

**CITY OF SAULT STE. MARIE**  
**ECONOMIC DEVELOPMENT CORPORATION & LOCAL**  
**FINANCE DEVELOPMENT AUTHORITY**  
REQUEST FOR PROPSAL  
LAWN CARE SERVICES - INDUSTRIAL INCUBATOR BUILDING &  
SMARTZONE BUILDING  
**B-12-24**

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for Lawn Care Services - Industrial Incubator Building & SmartZone Building.

Sealed bids will be publicly opened on **Friday, April 5, 2024, at 3:00 PM (local time)** in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit [www.saultcity.com](http://www.saultcity.com).

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

**ROBIN R. TROYER MMC, DEPUTY CITY MANAGER**

**CITY OF SAULT STE. MARIE**  
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**NATURE OF WORK**

A contractor is desired to perform services of lawn care for both the Incubator and SmartZone. The work will involve mowing around buildings, tree trimming, weed removal and annual maintenance as listed below. The contractor will be responsible for providing all equipment and manpower necessary to perform the work.

**LOCATION OF WORK**

Industrial Incubator located at 1301 West Easterday Avenue, Sault Ste. Marie, Michigan 49783

SmartZone Building located at 2345 Meridian Street, Sault Ste. Marie, MI 49783

**PROPOSALS**

Proposals for the above project much be received on **Friday, April 5, 2024, at 3:00 PM (local time)**, at the City Hall Clerks Office, 225 East Portage Ave, Sault Ste. Marie, MI, 49783. Proposals should be marked "Lawn Care for Industrial Buildings."

The contracts will be for a three-year period which includes 2024, 2025, and 2026 summer seasons. Proposals must be broken down per building.

Bidders should be aware that the City is the owner of the Industrial Incubator Building. This contract will be awarded and administered by the Sault Ste. Marie Economic Development Corporation, the Manager of the Industrial Incubator Building.

Bidders should be aware that the City is the owner of the SmartZone Building. This contract will be awarded and administered by the Sault Ste. Marie Local Development Finance Authority, the Manager of the SmartZone Building.

**INSURANCE REQUIREMENTS**

The Contractor shall provide general liability and event insurance (during the entire period of the event) per each occurrence in the amount of \$1,000,000.00 (one million dollars) and name the City of Sault Sainte Marie as an additional insured on each insurance policy. Auto Liability shall also be included in the amount of \$1,000,000 including Hired & Non-Owned. The Contractor will provide evidence of Workers Compensation Insurance with statutory coverage afforded for compensation and limits of \$500,000 for

Employer's Liability. A copy of each insurance certificate on an Accord 25 (2014 or newer edition) shall be provided to the city a minimum of two weeks prior to the event and delivered to the city clerk's office at city hall. Insuring carriers are to hold a "A" or better rating by AM Best and request insuring carrier to be an Admitted Carrier within the state of MI. Waivers of Subrogation and 30-Day Cancellation notices are to be included under all policies in favor of the City. Furthermore, all additional insured endorsements issued in favor of the City are defined as primary and non-contributory for the event regardless of any insurance secured directly by the City or any self-insurance funded or operated by the City. It is the responsibility of the Contractor as a party to this agreement, to assure that any separate, third-party concessionaires, exhibitors, or vendors, secure and provide evidence of insurance. The insurance secured by any and all third-party entities must be identical to those coverages demanded of the Contractor by the City, including Additional Insured, Waiver, and Primary and Non-contributory provisions. It is understood by all parties that any third-party entities are not party to this agreement but will still be required to comply with these insurance requirements.

The City of Sault Ste. Marie Economic Development Corporation and the Sault Ste. Marie Local Finance Development Authority reserve the right to reject any and all bids, and to award the project on the basis of the best interest of both parties.

### **BID AGREEMENT**

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Bids due Friday, April 5, 2024, at 3:00 PM**

ADDRESS ENVELOPE:

**City of Sault Ste. Marie**  
Attention City Clerk's Office  
225 East Portage Avenue  
Sault Ste. Marie, MI 49783  
B-12-24 EDC Lawn Care Services