

**REQUEST FOR PROPOSALS TO
PROVIDE SERVICES TO VICTOR TOWNSHIP**

Victor Township is seeking proposals from qualified individuals, contractors or companies to provide the following services:

Sexton
Lawn and Landscape Maintenance
Snow & Ice Removal
Janitorial
Building Maintenance

Qualified individuals, contractors or companies are being asked for proposals to provide one, some or all of the above referenced services. Packets detailing the anticipated level of services and information concerning expected form of response can be obtained by calling (517) 651-2094, emailing supervisor@victortwp.org or visiting www.victortwp.org. Proposals are to be received no later than March 2, 2018 at 4 p.m.

**REQUEST FOR PROPOSALS TO
PROVIDE SERVICES TO VICTOR TOWNSHIP**

Victor Township is seeking proposals for services as provided below. The anticipated term of any agreement is for a three (3) year period.

1. Contact Information: Name:
Address:
Telephone:
Email:

2. Please check one or more services that are being proposed:

Sexton
 Lawn and Landscape Maintenance
 Snow Removal
 Janitorial
 Building Maintenance

3. Contractor Description: Please describe individual, contractor and/company, including years in business, expertise in one more of the above service areas, etc. (Attachments accepted)
Attach Additional Pages Where Necessary

4. Acknowledge of Future Contract Requirements: Please review the following basic requirements for providing to Victor Township. Please initial here that it is understood that these basic requirements will be part of any future Agreement between Township and Contractor: _____

a. Contractor shall supply all equipment, tools, materials, and supplies to accomplish the designated tasks. Whereas certain materials and supplies shall be procured, provided and/or reimbursed through the Township, such provision shall be specifically outlined in agreement.

b. Contractor shall conduct, control and/or direct the manner in which the services described

herein are to be performed and/or provided. Subject to the forgoing, the Township retains the right to inspect, stop work, prescribe alterations and generally to supervise the work to insure its conformity with that specified herein. If the Township Board elects that a member of the Board shall be an immediate supervisor of such services, such immediate supervisor shall be outlined in Agreement.

c. As an independent contractor, the Contractor, or its members or employees, are not considered to be an employee of the Township. The Contractor, or their employee or member, shall not be eligible for any fringe benefits including, but not limited to holiday pay, vacation, sick and personal leave, funeral leave, jury duty pay, life, health and dental insurance, military leave, short-term and long-term disability leave and life insurance and pension. The Township will not cover Workman's Compensation and/or Liability Insurance. The Contractor shall be responsible for all necessary federal, state and local obligations as it concerns qualified employees of the Contractor. No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the Contractor. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, Federal personal income tax, State personal income tax, State disability insurance tax, and State unemployment insurance tax.

d. The Contractor shall provide proof of liability coverage in an amount determined to be commensurate with the services provided. The Contractor will be required to notice the Township in writing of any damages or necessary repairs to Township facilities, improvements, and/or structures, cemetery monuments/markers and/or private vehicles or personal possessions caused during the providing of services to the Township.

e. The Service Provider shall perform all the services to be provided in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

f. Modifications, amendments or waivers may be made only by the written mutual consent of the parties hereto. The Service Provider shall not be permitted to transfer any Agreement to any other party without approval of the Township.

5. The following pages contain expected services under each service area. Please provide the following information for one or more of the service areas where services are being proposed:

Itemized Cost of Providing Services. If Contractor wishes to propose to provide services based on individual cost per service, please list services and cost per provision of service. It is not required that costs be itemized. It is however required that if costs are itemized that a total annual service cost is provided as requested below.

Retainer. Please provide the monthly cost of any anticipated on-call retainer to ensure the availability of the Contractor. This retainer is anticipated to be paid monthly whether services are provided or not. If services are required, the cost of services will be paid from the retainer amount first per cost associated in the agreement and additional cost paid in a normal manner per the agreement.

Per Hour. Services may be proposed on a per hour basis with or without a retainer. It is not required to provide an anticipated per hour rate if another method of fee for services is proposed. It is however required that if per hour services are proposed that a total annual service cost is provided as requested below.

Flat Rate. Services may be proposed on an annual flat rate paid in monthly installment to provide such services.

Estimated Annual Service Cost. Irrespective of the type of fee for service proposed, an estimated annual service cost must be provided. This estimated annual service cost will be the basis for Township to compare services to fees for services.

-4-

SEXTON – SPECIFICATION OF SERVICES

1. **SERVICE TYPE & SUPERVISION.** The Services outlined in this Exhibit are for those services generally associated with a SEXTON. For the purposes of these services, the TOWNSHIP CLERK shall be the immediate supervisor of the Contractor.

