

# REQUEST FOR BIDS

## FY 2023 Cemetery Ribbons

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*August 2022*



Department of Public Services

1015 S Lincoln Avenue

Three Rivers, MI 49093

(269) 273-1845

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# Bidding Information

## Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

### *I. Instructions*

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**Bids for FY 23 Cemetery Ribbons**".
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **2:00 p.m. local time, Thursday September 8, 2022**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, please e-mail your contact information to **aroeth@threeriversmi.org** so we can place you on the bidders list for addenda.

### *II. Conditions Applicable to Bids*

- A. Applicable Laws: The Ordinances and Charter of the City, and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The City has a local preference policy, which is available upon request.
- G. The Contractor shall provide proof of Liability and Workman's Compensation Insurance and a completed W-9 form prior to award of the contract.
- H. The successful bidder shall provide the City with a copy of this liability insurance policy in the amount of \$2,000,000 (Two million Dollars) which names the City of Three Rivers as second insured.
- I. Bidder shall provide a 5% bid bond with the sealed bids.
- J. The successful bidder will be required to furnish satisfactory Performance Bond and Maintenance and guarantee Bond in the amount of 100% of the Bid, and Labor and Material Bond in the amount of 50% of the Bid.
- K. Anticipated award is at the **September 20, 2022** Commission meeting. Final completion of this project shall be no later than **November 30, 2022**.

### *III. Description of Work*

- A. If necessary the Contractor shall provide continuous on-site inspection of the newly poured concrete until it is set to a point beyond potential damage by vandals.
- B. The work will consist of removing existing topsoil, tree roots or other objects in the way of the designated line and grade of the proposed concrete ribbons. Work also includes layout of new ribbons with coordination from the City.
- C. The Contractor shall be responsible for having a mechanical plate tamper on-site and he shall firmly compact each surface upon which concrete is to be poured with that tamper. Contractor shall provide their own bank run sand fill.
- D. The prepared base for the concrete shall be granular material. No admixture of clay, silt or topsoil shall be allowed as a base material. The Contractor shall assure that a minimum 3" base is in place over all objects including tree roots. Such 3" granular barrier shall also be in place laterally between all tree roots and concrete sidewalk. No roots may remain closer than 3" to the bottom or sides of the concrete to be poured.
- E. All concrete poured shall be full depth, 4". Use of 2" x 4" lumber is acceptable as form material so long as full depth concrete is poured within those forms. All concrete ribbons shall be edged along the outside edges and jointed perpendicular to those outside edges. Joints shall be 1/4 the depth of the concrete. No jointer or edger lines shall show on the surface of the concrete other than the radiused joint lines and edges. Joints shall be located at 44" intervals to match the grave widths. Failure to accurately space the joints or placement of joints which are not straight or perpendicular to the ribbon edges shall be cause for the contractor to remove and replace the ribbons at their expense. Saw cutting of joints is allowable if such cutting is straight, 1/4 the depth of the concrete poured, perpendicular to the length of the ribbons, and completed within 24 hours of the time of the pour. The Contractor shall screed, bull float or mag float, trowel and broom all concrete laid. Failure to perform all of the above operations in order, or finished concrete which displays a "rippled" surface which indicates insufficient finish shall be cause for removal and replacement at contractor's cost.
- F. The Contractor shall broom finish the surfaces of all concrete poured. He shall then apply clear cure to the surface as soon as brooming is completed. He shall not wait until the end of the day to begin curing all concrete placed that day! The cure shall be sprayed on in an even continuous coat. A speckled surface is not acceptable. The Contractor shall provide an identification label from each barrel or container of concrete cure used to the City's representative.
- G. Concrete shall be 5-1/2 bag limestone, redi-mix concrete. The Contractor shall be responsible for protection of the concrete from weather and vandalism. The City shall not pay for any concrete with any words or letters or symbols written in it or other disfigurements and shall expect the Contractor to replace all such damaged sections at his cost.



- H. The Contractor shall perform all restoration along the newly installed ribbons. He shall rake out the native soil as well as haul and install topsoil, to a smooth surface which is flush with the concrete surfaces as installed. He shall also remove and dispose of all redi-mix truck cleanout at all locations. He shall place Sunny Lawn Mix grass seed at the recommended rate (200#/acre) and rake that seed into the prepared surfaces, he shall then mulch those surfaces with straw or hay.
- I. Fiber reinforcement shall be used for the concrete ribbons.
- J. Ribbon width is 16" by 58' 8" with 28 ribbons total this contract. Previous ribbons in the adjacent section have been successfully installed by cutting the topsoil with a sod cutter, therefore reducing the amount of restoration for each ribbon.

#### *IV. Submittals*

- A. Prior to contract award, the Contractor shall provide proof of Workman's Compensation Insurance and a completed W-9, or Sole proprietor form, a copy of their Liability Policy which designates the City of Three Rivers as second insured. General liability insurance shall be a minimum of \$2,000,000; medical expenses any one person shall be a minimum of \$10,000; and a minimum auto combined single limit of \$2,000,000
- B. Bid Form
- C. Reference List – 3 like agencies/contracts
- D. Subcontractors

## Bid Form

The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

### Cemetery Ribbons

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
Install new ribbons					
1	4" thick ribbons, 16" wide, 58' 8" long (78 SF ea)	28	EA		

## V. Project Map





