CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR

2018 PROGRAM YEAR YARD SERVICES CONTRACT, M-702

CITY COUNCIL
Marian McClellan, Mayor
Solomon Radner, Mayor Pro Tem
Ken Rich
Carolyn Burns
Regina Weiss

CITY OFFICERS
City Manager
Erik Tungate

City Clerk
T. Edwin Norris

CITY ENGINEER
Kevin J. Yee, P.E.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTIONS</th>
<th>PAGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>TC-1</td>
</tr>
<tr>
<td>Advertisement</td>
<td>AD-1</td>
</tr>
<tr>
<td>Proposal</td>
<td>P-1 thru P-3</td>
</tr>
<tr>
<td>Noncollusive Affidavit</td>
<td>NA-1</td>
</tr>
<tr>
<td>Public Act 517</td>
<td>PA-1</td>
</tr>
<tr>
<td>Statement of Qualifications</td>
<td>SQ-1 thru SQ-2</td>
</tr>
<tr>
<td>Subcontractor Listing</td>
<td>SL-1</td>
</tr>
<tr>
<td>Contract</td>
<td>C-1 thru C-2</td>
</tr>
<tr>
<td>Contractor’s Declaration</td>
<td>CD-1</td>
</tr>
<tr>
<td>Contractor’s Affidavit</td>
<td>CA-1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL PROVISIONS:</th>
<th>PAGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawn Mowing</td>
<td>SP-1</td>
</tr>
<tr>
<td>Snow Removal</td>
<td>SP-2</td>
</tr>
<tr>
<td>Yard Clean Up</td>
<td>SP-3</td>
</tr>
<tr>
<td>Administration</td>
<td>SP-4 thru SP-6</td>
</tr>
<tr>
<td>Oakland County CDBG public service contract</td>
<td>SP-7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPENDIX A:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland County CDBG public service contract</td>
<td></td>
</tr>
</tbody>
</table>
Sealed proposals for 2017 Program Year Yard Services Contract will be received by the Oak Park City Clerk at the City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237, until 10:00 A.M. local time, Tuesday, May 14, 2019, at which time and place they will be publicly opened and read aloud.

The project consists of a total of $30,000.00 in 2018 Program Year Funding:

- Lawn Mowing – Summer of 2019
- Snow Removal – Winter of 2019 / 2020
- Yard Clean Up – Summer / Fall of 2019

The contractor understands that the term of this contract is for eighteen (18) months or when the 2018 program years funding has been expended, whichever comes first. The City shall have the right to not extend this contract for any reason or for no reason at all. The dates for completing the above mentioned work, as set forth in the contract, must be adhered to by the contractor, and any additional work will be scheduled by mutual agreement between the parties.

The Bidding Documents will be ready on or after Tuesday, May 7, 2019, and may be examined and obtained at the following locations during regular business hours:

The offices of:
- Technical and Planning Department – 14300 Oak Park Blvd.
- City of Oak Park Website – www.oakparkmi.gov

Contact Jeff Wren at (248) 691-7450 with specific questions about this bid.

The City of Oak Park, Michigan reserves the right to reject any and all bids in its sole discretion, in whole or in part, for any reason or for no reason at all. Any informalities or irregularities in bids may be waived by the City of Oak Park for any reason, or for no reason at all, in the sole discretion of the City. Bids may not be withdrawn for a period of sixty (60) days after the actual date of opening thereof.

Address all bids to the CITY CLERK, in a sealed envelope which clearly states:

PROPOSAL FOR:
2018 PROGRAM YEAR YARD SERVICES CONTRACT, M-702
14000 Oak Park Boulevard, Oak Park, Michigan 48237

The City of Oak Park does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion or disability. We provide reasonable accommodations for qualified individuals with a disability if requested.
## PROPOSAL FORM

FOR

2018 PROGRAM YEAR YARD SERVICES CONTRACT, M-702

The undersigned, as Bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be performed, and agrees that he will contract with the Owner to furnish, at and for the following prices, all materials, labor, equipment and all things necessary to complete the entire work in accordance with the plans, specifications and related documents. Which he understands and accepts as adequate.

