

**NOTICE TO BIDDERS**

**Shredded hardwood bark**

The City of Greenville will receive sealed bids for delivery of 140 yards of shredded hardwood bark to 213 E. Fairplains. Bids will be received until **Tuesday, February 7, 2012 at 2:00 p.m.**, in the City Hall Conference Room. All bids will be publicly opened and read aloud at that time.

Specifications and information for bidders may be obtained at the City Clerk's Office at Greenville City Hall, 411 South Lafayette Street, Greenville, Michigan 48838

Bradley S. Hool  
Clerk-Treasurer

**SPECIFICATIONS  
FOR  
Shredded hardwood bark**

**THE CITY OF GREENVILLE WILL RECEIVE SEALED BIDS FOR DELIVERY OF 140 YARDS OF SHREDDED HARDWOOD BARK TO 213 E. FAIRPLAINS. BIDS WILL BE RECEIVED UNTIL TUESDAY, FEBRUARY 7, 2012 AT 2:00 P.M. IN THE CITY HALL CONFERENCE ROOM. ALL BIDS WILL BE PUBLICLY OPENED AND READ ALOUD AT THAT TIME.**

**INSTRUCTIONS TO BIDDERS**

**BIDDER'S INVESTIGATION:** Prior to submission of the bid, all bidders shall make, and shall be deemed to have made a careful examination of the site, the scope of work, and the specifications included herewith. They shall have become informed as to the location and nature of the proposed work, general existing conditions, and all other matters that may affect the cost and the time of completion of the contract.

**WORKMANSHIP:** All construction shall be completed in a first-class workmanlike manner. The City will perform random inspections of the site, and the contractor will guarantee all materials and workmanship for a period of one (1) year.

**SUPERVISION:** The contractor shall have in charge of the work at all times during construction, a thoroughly competent supervisor. Anyone not deemed capable by the Owner shall be replaced immediately upon request by someone who is satisfactory.

**LABOR, MATERIALS & EQUIPMENT:** The contractor shall furnish all labor, materials, tools, scaffolds, and other equipment necessary to properly complete the work according to the specifications, as well as any safety devices the contractor deems necessary for safe operations, or as required by law.

**INSURANCE:** The contractor shall not commence, nor allow a sub-contractor to commence, work under this contract until he has obtained all insurance required under this heading and such insurance has been approved by the owner.

1. Workmen's Compensation Insurance as required by Michigan Workmen's Compensation Laws.
2. Contractor's Public Liability Insurance shall be furnished for \$25,000 limits for injuries to any one person and \$50,000 for any one accident.
3. Contractor's Property Damage Insurance shall be furnished for \$5,000 limits for damages as a result of any one accident and \$10,000 limits as an aggregate.

All policies required shall be written by a company licensed to do business in the State of Michigan. The City shall be named as an additional named insured on all liability policies.

The Contractor shall notify the City immediately of any damages in the project site, whether or not the contractor is liable.

**PAYMENT:** The Building Services Supervisor will approve satisfactory work and make payment on the tenth day of the following month. Payment will be withheld for any unsatisfactory work.

**EQUIPMENT:** The Contractor shall furnish all equipment required to perform the work in the attached specifications and any safety devices the contractor feels necessary for safe operations, or as required by law.

**LICENSING & PERMITS:** The contractor shall comply with all local, state and federal regulations and statutes.

**CONTRACT TIME:** Shredded hardwood bark should be delivered as soon as possible, preferably by March 12, 2012.

**EXTENSIONS OF TIME:** If construction days are lost through conditions beyond the control of the Contractor, he shall immediately request an extension of time for the contract, in writing. The request must be answered within 5 days of the request.

**PROPOSALS:** All bids must be submitted on the attached bid form and received in the Office of the City Clerk at City Hall, 411 S. Lafayette Street, Greenville, Michigan 48838, on or before Tuesday, February 7, 2012, at 2:00 p.m.

**BID ENVELOPE LABELING:** Please mark "Shredded hardwood bark bid" on the outside of the envelope and submit to the City Clerk's Office prior to the bid opening.

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Shredded hardwood bark bid  
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**QUESTIONS:** Questions may be directed to Paul Pollock, cell 616-824-5112 weekdays 8:00 am to 3:00 pm.

**RIGHTS RESERVED BY THE OWNER:** The City of Greenville reserves the right to accept or reject any or all bids. The competency and responsibility of bidders will be considered in awarding contracts. The Owner does not obligate himself to accept the lowest or any other bid. The Owner reserves the right to waive any informality in any or all bids. The City of Greenville reserves the right to increase or decrease quantities of bid items without additional compensation.

**BID PROPOSAL FORM**

**SHREDDED HARDWOOD BARK**

TO: Office of the City Clerk  
411 S. Lafayette Street  
Greenville, Michigan 48838

**SERVICE**

**BID PRICE**

**Purchase and delivery  
of bark to 213 E. Fairplains**

\$ \_\_\_\_\_

If awarded this contract, the undersigned agrees to be ready to begin work within \_\_\_\_\_ Days of receipt of written Notice of Award, and complete the project by \_\_\_\_\_, 2012.

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**THE CITY RESERVES THE RIGHT  
TO ACCEPT OR REJECT ANY OR ALL BIDS**