2. **OPENING AND CLOSINGS.** Contractor is responsible for opening and closing of burial sites in Reed, Stilson, and Blood Cemeteries located in the Township in compliance with the laws of the State of Michigan and the Ordinances of and rules promulgated by the Township for such activities. Anticipated services are outlined below, but are subject to change depending on final negotiation of contract.

a. Contractor is responsible for opening and closing at the appropriate site as determined by the Contractor and confirmed by the Township Clerk, or their assign, in accordance with approved cemetery maps and/or layouts and pursuant to Township Cemetery rules as adopted by the Victor Township Board.

b. The Township shall notify the Contractor of opening/closing at least forty-eight (48) hours in advance of a burial. The Township shall issue a work order to Contractor at least thirty-six (36) hours in advance of a burial.

c. Contractor is responsible for determining suitability of the site for the type of burial specified and reporting any irregularities or deficiencies of the burial site within twenty-four (24) hours of work order notification.

d. The Contractor or his designee shall be available during the graveside memorial services and is responsible for securing the site once opening commences and until the opening is closed to prevent injury or accident.

e. Contractor is responsible for receiving payment for opening and closing services and depositing payment with the township.

f. Contractor is responsible for backfilling the gravesite after the family has left unless otherwise specifically directed by the family at the time arrangements are made with the Clerk.

g. Contractor is responsible for restoring the site and any grounds disturbed (e.g., seed, fill dirt, raking) during opening/closing work process and follow-up restoration as needed (e.g., sink holes, bare spots in grass) to maintain acceptable gravesite appearance.

3. **FOUNDATIONS:** Contractor is responsible for constructing foundations for new cemetery markers in Reed, Stilson, and Blood Cemeteries located in Township in compliance with the

laws of the State of Michigan and the ordinances, policies and rules promulgated by Victor Township.

a. Contractor is responsible for constructing foundations at the appropriate site as determined by the Contractor and confirmed by the Township Clerk, or their assign, in accordance with approved cemetery maps and/or layouts and pursuant to Township Cemetery rules as adopted by the Victor Township Board.

b. Contractor is responsible for ensuring quality workmanship including but not limited to constructing foundations that are level, straight and of adequate size and footings to support the specified monument size.

c. Victor Township is responsible for notifying Contractor of foundation orders at least two (2) weeks in advance of monument placement date.

d. Victor Township will issue a specific work order to Contractor at least ten (10) days in advance of monument placement date.

e. Contractor is responsible for determining suitability of the site for the foundation as specified in the work order. Contractor is responsible for reporting any irregularities or deficiencies of the foundation site within forty-eight (48) hours of work order notification.

f. Contractor is responsible for securing the site once foundation construction work commences and until the work is completed to prevent injury or accident.

g. Contractor is responsible for restoring the site and any grounds disturbed (e.g., seed, fill dirt, raking) during foundation construction work process.

h. In coordination with and based on the recommendation of the Contractor, the Township shall fund the purchase of materials necessary for the installation of foundations, including but not limited to concrete, aggregate, etc. The Contractor may be responsible for ordering such supplies.

4. GENERAL MAINTENANCE AND UPKEEP OF CEMENTERY GROUNDS

The Contractor shall be responsible for general maintenance and upkeep of the cemetery grounds to ensure neat and orderly appearance of the Township property, especially during those times where heavy use by the general public is anticipated (Memorial Day, Veterans Day, etc.). Services to be provided include:

a. Inspection and recommendation to Township to update, replace or repair facilities, equipment and items, including but not limited to refuse disposal equipment, watering equipment, sheds, fencing, furniture, signage, etc. that are provided by the Township for use by the general public.

b. Priming well and turning water on no later than April 15th of a given year and turning off water and winterizing pump no later than October 15th of a given year.

c. Making available water containers and ensuring that such water containers are filled from April 15th to October 15th of a given year.

- d. Removing and disposing of grave blankets that remain at the facility after April 15th.
- e. Emptying refuse containers on a weekly basis.

LAWN AND LANDSCAPING MAINTENANCE – SPECIFICATION OF SERVICES

1. SERVICE TYPE & SUPERVISION. The Services outlined in this Exhibit are for those services generally associated with LAWN AND LANDSCAPING MAINTENANCE. For the purposes of these services, the TOWNSHIP _____ shall be the immediate supervisor of the Contractor.

2. SERVICES TO BE PERFORMED. Contractor is responsible for LAWN AND LANDSCAPING MAINTENANCE for the Township Hall property located at 6843 E. Alward Rd, Laingsburg, Michigan and Reed, Stilson, and Blood Cemeteries as commonly known and located in the Township. Anticipated services are outlined below, but are subject to change depending on final negotiation of contract.

a. Contractor is responsible for mowing the above referenced properties to maintain the length of grass blades exceed four (4) inches in height.

b. Contractor is responsible for weed trimming around fences, trees, bushes, structures, grave monuments/markers and playground equipment concurrent with mowing as described in Item a, above.

c. Contractor is responsible for tree pruning, trimming, weeding, hedge trimming, maintaining landscaping beds, and removal of litter and debris, including both natural material (limbs, branches, leaves, etc.) and consumer waste. In the Spring of every year, the contractor shall perform a facility wide clean-up of litter and debris accumulated during the winter months and in the Fall of every year the contractor shall perform a facility wide clean-up removing leaves, litter and debris.