### 2018 PROGRAM YEAR - YARD SERVICES CONTRACT

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lawn Mowing, Average Sized Lot</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Lawn Mowing, Larger or Corner Lot</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Snow Removal, Average Sized Lot, 2&quot; - 4&quot;</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Snow Removal, Average Sized Lot, 4&quot; - 8&quot;</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>Snow Removal, Average Sized Lot, 8&quot; or more</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>Snow Removal, Larger or Corner Lot, 2&quot; - 4&quot;</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7</td>
<td>Snow Removal, Larger or Corner Lot, 4&quot; - 8&quot;</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>Snow Removal, Larger or Corner Lot, 8&quot; or more</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>Yard Clean Up, Average Sized Lot</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Yard Clean Up, Larger or Corner Lot</td>
<td>1</td>
<td>EACH</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>Administration Fee (Not to Exceed 15%, based on $29,800.00)</td>
<td>1</td>
<td>LSUM</td>
<td>%</td>
<td>$</td>
</tr>
</tbody>
</table>

**BID TOTAL**

$
LEGAL STATUS OF BIDDER

( The Bidder shall fill out the appropriate firm and strike out the other two)

A CORPORATION, duly organized and doing business under the laws of the State of ____________________,
for whom ____________________, whose signature is affixed to this proposal, is duly authorized
to execute contracts.

A PARTNERSHIP. All members of which, with addresses, are:

________________________________________

________________________________________

________________________________________

AN INDIVIDUAL, whose signature is affixed to this proposal:

________________________________________

________________________________________

ATTACHMENTS: The following documents are attached to and made a condition of this Bid:
   a. A listing of Subcontractors and other persons and organizations required to be identified in the bid
   b. Statement of Qualifications.
   c. Public Act 517
   d. Noncollusive Affidavit.

BULLETINS: Bidder acknowledges receipt of the following bulletins.

No. __________ Date __________.

No. __________ Date __________.

No. __________ Date __________.
The Bidder hereby declares that he has inspected the site of the work and further declares that no charges in addition to the unit prices shall be made on account of it.

If the undersigned enters into the contract in accordance with this Proposal or if his Proposal is rejected, then the accompanying bid guarantee shall be returned to the undersigned.

In submitting this bid, it is understood that the City of Oak Park may make award in any manner deemed by it or reject any or all bids in its sole discretion for any reason or no reason at all.

SIGNED AND SEALED THIS _______ DAY OF ____________, A.D. 20______.

________________________________________________________________________
Firm Name

________________________________________________________________________
Name

________________________________________________________________________
Authorized Signature

________________________________________________________________________
Title

MAILING ADDRESS:                              TELEPHONE NO.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
State of Michigan, County of ____________________

_______________________________________ , BEING DULY SWORN
Deposes and says that:

1. The bid has been arrived at by the Bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and;

2. The contents of the bid have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

_________________________________________
SIGNATURE OF THE BIDDER

Subscribed and sworn to before me this ___________ day of _________________, 20____, a notary public in and for said County.

___________________________
Notary Public, ____________________,
County, Michigan.

My commission expires:
PUBLIC ACT 517 OF 2012 CERTIFICATION

STATE OF MICHIGAN

) SS.

COUNTY OF

Public Act 517 of 2012 prohibits Iran linked businesses from bidding on public projects in the State of Michigan. ‘Iran linked business’ is defined in MCL 129.312. Pursuant to Public Act 517 of 2012, Bidder certifies that it is not an Iran linked business.

This affidavit is freely and voluntarily given with full knowledge of the facts on this _______ day of __________________, 20____.

____________________________________
Contractor

By: __________________________________

Title: ________________________________

Subscribed and sworn to before me, a Notary Public in and for ____________ County, Michigan on this ______ day of __________________, 20____.

Notary Public: _______________________

My Commission expires: _____________
STATEMENT OF QUALIFICATIONS

The Bidder must answer all questions. If more space is needed to complete a question, attach a separate sheet. The Bidder may submit any additional information.

