

**REQUEST FOR PROPOSAL
DOWNTOWN AND ROUNDABOUT MAINTENANCE**

This contract will take effect on April 1, 2026 and will close on March 31, 2029.

Contract information is included on the following pages.

Proposals are due on February 24, 2026 at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Kevin Plockmeyer: kplockmeyer@cityofzeeland.com or 616-772-0870

In order to assure receipt of all addendums, questions, etc., bidders must register with smoore@cityofzeeland.com.

While telephone calls may be made for information, all questions must also be put into writing and must either sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.

Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.

**REQUEST FOR PROPOSAL
DOWNTOWN AND ROUNDABOUT MAINTENANCE
CITY OF ZEELAND, MICHIGAN**

Please quote on the lawn care maintenance at the Zeeland Clean Water Plant and Street Maintenance Facility and for downtown maintenance per the guidelines listed in these bid specifications.

BID GUIDELINES

One SIGNED copy of the bid proposal must be submitted by Tuesday, February 24, 2026, at 11:00 AM to:

CITY CLERK'S OFFICE
ZEELAND CITY HALL
21 SOUTH
ELM STREET
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Tuesday, February 24, 2026, at 11:00 AM.

Submission of Proposals

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initiated by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

Bid Prices

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

Acceptance of Proposals

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or

authorized postponement thereof No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

General Conditions

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

The Proposer shall be approved for mowing in the MDOT right-of-way and must submit proof with the bid document.

Description of West Washington Roundabout Work

Roundabout area (Intersection of Main Avenue and Washington Avenue) requires mulching beds and trees/shrubs with color enhanced brown mulch (approximately 40 cubic yards) and fall cleanup. This includes the area in the center of the roundabout and all of the planting beds in each leg leading up to the roundabout. The contract will also cover the landscaping within the roundabout.

Description of the Downtown Maintenance Work

The downtown area includes Main Avenue from State Street to 421 East Main (Community Restaurant), Heritage Square and the Splash Pad and the new Elm Street Park. The North and South parking lots include the entire parking lot areas behind Main Avenue buildings and the City Hall employee parking lot on Main Street. This also includes the area on the east side of Tripelroot (146 East Main), the passageway north of the Howard Miller Library/Community Center, and the passageway west of 139 East Main. Care must be given to maintain the entire parking lots, including extreme edges and gutters. This contract will also cover the City Hall landscaping, Howard Miller Library and Community Center landscaping.

NOTE: Lawn maintenance & weeding within the Splash Pad Park fence should not be performed Splash Pad season hours: Memorial Day- Labor Day 9 AM- 9 PM. All effort should be made to schedule maintenance outside of park hours.

Fertilizers for Lawns

Phosphate fertilizer will not be used throughout this contract. For all products contained in the specifications, equivalent products that meet or exceed the specifications may be offered and quoted by the Contractor. The decision as to whether to accept Contractor's specified and proposed alternate products, and/or whether such recommended substitution meets or exceeds the specifications, shall be at the sole discretion of the City.

Application One (After soil temperatures have reached 50 degrees F and before 56 degrees F, late April or early May).

Apply a fertilizer blend with pre-emergent crabgrass control. The fertilizer blend shall contain at least 18% Nitrogen and 5% K₂O of which 30% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 0.7 pound of Nitrogen per thousand square feet and provide enough pre- emergence for season long control.

Note: Contractor will be responsible at no additional cost to City for post-emergent treatment of crabgrass if break-through occurs via breakdown of product or via misapplication. Therefore, it is in Contractor's best interest to do all that can be done to prevent crabgrass; or include a treatment of Drive in your Application One bid. A treatment of Drive is recommended at either the first or after the fifth tiller stage at manufacturers recommended rate and with recommended additives.

