

IRRIGATION SERVICE 2025 – RFP

Imlay City Downtown Development Authority
150 N. Main Street
Imlay City, MI 48444
(810)-724-2135
ddadirector@imlaycity.org

The Imlay City Downtown Development Authority is seeking qualified firms to prepare and submit proposals for irrigation services in Downtown Imlay City.

PURPOSE & OBJECTIVES

The DDA is interested in receiving proposals from companies or agencies with the ability and interest in providing these services. A minimum of a one (1) year contract with options to renew for additional years will be negotiated. The service contract will cover a time period that begins April 1, 2025 and ends March 31, 2026.

In order to evaluate the proposals on an equal basis and to ensure the proposals meet the minimum goals of the DDA, each proposal should at a minimum address the following terms and conditions for services being bid identified in “Definition of Services.”

DEFINITION OF SERVICES (HEADLINES)

Bid Item

Irrigation

- There are three separate irrigation systems in Downtown Imlay City:
 - M-53/ Gateway consists of 19 zones and serves grass and flower beds that line M-53 and Third Street at entrance
 - Third Street consists of 16 zones that serve bump outs along Third Street
 - Depot Drive consists of 6 zones that serve grass and flower beds
- The contractor would be responsible for turning the system on at the beginning of the contract period.
- The contractor would be responsible for winterizing the system in the month of October.
- During the time of the contract, the contractor will be responsible to inform the DDA Director of any damages and or problems with the irrigation system.
- Repairs to the systems that are not the cause of the contractor’s neglect will be addressed on a case-by-case basis. **Repair costs should not be included in the bid amount.**
- It is a preference that the contractor will have the experience and ability to fix any problems associated with a commercial/governmental irrigation system.
- The contractor would be responsible to check/run the system once a month to ensure the effectiveness of the system watering the vegetation (i.e., heads that are clogged, nonfunctional heads, and or aim of spray).

TIMELINE

- Advertisement of RFP during the week of October 28th.
- Bids due November 22, 2024, by 12:00 p.m.
- Opening of bids November 22, 2022, at 3:00 p.m.
- Contract granted / approved at the DECEMBER DDA Meeting.

EMPLOYEES

The successful contract shall provide the name and phone number of a supervisor dedicated to the City's downtown maintenance program. The successful contractor shall provide all other staff contacts that will be responsible for the implementation of the contract during the life of the contract. All employees shall be the responsibility of the Contractor, who shall be solely responsible for the terms and conditions of their employment and remuneration. The Contractor agrees that all employees shall meet the DDA's standard of appearance and etiquette. Each employee shall wear a clearly identifiable uniform that has been approved by the DDA. Each employee will be in possession of a valid Michigan operator's, chauffeurs or other licenses appropriate for the type of vehicle or equipment that is being operated, and the DDA's designee shall produce license upon demand. The DDA reserves the right to refuse the service of any employee of the contractor who does not meet the standards stipulated herein. Contractor shall be responsible for replacement of said employee immediately so as not to disrupt services.

MATERIALS AND EQUIPMENT

The successful contractor will provide all items used in the course of providing the requested services as set forth in this document. The Contractor shall be solely responsible for all repairs, maintenance and storage of vehicles and or equipment used in the course of providing the requested services set forth in this document.

HOLD HARMLESS

The successful contractor hereby agrees and undertakes to indemnify and save the City and DDA harmless of and from all claims, demands, and rights of action of every name, nature and description whether arising under State or Federal statutes, or at common law, for injury or alleged injury to persons whether employees of the City, or the Contractor, or to third parties, and for damage or alleged damage to property regardless of whom it may belong to, in whose custody it may be, arising through, on account of, or out of this agreement and formed negligently or otherwise. The contractor will, upon notice from the City, settle, adjust or defend the same at its sole cost and expense, and without expense to the City, and will pay any judgment rendered therein, together with costs of the court.

HOURS OF PERFORMANCE

The successful contractor shall identify the number of personnel that will be provided to perform each bid item, the hours and days of the week that they will be working (unless specifically indicated in this document) and an anticipated work schedule. Neither the workers nor the services they are providing shall be conducted so it will interfere with a business or its customers.

COSTS

The successful contractor shall provide a cost breakdown for each item being bid.

REFERENCES AND EXPERIENCE

In addition to adhering to the above terms and conditions, the prospective contractor should be able to provide the following:

- A demonstrated knowledge and ability to undertake and perform the services being requested upon which the bid is being provided.
- A brief company history and background with regard to company reliability, experience and the ability of service persons directly employed or supervised by the contractor to render prompt and satisfactory service. The background should include a list of references.
- A list of the roles and responsibilities of the individual who will be directly involved with the supervision of the persons providing the service(s).