NAME: _____________________________________________________

ADDRESS: ______________________________________________________

PHONE: ______________________________________________________

Number of Years operating under your present name: __________________________

Bonding Capacity: $ ________________________

Bonding Company: ________________________ Phone: ________________________

General nature of work performed by your company: __________________________________

______________________________________________________________________________

Background and experience of the principal members of your organization, including officers:

______________________________________________________________________________

______________________________________________________________________________

Major equipment available for this contract: __________________________________

______________________________________________________________________________

______________________________________________________________________________
CURRENT PROJECTS:

<table>
<thead>
<tr>
<th>Project</th>
<th>Project</th>
</tr>
</thead>
</table>

Name: __________________________        _________________________
Owner: ___________________________
Contact Person: __________________________        _________________________
Phone: ___________________________
Contract Amount: ___________________________
Completion Date: _____________________________
% Complete: _____________________________

COMPLETED PROJECTS:

<table>
<thead>
<tr>
<th>Project</th>
<th>Project</th>
</tr>
</thead>
</table>

Name: ___________________________
Owner: ___________________________
Contact Person: ___________________________
Phone: ___________________________
Contract Amount: ___________________________
Date Completed: ___________________________

Has your company ever defaulted on a contract?  Yes ________  No________
If yes, where and why? ____________________________________________________________________________
________________________________________________________________________________________________

I hereby certify that the above answers are correct and true.

By: _____________________________________
    Name and Title

__________________________________________________________________________
    Signature

No. of sheets attached ________

SQ-2
The Bidder agrees to use the following Subcontractors for the performance of the work of their respective trades unless otherwise approved in writing by the Owner prior to signing of the Contract.

<table>
<thead>
<tr>
<th>NAME, ADDRESS &amp; PHONE</th>
<th>APPROX. DOLLAR VALUE OF SUBCONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Phone: __________________________

<table>
<thead>
<tr>
<th>NAME, ADDRESS &amp; PHONE</th>
<th>APPROX. DOLLAR VALUE OF SUBCONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Phone: __________________________

<table>
<thead>
<tr>
<th>NAME, ADDRESS &amp; PHONE</th>
<th>APPROX. DOLLAR VALUE OF SUBCONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
<tr>
<td>______________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

Phone: __________________________
CONTRACT

ARTICLE OF AGREEMENT, made and entered into this _____ day of ___________,

20 _____, by and between CITY OF OAK PARK

14000 OAK PARK BLVD.

OAK PARK, MI  48237

Party of the first part, and _______________________________________________________

____________________________________________________________________________

of the City of __________________, County of __________________ and State of ______

___________________, party of the second part, to-wit:

(1)  That the Advertisement for Bids, Proposal, Subcontractor Listing, Statement of
Qualifications, Contractors Declaration, Contractors Affidavit, Noncollusive Affidavit, Insurance
and Bond Requirements, Insurance Documents (certificates), Special Provisions, Schedule,,
Notice to Proceed, and any Change Orders hereto attached or herein referred to, shall be and are
hereby made a part of this agreement and contract.

(2)  That the party of the second part, under penalty of bond attached shall furnish all
labor, materials and equipment necessary, and do all the work as set forth in the proposal:

2018 PROGRAM YEAR YARD SERVICES CONTRACT, M-702

according to the specifications, plans, etc., which have been made a part of this contract in a
manner, time and place, all singular, as herein set forth.

IN CONSIDERATION WHEREOF, said party of the first part, for it and its successors,
promises and agrees to pay said party of the second part, the following sum as provided in the
attached proposal:

____________________________________________________________________________

for completion of the above project in accordance with the specifications, plans, etc., all in the
time and manner therein provided.

For the faithful performance of all and singular of the stipulations, terms and conditions
of this agreement, said parties respectfully bind themselves, their successors, heirs, executors,
administrators and assigns.
IN WITNESS WHEREOF, said parties have hereunto set their hand and seals, in duplicate, the day and year first above written.