Application Two (Six weeks after application one, mid-June)

Apply a fertilizer blend with preventative grub control. The fertilizer blend shall contain 25% Nitrogen and 10% K₂O of which 50% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 1 pound of Nitrogen per thousand square feet and provide enough grub preventative for season long control. (Recommend a 0.2% Merit or a 1.33% Mach 2). Price includes a post-emergent spot treatment of a three-way herbicide for broadleaf weeds.

Note: Contractor will be responsible at no additional cost to City for treatment of grubs if break-through occurs via break down of product or via misapplication. (Recommend Dylox (Trademark) 6.2G).

Application Three (Six weeks after application two, early-August)

Apply a fertilizer blend containing 32% Nitrogen, 10% K₂O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate Apply at a rate of 1.0 pound of Nitrogen per thousand square feet.

Application Four (Six weeks after application three, mid-September)

Apply a fertilizer blend containing 32% Nitrogen, 10% K₂O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate.

Apply at a rate of 1.0 pound of Nitrogen per thousand square feet. Price includes a blanket application of a broadleaf weed control that contains at least: 50% 2, 4-D, 7%

Fluroxypyr, and 3% Dicamba. Low odor formulations shall be used if available.

Application Five (Six weeks after application four, early-November)

Apply a fertilizer blend containing at least 15% Nitrogen and 30% K₂O at a rate of 0.6 pound of Nitrogen per thousand square feet.

Moles and Turf Disease - If moles and turf diseases exist Contractor shall notify City maintenance staff in writing within three days.

Fertilizing for Existing Shrubs/Trees

One of two services shall be performed from below:

One - for balled and burlap plantings approximately 2/3 of a cup per plant shall be applied in the top of the ball. The analysis used would be a 17-0-17 6 month 100% Polymer Coated Fertilizer.

Two - The other option is a 14-0-7. This is more of an organic option where Contractor shall apply 1 cup per inch of trunk diameter on the soil surface around the canopy. Contractor shall not apply near the stem of the plant. A second method for this option would be to apply 20 oz. per inch diameter in 1-inch diameter holes drilled approximately 12-inches deep and about 18-inches apart around the canopy of the plant.

Pre-emergent for Existing Shrubs/Tree Beds

One of two services shall be performed from below:

One - Contractor shall use Snapshot 2G at 150 pounds per Acre. This is a granular pre-emergence herbicide for control of many broadleaf weeds and annual grasses in ornamental beds, nurseries, Christmas trees, non-bearing fruit and nut crops.

Two - Contractor shall use XL 2G at 200 pounds per Acre. Typically, this is the product to use in annual beds prior to planting.

General Maintenance

- Shredded mulch will be needed to cover all bark beds (Downtown and Roundabout)
- Weekly mowing during a 28-week season from April 1 or sooner if needed through November 1st (Downtown Only).
 - Except in the rain or frost
 - Sidewalks/curbs need to be edged once a month
 - Sidewalks need to be blown/cleared of grass weekly
- Twelve applications of Round-Up total in all sidewalk cracks and along buildings yearly including two applications before Memorial Day. (Downtown Only)
- Contractor must have a 25-lb. bag of grass seed on the trucks whenever present to patch light spots in the lawn or areas of lawn damage
- All ornamental grasses will be removed before mulch is installed in the spring (Downtown and Roundabout).
- Leaf collection in fall on weekly basis including curbs in Parking lots and downtown along Main street until season ends (Downtown Only).

- Landscape Bed Maintenance including (Downtown and Roundabout):
 - Monthly weeding of all landscape beds within the maintenance area
 - Pruning of landscaping twice during the growing season

Vacuuming and Sweeping

- Sidewalk Vacuuming in the downtown area (Main Avenue from State to 421 East Main (Community Restaurant)) including the North and South parking lots **weekly** and should not happen between the hours of **8 p.m. and 8 a.m.** and should try to vacuum same day each week if possible. (Please also include the area inside the social district patio)*Please schedule vacuuming before and /or after downtown events.
- Curb areas downtown should be vacuumed before Memorial Day and once a month after May.
- North and South side parking must be clear of debris including garbage and leaves.
- In addition: Sidewalks on Church Street from Cherry to Washington (both sides of street); Elm Street from Cherry to Washington (both sides of street) including Splash Pad and park; Sidewalk South North, and West sides of Howard Miller Library and Community Center; the downtown passageways east of 146 East Main and west of 139 East Main.

