75% polyplus 2Fe)

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1 oz./1000 sq. ft.

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3 APPLICATION PROGRAM

Application # 1 April 16 – May 11

2-0-1 NPK ratio granular fertilizer, 50% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N/1000 sq. ft. (ex. Knox 24-0-11 50% polyplus 2 Fe) and blanket application of dithiopyr herbicide (ex. Dimension) @ .35 lbs./acre, or prodiamine herbicide (ex. Barricade) @ 5 lbs./acre.

OR

Granular combination product consisting of 2-0-1 NPK ratio 30-50% slow release (PCU or SCU, not stabilized nitrogen) fertilizer with 10% dithiopyr or 20% prodiamine (ex. Knox 19-0-6 Dimension 0.10 Plus Fertilizer) @ 1lb. N./1000 sq. ft..

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1 oz./1000 sq. ft.

Application # 2 July

3-0-1 NPK ratio granular fertilizer, 75% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N/1000 sq. ft. (ex. Knox 32-0-10 75% polyplus 2Fe).

AND

Spot treatment of weeds with herbicide containing trichlopyr or clopyralid (ex. T-Zone or Confront) at labelled rate.

Application #3 Sept. 21 – Oct. 5

1-0-2 NPK ratio granular fertilizer @ .5 lb N/1000 sq. ft. (ex. Knox 15-0-30)

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1 oz/1000 sq.ft.

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4 APPLICATION PROGRAM

Application # 1

April 16 – May 11

2-0-1 NPK ratio granular fertilizer, 50% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb N/1000 sq.ft. (ex. Knox 24-0-11 50% polyplus 2Fe) and blanket application of dithiopyr herbicide (ex. Dimension) @ .35 lbs./acre or prodiamine herbicide (ex. Barricade) @ .5 lbs./acre.

OR

Granular combination product consisting of a 2-0-1 NPK ratio 30-50% slow release (PCU or SCU, not stabilized nitrogen) fertilizer with 10% dithiopyr or 20% prodiamine (ex. Knox 19-0-6 Dimension 0.10 Plus Fertilizer) @ 1lb N/1000 sq. ft.

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1 oz./1000 sq.ft.

Application # 2

June 11 – June 22

2-0-1 NPK ratio granular fertilizer, 50% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N/1000 sq. ft. (ex. Knox 24-0-11 50% polyplus 2Fe)

AND

Spot treatment of weeds with three way herbicide (ex. Trimec 992) @ 1.1 oz./1000 sq. ft.

Application # 3

Aug. 10 – Aug. 24

2-0-1 NPK ratio granular fertilizer, 50% slow release, derived from PCU or SCU, not stabilized nitrogen, @ 1lb. N/1000 sq. ft. (ex. Knox 24-0-11 50% polyplus 2Fe)

AND

Spot treatment of weeds with herbicide containing trichlopyr or clopyralid (ex. T-Zone or Confront) at labelled rate.

Application # 4

Sept. 21 – Oct. 5

1-0-2 NPK ratio granular fertilizer @ .5lb. N/1000 sq.ft. (ex. Knox 15-0-30).

AND

Blanket application of three way herbicide (ex. Trimec 992) @ 1.1oz./1000 sq. ft.

ALL RATES ARE PER THOUSAND SQUARE FEET UNLESS STATED OTHERWISE

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GRUB PREVENTION

(All grub prevention and curative to be priced as blanket coverage for areas indicated)

April 13 – May 10

Insecticide containing chlorantraniliprole (ex. Acelepryn), applied April 13 – May 10. May use a liquid formulation @ .5 oz./1000 sq. ft. or a granular formulation @ 5.5 lbs./1000 sq. ft.

GRUB CURATIVE

April 13 – May 10

Granular insecticide Dylox @ 3lbs/1000 sq. ft.

4. All equipment and supplies shall be used in a manner which is safe for all park users and is in accordance with all local, state and federal safety standards.
5. A warning system to vehicular traffic is emphasized to the contractor to insure safety at all areas of application where traffic presents a problem. U.S. 31/Beacon Boulevard is an example, the contractor must clear with the City of Grand Haven Public Safety Department and use proper warning signs.
6. All contractors must be licensed and certified by the State of Michigan.
7. A 24 hour notice prior to work commencing will be given to the Public Works Manager before each application and location of work to be done.

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POLICY REGARDING THE USE AND APPLICATION OF PESTICIDE PRODUCTS

February 25, 2019

As a result of recent concerns relative to the use of certain yard and lawn pesticide products, the City of Grand Haven is committed to adhering to the procedures and guidelines associated with the application and use of pesticides on City owned parks and properties as outlined below.

PURPOSE

The purpose of this policy is to provide residents of the City of Grand Haven the opportunity to be aware when pesticide applications will be placed on all City owned lawns, turf and ornamental planting areas located within the corporate boundaries of the City. For purposes of definition, the use of the term "pesticide" in this policy includes those products which are used to prevent, destroy, repel or mitigate pests or used as a plant growth regulator. This includes insecticides and fungicides which are directed against insects and fungi.

SECTION 2 NOTIFICATION - GENERAL

Residents of the City of Grand Haven will be notified of pending pesticide applications through the use of Public Service Announcements (PSA's) which will identify which public areas will be treated and the approximate date of treatment. The PSA's may take the form of radio spots, newspaper advertisements, CATV notices or through other public notice means as determined by the City Administration.