WITNESS:

CITY OF OAK PARK
a Michigan Municipal Corporation

_______________________________  By: ________________________________
Marian McClellan, Mayor

_______________________________  By: ________________________________
Erik Tungate, City Manager

_______________________________  By: ________________________________
T. Edwin Norris, City Clerk

Approved as to Form:

By: ________________________________
Ebony L. Duff, City Attorney

WITNESS:

Party of the Second Part

_______________________________  By: ________________________________

_______________________________  ________________________________
CONTRACTOR'S DECLARATION

I hereby declare that I have not, during the period _____________________________
___________________________ to ___________________________ A.D., 20 ____. performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for or claim compensation from _____________________________________

__________________________________________________________________________

THE CITY OF OAK PARK

or his agents, in addition to the regular items set forth in the contract numbered

___________________________ M-702 ___________________ and dated ____________________________, for

2018 PROGRAM YEAR YARD SERVICES CONTRACT

executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided there under, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

There (is) (is not) an itemized statement attached.

Date: ______________________________

___________________________

By: ____________________________

Title: ____________________________

CD-1
CONTRACTOR'S AFFIDAVIT

STATE OF MICHIGAN  

)SS.

COUNTY OF  

The undersigned, ________________________ hereby represents that on _________________ he (it) was awarded a contract by _THE CITY OF OAK PARK, MICHIGAN_ hereinafter called the Owner, to _2018 PROGRAM YEAR YARD SERVICES CONTRACT, M-702_ in accordance with the terms and conditions of the Contract. The undersigned further represents that the subject work has now been accomplished and the said contract has now been completed.

The undersigned hereby warrants and certifies that all of his (its) indebtedness arising by reason of said contract has been fully or satisfactorily secured, and that all claims from subcontractors and others for labor and material used in accomplishing the said project, as well as all other claims arising from the performance of said contract, have been fully paid or satisfactorily secured. The undersigned further agrees that if any such claim should hereafter arise, he (it) shall assume responsibility for same immediately upon request to do so by the Owner.

The undersigned, for a valuable consideration, receipt of which is hereby acknowledged, does further hereby waive, release and relinquish any and all claims or right of lien which the undersigned now has or may hereafter acquire upon the subject premises for labor and material used in accomplishing said project owned by the Owner.

This affidavit is freely and voluntarily given with full knowledge of the facts on this ______ day of ______________, 20___.

_________________________________
Contractor

By: _____________________________

Title: ____________________________

Subscribed and sworn to before me, a Notary Public in and for _____________ County, Michigan on this _______ day of ________________, 20____.

Notary Public: ____________________

My Commission expires: ____________
CITY OF OAK PARK
SPECIAL PROVISION
FOR
LAWN MOWING

Description of Work
The City of Oak Park requires lawn care services to be provided to Oak Park senior citizens through Community Development Block Grant (CDBG) funding. Cutting the lawns includes cutting the front grass from curbside up from one side of the property line to the other and cutting the backyard everything within the fence line. Also included is weed whipping for any and all weeds (including between the sidewalk and driveway cracks, all grass or weeds behind garages, ramps and porches, grass strips between property lines and grass strips coming down the middle of the driveway and blowing of grass clippings off of walkways, drives, and flower beds around bushes and alongside of houses. There are two separate bid items for Lawn Mowing, they include an “average sized lot” and a “larger or corner lot”. Average size residential lawns will be approximately fifty (50) feet by one hundred twenty-five (125) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

The contractors shall not leave piles of grass clippings on the sidewalk, driveway, or street.

All dog residue will be the responsibility of the resident prior to contractor’s arrival.

Upon completion, the property must be left in a neat and orderly condition free of clippings on the driveway and sidewalk.

All lawn mowing shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Oak Park.

Measurement and Payment
The completed work as measured for Lawn Mowing will be paid for at the contract unit prices. For the following contract items (pay items).

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Sized Lot Lawn Mowing</td>
<td>EACH</td>
</tr>
<tr>
<td>Larger or Corner Lot Lawn Mowing</td>
<td>EACH</td>
</tr>
</tbody>
</table>

Unit Prices paid shall be considered full payment for all labor, material and equipment needed to accomplish this work.
CITY OF OAK PARK
SPECIAL PROVISION
FOR
SNOW REMOVAL

Description of Work
The City of Oak Park requires snow removal services to be provided to Oak Park senior citizens through Community Development Block Grant (CDBG) funding. Snow removal may be by shovel or snow blower. Caution must be demonstrated in the blowing or piling of snow on neighboring homes, vehicles, and structures. Snow removal shall include the City sidewalk, walkway to the home, driveway, and driveway apron to the street. Access to and from the home (including porch), mailbox and garage, and access to and from home dependent on client need (may need removal including walkway to side or back door due to mobility issues) as well.