SNOW & ICE REMOVAL – SPECIFICATION OF SERVICES

1. SERVICE TYPE & SUPERVISION. The Services outlined in this Exhibit are for those services generally associated with SNOW & ICE REMOVAL. For the purposes of these services, the TOWNSHIP _____ shall be the immediate supervisor of the Contractor.

2. SERVICES TO BE PERFORMED. Contractor is responsible for SNOW & ICE REMOVAL for the Township Hall property located at 6843 E. Alward Rd, Laingsburg, Michigan and the access drives of Reed and Stilson Cemeteries as commonly known and located in the Township. Anticipated services are outlined below, but are subject to change depending on final negotiation of contract.

a. Snow removal of vehicle use areas (including drives, parking, etc.) at the above referenced properties upon snow accumulation of two (2) or more inches. In the event of an ice event, above areas to be salted or otherwise treated.

b. Snow removal and salting of pedestrian use areas (i.e. sidewalks to facilities, structures or improvements) at the above referenced properties upon snow accumulation of two (2) or more inches.

c. Snow removal to and around emergency generator located at the Township Hall to ensure

access to the generator as well as clearing air intake areas of the generator.

JANITORIAL – SPECIFICATION OF SERVICES

1. SERVICE TYPE & SUPERVISION. The Services outlined in this Exhibit are for those services generally associated with JANITORIAL SERVICES. For the purposes of these services, the TOWNSHIP _____ shall be the immediate supervisor of the Contractor.

2. SERVICES TO BE PERFORMED. Contractor is responsible for JANITORIAL SERVICES for the Township Hall property located at 6843 E. Alward Rd, Laingsburg, Michigan. Anticipated services are outlined below, but are subject to change depending on final negotiation of contract.

a. Weekly Services

- i. Sweeping, mopping and vacuuming all floor surfaces.
- ii. Cleaning all exposed table, desk, counter, appliances and vanity surfaces.
- iii. Cleaning all interior window surfaces and blinds.
- iv. Cleaning sinks and toilets in all restrooms.
- v. Filling hand soap dispensers in kitchen and refilling hand soap dispensers, empty toilet paper rolls and hand towel dispensers in all restrooms.
- vi. Emptying of all (interior and exterior) refuse receptacles, placing new liners for interior receptacles, and disposing in the commercial sized dumpster made available by the Township.
- vii. Inspect and replace interior lighting, emergency signs, etc.

b. Seasonal Weekend Services (April through October)

- i. Emptying all exterior refuse receptacles and disposing in the commercial sized dumpster made available by the Township.
- ii. Cleaning sinks and toilets of public area restrooms accessible from exterior of Township Hall.

c. Monthly Services

- i. Polishing large hall floor.

d. Bi-Annual Services

- i. Cleaning all exterior window surfaces.
- ii. Hot water cleaning carpeting in board room and offices.

3. In coordination with and based on the recommendation of the Contractor, the Township shall fund the purchase of supplies necessary to conduct the services. These include supplies to replenish soaps, toilet paper, hand towels; cleaning supplies; cleaning equipment; light bulbs; etc. The Contractor may be responsible for ordering such supplies.

BUILDING MAINTENANCE – SPECIFICATION OF SERVICES

1. SERVICE TYPE & SUPERVISION. The Services outlined in this Exhibit are for those services generally associated with BUILDING MAINTENANCE. For the purposes of these services, the TOWNSHIP _____ shall be the immediate supervisor of the Contractor.

2. SERVICES TO BE PERFORMED. Contractor is responsible for the BUILDING MAINTENANCE

for the Township Hall and School House property located at 6843 E. Alward Rd. and Church at Reed Cemetery, Laingsburg, Michigan. Anticipated services are outlined below, but are subject to change depending on final negotiation of contract.

a. The Contractor shall make minor repairs to the Township facilities where needed. These minor repairs include doors, windows, floors, walls, roofing, siding, plumbing, etc.

b. The Contract shall repair, replace and/or install accessories to the Township facilities, including but not limited to flagpole, parking and exterior lighting, soap and hand towel dispensers, toilet paper holder, stalls, toilets, urinals, sinks, cabinets, desks, and appliances.

c. Where the Contractor encounters necessary repairs beyond the expertise and/or means of the Contractor, or where such repair requires a licensed building, plumbing, mechanical or electrical contractor, the Contractor shall coordinate through the immediate supervisor and where applicable the Township Board.

3. In coordination with and based on the recommendation of the Contractor, the Township shall fund (where deemed appropriate) the purchase of supplies necessary to conduct the services and to keep facilities in working order.