SECTION 2 NOTIFICATION - SPECIFIC

Signs will be posted at the time of application of pesticides and left in place for a period of twenty-four (24) hours in those areas which are irrigated. Signs shall be posted at the time of application of pesticides and left in place for a period of forty-eight (48) hours in all non-irrigated areas. It shall be the responsibility of the applicator (private contractor or public employee) to place the signs in accordance with the following conditions.

1. Signs shall be brightly colored and as a minimum must be four inches (4") by five inches (5") which is generally considered as an industry standard. The text on the signs must clearly indicate that a pesticide application has been applied to the area.
2. Signs must be placed at all major entrances to City owned parks, ball fields and playgrounds. Signs shall be posted in readily visible areas on other treated lawns, turf and ornamental planting areas.
3. Post application safety information will be left with the City Clerk's Office for public inspection on the date of treatment. This information shall include the name and the telephone number of the firm which has applied the pesticide, in addition to the list of products used in the application.

SECTION 3 - REGISTRY

The City shall maintain a registry including Material Safety Data Sheets (MSDS's) of all pesticides used on all City owned lawn, turf and ornamental planting areas in the City Clerk's Office. This registry can be viewed by the general public during regular City Hall hours.

SECTION 4 - RESTRICTED USE

As a general policy, the City of Grand Haven will not use pesticides which are identified on the Michigan Restricted Use Products List. However, authority may be secured to use such a product from the City Manager or his designee when it has been determined that no other viable alternative is available.

SECTION 5 - TRAINING

All City employees who apply pesticides will be trained through a program coordinated by the City's Human Resources Department in the methods of pesticide use, procedures for a safe use of pesticides and symptoms of acute pesticide poisoning. In the event a commercial vendor is engaged by the City, such vendor shall hold an appropriate Michigan License and be certified for pesticide applications.

SECTION 6 - INDIVIDUAL NOTIFICATION

Residents of the City of Grand Haven who wish to receive personal notice concerning the application of pesticides on City owned property may enter their names on a registry with a yearly fee of ten dollars (\$10.00). Said individuals will be notified within twenty-four (24) hours by telephone or within ninety-six (96) hours by certified mail prior to an application on City owned property. The City shall make this list available free of charge as a courtesy to commercial lawn care vendors in the greater Grand Haven area.

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OFFICIAL BID PROPOSAL FORM
2019 ANNUAL FERTILIZATION & WEED CONTROL PROGRAM

City of Grand Haven
 Mrs. Linda Browand, City Clerk's Office
 519 Washington Avenue
 Grand Haven, Michigan 49417

Date: _____

Dear Mrs. Browand:

Completely in accordance with your Notice, Instructions and Specifications dated February , we propose to furnish the labor and materials to complete all fertilization and weed control in the Public Works Department, as herein described for the City of Grand Haven and the itemized price quoted below. Blocks marked with an "X" do not require pricing.

AREA	SIZE (ACRES)	APPLICATION PROGRAM	GRUB CONTROL
		2	
Beacon Blvd (S. of Madison)	5		
East Grand River Park	3.2		X
Klaver Park, Parkways	.20		X
Klempel Park, Parkways	.5		X
LSM School Willow Park, Parkways	.1		X
Downtown Parking Lots	1		
Bolt Park, Parkways	.75		
Lake Forest Cemetery	30		X

AREA	SIZE (ACRES)	APPLICATION PROGRAM	GRUB CONTROL
		3	
Eastern Park (Baseball Field)	1.8		
Johnson Park, two parts, Parkways	.25		X
Harbor Transit	2		
Hatton Park	.85		
Community Center Parkways	1		
Water Treatment Plant	.5		X
R. V. Terrill Bldg. (Public Works)	1		
Linear Park	1		X

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AREA	SIZE (ACRES)	APPLICATION PROGRAM	GRUB CONTROL
		4	
Beacon Blvd. (N. of Madison Coast Guard Boat, 4 Islands)	.75		
Bicentennial Park	2.3		X
Board of Light & Power, Diesel Bldg.	.25		X
Chinook Pier, Islands & Parkways	1		
Chinook Pier Park, Engine 1223 Park	1		
City Hall, Public Safety, Parkways	2.75		
City Marina & Sail Club	4.5		(From Splash Pad north to Chinook Parking Lot approx., .5 acres)
Escanaba Park	.9		
Farmers Market & Parkway	.25		
Harbor Island	20		
Central Park, Parkways Washington Blvd.	3		
Sluka Field	5.4		(Not infield or apron)
Mulligan's Hollow Park	6		
Veterans Park	.25		

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OFFICIAL BID PROPOSAL FORM
2019 ANNUAL FERTILIZATION & WEED CONTROL PROGRAM

The total price for all specified work is \$ _____

Attached is the guarantee information and a list of all chemicals, materials and equipment to be used. Any variance from the City specifications has been indicated by marking in red on the chart, a description of the variance is included.

All state and federal taxes have been deducted.

Enclosed is a certified check for 10% of the proposed bid payable to the City of Grand Haven which will be returned upon satisfactory completion of the contract. \$: _____

BIDDER'S NAME: _____

BIDDER'S ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S PHONE NO.: _____