There are six separate bid items for Snow Removal, they include 3 “average sized lot” and 3 “larger or corner lot”. Average size residential lawns will be approximately fifty (50) feet by one hundred twenty-five (125) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

All snow removal must take place within 36 hours after the snow has stopped falling. If the snow is not removed within the 36 hours, regardless of the magnitude of the snow event, the management company awarded the CDBG Yard Services will be responsible for the cost of any code ordered snow removal.

All snow removal shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Oak Park.

Measurement and Payment
The completed work as measured for Snow Removal will be paid for at the contract unit prices. For the following contract items (pay items).

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Removal, Average Sized Lot, 2” - 4”</td>
<td>EACH</td>
</tr>
<tr>
<td>Snow Removal, Average Sized Lot, 4” - 8”</td>
<td>EACH</td>
</tr>
<tr>
<td>Snow Removal, Average Sized Lot, 8” or more</td>
<td>EACH</td>
</tr>
<tr>
<td>Snow Removal, Larger or Corner Lot, 2” - 4”</td>
<td>EACH</td>
</tr>
<tr>
<td>Snow Removal, Larger or Corner Lot, 4” - 8”</td>
<td>EACH</td>
</tr>
<tr>
<td>Snow Removal, Larger or Corner Lot, 8” or more</td>
<td>EACH</td>
</tr>
</tbody>
</table>
SPECIAL PROVISION
FOR
YARD CLEAN UP

Description of Work
The City of Oak Park requires yard clean up services to be provided to Oak Park senior citizens through Community Development Block Grant (CDBG) funding. Yard clean ups include the bagging of all leaves on the entire property in approved paper yard waste bags. During the fall months, the City of Oak Park’s has special clean up times where the contractor can rake or blow the leaving into the street. The leaves must be placed directly at the curb line of the street no sooner than one week before the curb side pick-up times designated by the City of Oak Park. There are two separate bid items for Yard Clean Up, they include an “average sized lot” and a “larger or corner lot”. Average size residential lawns will be approximately fifty (50) feet by one hundred twenty-five (125) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

All yard clean ups shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Oak Park.

Measurement and Payment
The completed work as measured for Yard Clean Up will be paid for at the contract unit prices. For the following contract items (pay items).

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Sized Lot Yard Clean Up</td>
<td>EACH</td>
</tr>
<tr>
<td>Larger or Corner Lot Yard Clean Up</td>
<td>EACH</td>
</tr>
</tbody>
</table>
Description of Work
The City of Oak Park requires yard services to be provided to Oak Park senior citizens through Community Development Block Grant (CDBG) funding. The administration fee will include the following:

Certification of eligibility of clients requesting services using CDBG approved eligibility certification forms and getting copies of proof of age. Clients must meet age and CDBG income standard of very low income by self-declaration.

Payment requests including required supporting documentation will be submitted on a quarterly basis, including the street address of all clients served.

The contract shall be effective for 18 months from the beginning date or when funding has been expended, whichever comes first.

Receive and maintain records pertaining to the monies received in accordance with this agreement for a minimum of seven years from the completion of this agreement. Allow the County of Oakland, the US Department of Housing and Urban Development (HUD), the Comptroller General of the United States and any other of their authorized representative’s access to financial records pertaining to Community Development Block Grant Funds ad this agreement for the purpose of audit or examination.

Provide management and personnel to adequately perform the services prescribed by this agreement.

Be solely responsible for any and all taxes (federal, state and /or local); worker’s compensation insurance; disability payments’ social security payments; unemployment insurance payments; insurance, and/or any similar type of payments for the Service Agency or any employee thereof; and shall hold the Municipality harmless from any and all such payments.

The Service Agency will not solicit or apply funds from any other source for the services reimbursed under this agreement.