Special Events and Contract Intentions

- Contractor will be able to respond and resolve any pavers, lawn or landscaping problems within 24 hours of written or verbal request by a City official.
- Special care to be given to all areas prior to special events in the downtown area. Please see attached event calendar for exact dates.

Banners

- Changing of the banners on Washington Avenue Roundabout, Main Avenue, Elm Street, the Splash Pad Park and City Hall during different times of the year as requested by the City. This will be limited to no more than 12 times per year. The City will provide the banners and the schedule. Maintenance for banners will be billed on a Time and Material basis at an hourly rate as indicated on the bid form. Banners to be placed in storage dry and will be stored in such a way not to create wrinkles, folds, etc.

Spring/Fall Cleanup

- Removal of accumulated leaves and debris
- Removal of sediment on sidewalks, curb lines, and the Woonerf (Elm Street between Cherry and Main).
- Preparation of perennial grasses for winter including trimming and removal of cuttings.

This contract is all inclusive. The Contractor will be responsible and accountable for making the downtown area look exceptional at all times. The contractor will attend to any request by a City official within 24 hours of request without additional service charges. Failure of this requirement may result in termination of this contract.

**PROPOSAL FOR
ROUNDBOUT AND DOWNTOWN MAINTENANCE
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

11:00 AM on Tuesday, Feb. 24, 2026
At the Office of the Clerk
City of Zeeland - City Hall
21 South Elm Street
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

FIRST YEAR TOTAL (4/1/2026-3/31/2027): _____

First Year Hourly Rate to Repair Banners: _____

SECOND YEAR TOTAL (4/1/2027-3/31/2028): _____

Second Year Hourly Rate to Repair Banners: _____

THIRD YEAR TOTAL (4/1/2028-3/31/2029): _____

Third Year Hourly Rate to Repair Banners: _____

Complete Company Name and Address:

Phone Number: _____ Fax Number: _____

~~In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.~~

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

*Name of Company

*Address

*Name and Title of Signatory

*City, State, Zip Code

*Signature

*Phone Number

*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

Printed or Type written. Name and title:

Printed or Type written. Name and title:

Printed or Type written. Name and title:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor agrees that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: _____, 2026

Name of Bidder: _____

Printed or Type written. Name and title of Officer or Owner:

ALTERNATIVE BID FOR ADDITIONAL LANDSCAPE MAINTENANCE

This bid shall include landscape maintenance at the three City of Zeeland sign locations.
The task involved are as follows:

SITE 1- EAST SIDE OF ZEELAND BY BL-196

This work shall include installing color enhanced brown bark in spring, keeping this landscaped area weed free and edged, pruning twice a year, and watering plants minimum 3 times per week.

SITE 2- SOUTH SIDE BY BURGER KING

This work includes installing color enhanced brown bark in the spring, keep landscaped area weed free and edged, and pruning twice a year. This area is watered with underground irrigation.

SITE 3- NORTHSIDE BY ZEELAND HIGH SCHOOL BALLFIELDS ON NORTH STATE

This work includes installing color enhanced brown bark in the spring; keep landscaped area weed free and edged, pruning twice a year, and watering plants 3 times per week.

Name of Company _____

Address _____

City, Zip Code _____

Signature _____

Date _____

FIRST YEAR TOTAL BID \$ _____

SECOND YEAR TOTAL BID \$ _____

THIRD YEAR TOTAL BID \$ _____

The City of Zeeland reserves the right to accept or reject any or all bids.