

# Hamlin Township Parks Maintenance Bid Specifications

## Bid period 2025-2026

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_

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This is a Park Maintenance Bid which will include picking up garbage at all the various Township locations as well as small fallen branches. Hamlin Township requests that you notify the Supervisor or a board member of hazards that you see at our locations such as bees nest, holes, and loose picnic table boards, etc. If you are unable to complete these tasks, please do not bid.

### Per Mow/General Lawn Maintenance Per Site Basis:

- **Hamlin Township Hall** \_\_\_\_\_ Per Time  
Includes keeping the handicap ramp free of weeds that pop thru the concrete along with weeds that pop up in front of the retaining wall in front of the Township Hall.
- **Hamlin Township Fire Station** \_\_\_\_\_ Per Time  
Includes back of Fire Station. The entire hill.
- **Hamlin Township Transfer Site** \_\_\_\_\_ Per Time  
As requested by Township; Including but not limited to mowing and/or weed whip the tall grass.

### Hamlin Township Parks General Lawn Maintenance:

- **Wilson Hill/Barnhart Rd.** \_\_\_\_\_ Per Time
- **South Bayour Park** \_\_\_\_\_ Per Time
- **Middle Bayou Park** \_\_\_\_\_ Per Time
- **Long Skinny Park** \_\_\_\_\_ Per Time
- **North Bayou Park** \_\_\_\_\_ Per Time  
Around gravel parking area. This includes cutting cattails, etc., in the ditch along Duneview drive in front of the parking lot. Cattails, etc., need to be cut down approximately to ¼ original height.
- **End of Duneview Drive** \_\_\_\_\_ Per Time

### General Miscellaneous Maintenance at Township Locations:

- **General Maintenance as Needed** \_\_\_\_\_ Per Time  
Painting, sign posting, raking, brush removal, shoveling, swing set maintenance, bench installation, grill installation and: Township will provide material.
- **Picnic Tables** \_\_\_\_\_ Per Time  
Place picnic table at various Township locations in May; Pickup tables in September as requested by Township.
- **Emergency Call in Fee** \_\_\_\_\_ Per Time

**Grading:**

- **Transfer Site Recycling Area** \_\_\_\_\_ Per Time  
Fill in holes as requested and/or grade: Materials provided by Hamlin Township.
- **Grade Wilson Hill Parking Lot** \_\_\_\_\_ Per Time  
Materials provided by Hamlin Township.
- **Grade Duneview Drive Parking Area** \_\_\_\_\_ Per Time  
Materials provided by Hamlin Township.

**Transfer Site:**

- **Leaf Corral Haul Away** \_\_\_\_\_ Per Time  
Clean leaf corrals out which is located at the Hamlin Township Transfer Site and haul away leaves, etc. from site. To be done at request of Township, usually 2-3 times in summer and fall.
- **Leaf Corral Maintenance** \_\_\_\_\_ Per Time  
Push leaves and Christmas trees back at the leaf corral at the Transfer site as requested by Township.

List

Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that some jobs will require a trailer, tractor, loader and or large truck. If you do not have this equipment, please specify how you will handle these larger jobs and if there will be an extra charge.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you carry Workers Compensation Insurance? Yes or No

Do you have employees? Yes or No If yes, how many? \_\_\_\_\_

Please include work compensation policy in bid package if you have employees or plan to have someone work for you.

Please provide a valid Certificate of Liability Insurance with sealed bit.

In case of mechanical break down or illness, can you provide backup lawn service?

Please describe:

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For further information please contact Marta Greenslait Township Supervisor at (231) 845-7801 Extension 2. Or (231) 794-9272.

Mowing, etc., will be coordinated with the Township Supervisor. Mowing of parks is usually done once a week starting in May, depending on weather. Placing of picnic tables should be done before Memorial Day and picked up and placed in storage by October 1<sup>st</sup>, again please coordinate with Township Supervisor. Invoices can be submitted once a month and are paid by the Township Board usually the second Thursday of each month.

Hamlin Township Board of Trustees will open sealed bids on April 10<sup>th</sup> 2025 at the Hamlin Township Board of Trustees Meeting. The meeting will begin at 6 pm. Hamlin Township reserves the right to refuse any or all bids. Bids MUST be in a sealed envelope and have "PARK BID" on the front. Our right to terminate. Hamlin Township reserves the right to terminate agreement at any time by giving you a thirty (30) days' written notice.

**Sealed bid is due to the Hamlin Township Office on or before 4:30 pm April 9<sup>th</sup>.**