Contractors are requested to indicate the names of organizations where they have been providing the same type of lawn service and/or snow removal service in the past.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>LUMP SUM/PERCENT</td>
</tr>
<tr>
<td>(Not to Exceed 15%, based on $29,800.00 Contract)</td>
<td></td>
</tr>
</tbody>
</table>

Insurance Requirements

CONTRACTOR’S AND SUBCONTRACTOR’S INSURANCE:
The awarded Contractor shall not commence work under this Contract, until he/she has obtained the insurance required under this paragraph, nor shall the Contractor permit a Subcontractor to commence work on his/her subcontract, until he/she has obtained the insurance herein required. “All insurance companies shall be presently licensed to do business in the State of Michigan and be acceptable to the City of Oak Park.”

The Contractor agrees to indemnify, defend and save harmless, the City of Oak Park, their agents and employees, from and against all loss or expense (including costs for attorney’s fees), by reason of liability imposed by law upon the City, its agents and employees, for damages to property and for damages because of bodily injury, including death at any time resulting therefrom, arising out of, or in consequence of the performance of the work pursuant to this contract, whether such injuries to persons or damage to property is due, or claimed to be due, to the negligence of the Contractor, his/her Subcontractors, the City of Oak Park and their agents and employees, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Oak Park or their agents or employees.

WORKER’S COMPENSATION INSURANCE:

The Contractor shall maintain, during the life of this contract, Worker’s Compensation Insurance for all of his/her employees in the amount of $500,000 who engage in the work to be performed; and, in case any work is sublet, the Contractor shall require the Subcontractor to provide similar insurance for all of the latter’s employees who engage in the work.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

The Contractor shall procure and maintain, during the life of this contract, public liability and property damage insurance on an occurrence basis with limits of liability not less than one-million dollars ($1,000,000.00) per occurrence and/or three-million dollars ($3,000,000) aggregate Combined Single Limit, Personal Injury, and Bodily Injury and Property Damage.

OWNER’S AND CONTRACTOR’S PROTECTIVE PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

The Contractor shall procure and maintain during the life of this contract, Owner’s and Contractor’s Protective Public Liability and Property Damage Insurance, in the name of the City of Oak Park on an occurrence basis with the limits of liability not less than one-million dollars ($1,000,000.00) per occurrence and/or aggregate Combined Single Limit, Personal Injury, Bodily Injury and Property Damage.

The Contractor shall require each of his/her Subcontractors to procure and maintain, during the life of the subcontract, Subcontractor’s Public Liability and Property Damage Insurance on an occurrence basis with limits of liability not less than one-million dollars ($1,000,000.00) per occurrence and/or aggregate Combined Single Limits, Personal Injury, Bodily Injury and Property Damage.
CONTRACTOR’S MOTOR VEHICLE BODILY INJURY AND PROPERTY DAMAGE INSURANCE:

The Contractor shall procure and maintain, during the life of this contract, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than one-million dollars ($1,000,000.00) per occurrence and or aggregate Combined Single Limit, Personal Injury, and Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

PROOF OF CARRIAGE OF INSURANCE:

The Contractor shall provide the City of Oak Park, at the time this contract is returned for execution, the certificates and policies listed below. A guarantee that thirty (30) days notice will be given to the City of Oak Park, prior to cancellation of, or change in, any insurance coverage, shall be endorsed on each certificate and policy.

  Four (4) copies of the Certificate of Coverage of Contractor’s Worker’s Compensation Insurance.

  Four (4) copies of the Certificate of Coverage of Contractor’s Public Liability and Property Damage Insurance.

  Four (4) copies of the Certificate of Coverage of Contractor’s Motor Vehicle Bodily Injury and Property Damage Insurance covering owned, hired and non-owned vehicles.

  Original policy, or original binder pending issuance of policy of Owner’s and Contractor’s Protective Public Liability and Property Damage Insurance.

ADDITIONAL INSURED:

The General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement naming the City of Oak Park, as additional insured. The following wording shall be used within the Insurance Contract:

  “Additional Insured, the City of Oak Park, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers thereof.”