LICENSE(S), PERMITS AND INSURANCE

The successful contractor shall maintain and provide copies of all required or necessary licenses, City, State and Federal. The Contractor shall obtain and pay for any permits, fees and assessments required by the City of Imlay City for the execution of the work. A proof of the following insurances must be received by the DDA before work can be performed: Workers Compensation Coverage (Statutory), Employers Liability Coverage (\$500,000), Commercial General Liability (\$1,000,000), and Automobile Liability (\$1,000,000).

START UP

The term of the contract shall be from April 1, 2025, through March 31, 2026. The successful contractor shall be prepared to start with all services on April 1, 2025.

EVALUATION

The following process will be utilized in the selection of a firm for this project:

1. A firm shall submit its response to this request for proposals to the Downtown Development Authority Director, Christine Malzahn, by 12:00 p.m. on Friday, November 22, 2024.
2. The DDA Director will review all proposals at the time of bid openings. Proposals deemed to be in the best interest of the DDA shall be selected for a phone call and/or walk through of the downtown.

3. Upon completion of phone calls and walk through, the DDA Director intends to select a “preferred firm” with any and all of the bid request items. If an agreement/contract cannot be reached with the first selection, the DDA reserves the right to terminate discussions and begin negotiating with another applicant. The agreement/contract will be executed with a single entity, but this does not preclude a consortium effort. Any necessary clarifications and or adjustments to bid items and required services shall take place during such negotiations.
4. The agreement/contract will then be reviewed and approved by the DDA Board of Directors.

Selection criteria will include, but not be limited to:

Estimated costs
Relevant experience
Qualifications of selected firms

When the DDA Director selects a final proposal, her recommendation will be forwarded to the DDA Board for action.

The DDA and City of Imlay City reserve the right to accept or reject any or all bids, to waive any irregularities and to accept the bid deemed to be in the best interest of the DDA and/or City.

RESPONSES

Sealed proposals with two (2) copies to this request for proposal shall be submitted to the Director of the Imlay City Downtown Development Authority no later than 12:00p.m., Friday, November 22, 2024.

Please clearly mark the outside of the response, “DOWNTOWN IRRIGATION SERVICES” and deliver to:

**City of Imlay City
Downtown Development Authority
Christine Malzahn, Director
150 N. Main Street
Imlay City, MI 48444**

PROPOSAL FOR
CITY OF IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
LAPEER COUNTY, MICHIGAN

CITY OF IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
ATTENTION: DIRECTOR
150 NORTH MAIN STREET
IMLAY CITY, MI 48444

BIDS DUE: FRIDAY, November 22, 2024
BEFORE 12:00 P.M. LOCAL TIME

The undersigned, as a Bidder, declares that he/she has familiarized themselves with the location of the proposed project in the City of Imlay City and the conditions under which it must be constructed; also, that he/she has carefully examined the Plans and Specifications which they understand and access as sufficient for the purpose and agrees that he/she will contract with the City of Imlay City to furnish all labor, material, equipment, and insurance necessary to do all the work specified and prescribed and that they will accept in full payment therefore the sum of:

1. IRRIGATION \$ _____

TOTAL BID PROPOSAL AMOUNT \$ _____

COMPANY NAME _____

COMPANY ADDRESS _____

CONTACT NAME AND NUMBER _____

The DDA and City of Imlay City reserve the right to accept or reject any or all bids, to waive any irregularities and to accept the bid deemed to be in the best interest of the DDA and/or City.

**CITY OF IMLAY CITY
ADVERTISEMENT FOR BIDS
IRRIGATION SERVICE DOWNTOWN**

The City of Imlay City Downtown Development Authority (DDA) is seeking sealed bids for Irrigation Service for Downtown Areas until 12:00 p.m., Friday, November 22, 2024. Bids should be clearly marked "DOWNTOWN IRRIGATION SERVICES" and submitted to Imlay City Downtown Development Authority, ATTENTION: Christine Malzahn, Director, 150 North Main Street, Imlay City, MI 48444. Bid forms and specifications may be obtained by calling (810) 724-2135 ext 1307, request by email to ddadirector@imlaycity.org, or in person at the Imlay City offices located at 150 North Main Street. The City of Imlay City and DDA reserve the right to accept or reject any or all bids, to waive any irregularities and to accept the bid deemed to be in the best interest of the City.

Christine Malzahn
Executive Director
City of Imlay City Downtown Development Authority