Measurement and Payment
The completed work as measured for Administration will be paid for at the contract unit prices. For the following contract items (pay items).
SPECIAL PROVISION
FOR
OAKLAND COUNTY CDBG PUBLIC SERVICE CONTRACT

Description of Work
Attached in appendix A is the required Oakland County CDBG Public Service contract. Upon award of this project the Public Services Contract will have to be executed in addition to the City of Oak Park’s contract.
COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE CONTRACT
PY 2018

Effective Date: July 1, ___________ Ending Date: December 31, ___________

This contract shall be effective for 1.5 years from the beginning effective date or when funding has been expended, whichever comes first. Contracts should not exceed 1.5 years in duration.

CONTRACT FUNDING SOURCES:

CDBG Program Year: ___________ Account Name: ___________________________

Total CDBG Dollar Amount of Contract: $ _______________

Section I. AGREEMENT
This contract is made this day, ___/___/_______, between ______________________, hereinafter designated as the "Service Agency", having its principal office at _____________________________, (Name of Service Agency) (Service Agency Address)
and, _____________________________, hereinafter designated as the "Municipality", (Name of Municipality) having its principal office at _____________________________, (Municipality Address)

Section II. PURPOSE
A) The purpose of this contract shall be: (List a detailed description of services to be provided, for whom and at what cost. Include a specific unit of measure to document how costs are derived. Include attachments as needed)

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Revised 7/12/17
B) Federal CDBG Performance Measures are pre-determined for public service activities and include:
Goal - Improve Quality of Life; Objective - Suitable Living Environment; Indicator - # of Low/Moderate
Income Persons with New Access to Service as reported in the Direct Benefit Activity Report; Outcome -
Improved Availability/Accessibility.

Section III. THE SERVICE AGENCY’S RESPONSIBILITIES
The Service Agency shall:
A) Maintain records pertaining to the monies received and services provided in accordance with this
agreement for a minimum of four years from the completion of this agreement. Allow the County of
Oakland, the U.S. Department of Housing and Urban Development (HUD), the Comptroller General of
the United States and any of their authorized representative’s access to financial records pertaining to
Community Development Block Grant Funds and this agreement for the purpose of audit or
examination.
B) Provide the Municipality and Oakland County Community & Home Improvement Division a specific
unit(s) of measure for all services.
C) Provide the Municipality invoices for services rendered based on actual costs.
D) Submit payment requests that include required supporting documentation monthly or quarterly.
Required documentation includes the “Direct Benefit Activity Report” to capture client information.
E) Provide management and personnel to adequately perform the services prescribed by this agreement.
F) Be solely responsible for any and all taxes (federal, state and/or local); worker's compensation
insurance; disability payments; social security payments; unemployment insurance payments;
insurance, and/or any similar type of payments for the Agency or any employee thereof; and shall
hold the Municipality harmless from any and all such payments.
G) Provide insurance in the kind and amount specified by the Municipality. The Municipality
shall be named as an additional insured thereon and furnished with a certificate thereof when
applicable.
H) The Agency will not solicit or apply funds from any other source for the services reimbursed under this
agreement.

Section IV. THE MUNICIPALITY’S RESPONSIBILITIES
The Municipality shall:
A) In consideration for services rendered by the Service Agency, pay a total sum not to exceed the
CDBG program year funded amount specified above.
B) The municipality shall require written documentation of the client benefit qualification to be kept on
site with the agency.
C) The municipality must monitor the service agency at least once during the contract period.
D) Recompense the Service Agency upon receipt of a payment request that includes accurate required
supporting documentation from the Service Agency in amounts and time intervals as specified here.
Section V. COMPLIANCE
A) The Service Agency shall comply with applicable laws, ordinances, codes and regulations of the Federal, State and local governments.
B) Client Eligibility: All clients served under this agreement shall be qualified via either the HUD section 8 income verification or the HUD “presumed benefit” verification.

Section VI. DISCRIMINATION PROHIBITED
The Service Agency shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Service Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, marital status, sexual orientation, or gender identity be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract.

Section VII. PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITY
There shall be no religious worship, instruction or proselytization as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.

Section VIII. GENERAL CONTRACT PROVISIONS
A) Merger or Integration: This agreement constitutes the entire agreement between the Service Agency and the Municipality with respect to the subject matter hereof; there are no other further written or oral understandings or agreements with respect hereto.

B) Modification, Assignment or Subcontracting Absent Prior Written Consent: No variation or modification of this agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Service Agency and the Municipality. Any alterations, additions or deletions to the terms of this agreement, which are required by the enactment of legislation, regulations and directives, are automatically incorporated into this agreement on the date designated by law, regulation or directive.
C) **Termination:** Either party may, at any time during the life of this agreement, terminate this agreement by giving thirty (30) days written notice to the other party and Oakland County Community & Home Improvement Division of its intention to terminate and an opportunity for consultation prior to termination. In the event of a termination, the Municipality’s obligation shall only be to reimburse the Service Agency for services rendered up to notification of termination.

D) **Addendum:** A contract duration may be extended or shortened, funds may be added or subtracted via an addendum signed by a representative from the Municipality and the Service Agency indicating the exact changes. The Municipality shall provide a copy to Oakland County Community & Home Improvement.

E) **Hold Harmless:** To the fullest extent permitted by law, the Service Agency agrees to indemnify, pay in behalf of, and hold harmless the Municipality, Oakland County Community & Home Improvement, their elected and appointed officials, employees, volunteers, boards, commissions and others working in behalf of the Municipality and/or County, against any and all claims, demands, suits, losses, including all costs connected therewith for any damages which may be asserted, claimed or recovered against or from the Municipality and/or County, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the activity authorized by this contract.

F) **Confidentiality:** The use or disclosure of information by the Municipality or Service Agency concerning services, applicants or recipients obtained in connection with the performance of the agreement shall be restricted to the purposes directly connected with the administration of the services provided under this agreement. Such information shall not be used for any other purpose unless required by law, statute or other legal process and is disclosed to Oakland County Community & Home Improvement.

G) **Disputes:** The Municipality shall notify the Service Agency in writing of its intent to pursue a claim against the Service Agency for breach of any terms of this agreement. No suit may be commenced by the Municipality for breach of the agreement prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the Municipality at the request of the Service Agency must meet with an appointed representative of the Service Agency for the purpose of attempting to resolve the dispute. The Service Agency shall be given the opportunity to cure or remedy any breach within such ninety (90) day period.

H) **Notices:** Whenever under this agreement a provision is made for notice of any kind, unless otherwise herein expressly provided, it shall be in writing and shall be served personally or sent by registered or certified mail with postage prepaid to the designated representatives at the addresses supplied below. A copy shall be provided to Oakland County Community & Home Improvement.


*Revised 7/12/17*

K) Reporting/Monitoring Requirements: The Municipality shall monitor the operations of vendor activities under this contract to assure compliance with applicable Federal requirements, contract provisions and that performance goals are being achieved on an annual basis.

L) Patent Regulations: The Service Agency shall comply with the Municipality’s requirements pertaining to patent rights with respect to any discovery or invention, copyrights and rights in data which arise or is developed in the course of or under such contract.

M) Debarment, Suspension, Ineligibility and Voluntary Exclusion
   The Service Agency shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Contractor shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24. Using the Excluded Parties Listing System (https://www.sam.gov/SAM/), Oakland County Community & Home Improvement Division has determined, as of the date of this contract that the Contractor is not excluded from Federal Procurement and Non-procurement Programs.

IX. SERVICE AGENCY AND MUNICIPALITY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>SERVICE AGENCY</th>
<th>MUNICIPALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Representative Name:</td>
<td>Representative Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td>Phone #:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IRS #:</td>
<td></td>
</tr>
</tbody>
</table>

X. CONTRACT ACCEPTANCE
The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity. CDBG funds may not be legally obligated until after the municipality has received the official award of funds letter for this program year.

<table>
<thead>
<tr>
<th>SERVICE AGENCY</th>
<th>MUNICIPALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer Name:</td>
<td>Officer Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer Title:</td>
<td>Officer Title:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Witnessed:</td>
<td>Witnessed:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Revised 7/12/17