



## **Newaygo County Road Commission**

935 EAST ONE MILE ROAD  
WHITE CLOUD, MI 49349  
Phone (231) 689-6682  
Fax (231) 689-5994  
[www.newaygoroads.org](http://www.newaygoroads.org)

 Find Us On Facebook

## **NOTICE TO BIDDERS**

The Board of County Road Commissioners of Newaygo County will receive sealed bids at their office at 935 East One Mile Road, White Cloud, MI 49349, until 8:00 a.m. on Wednesday, January 16, 2019, for the following:

- ❖ Roadside brush control/herbicide spray treatment – various locations countywide

Specifications and bid forms may be obtained at the Road Commission offices during regular business hours or by visiting our website at [www.newaygoroads.org](http://www.newaygoroads.org)

All proposals must be submitted on Road Commission furnished bid forms. Said forms must be in sealed envelopes, plainly marked as to item bid and shall bear the name of the bidder.

The Newaygo County Road Commission hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of sex, race, color or national origin in consideration for an award.

The Board reserves the right to accept or reject any or all bids, to waive any irregularities in the bids and to make award in any manner they deem to be in the best interest of Newaygo County.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF  
NEWAYGO COUNTY

Douglas Harmon, Chairman  
Louis J. Meeuwenberg, Vice-Chairman  
William Gonyon, Commissioner

# Roadside Brush Control/Herbicide Spray Treatment Specifications

## General Overview

The Newaygo County Road Commission has authorized a program for Roadside Brush Control/Herbicide Spray Treatment consisting of the spot application of selective herbicides on vegetation located within road right-of-way under its jurisdiction and M.D.O.T.'s road system. Selective vegetation management activities will be performed on County Primary and Local roads and shall be executed in a manner that complies with the following specifications including all Federal and State regulations applicable to chemical brush control spraying, i.e., the material(s) to be applied, equipment to be utilized, and related operations. The contract will be for one year with options for renewal as defined in the specifications. The County will be divided into zones for economic reason and operating efficiency. Each year one zone in the County will be the focus of the vegetation management operations as determined by the Maintenance Superintendent.

The annual Brush Control Program may include application(s) in other zones at the direction of the Maintenance Superintendent. The County Road Commission reserves the right to increase or decrease the quantity of work; the cost of any increase or decrease will be calculated at the unit price as bid.

## Contractor Qualifications

1. Contractor must have a minimum of five years experience in chemical application for roadside brush control/herbicide spray treatment.
2. The Contractor and its employees must be specially trained and possess a license issued by the Michigan Department of Agriculture. Verification of such employee training and license must be submitted within 15 days of the notice of Award of Bid.
3. Contractor shall be required to furnish all equipment, materials and manpower needed to perform the work.
4. Employee(s) assigned to operate the spray and related equipment under this specification must possess, as a minimum, three full years of experience in chemical brush control spraying.
5. As part of the bid submission, the contractor shall furnish a complete written list of all counties and states where they have performed brush control spraying services for each of the prior three years.
6. Contractor shall contact **MISSDIG** where applicable.

## Hours of Work

The contractor shall perform all right of way work during daylight hours Monday through Friday. The Maintenance Superintendent **and/or her assigns** must authorize any weekend and/or holiday work.

## Roadside Brush Control/Herbicide Spray Treatment Specifications

1. All spraying operations shall be performed beginning the week of June 1<sup>st</sup> and shall be completed no later than September 15<sup>th</sup>.
2. All spraying and related operations shall be limited to Newaygo County Road Commission rights of way. The typical right of way is 33 feet from the center of the driving portion of the road. Work activities, operations and spraying will not be allowed beyond the 33-foot right of way. Brush to be sprayed at locations and/or limits as follows:
  - a. Spot application at brush location(s);

- b. To the established tree line, and/or the back slope of and existing ditches, whichever is the greater?
  - c. If a tree line or ditch line does not exist, the spray operation should extend no further than 16 feet from the edge of the traveled portion of the roadway.
3. Contractor shall maintain a daily written record of all spray applications by road segments as performed and such record shall be submitted to the Maintenance Superintendent and/or her designated representative on a daily basis. The Contractor's daily record shall be the basis for compensation calculations. The Road Commission will provide the necessary forms for the daily record or contractor forms may be used if pre-approved by the Maintenance Superintendent.
4. Contractor shall designate a minimum of one crewmember of each work crew to respond to citizen questions, concerns, or complaints regarding the spray program, and/or related operations. The contractor shall respond to all complaints that come to its attention and the response must be in a timely manner. All contacts or complaints must be documented, in writing, and copies forwarded to the Road Commission on a daily basis.
5. Written documentation required above, as a minimum, shall include the date and time of the contact, the name and pertinent address of the individuals, the general nature of the question, concern or complaint, and a brief description of the response and the name of the employee receiving/responding to the contact.
6. Material Safety Data Sheets of all materials to be utilized in the brush control program must be provided to the Road Commission prior to the start of the work. The contractor's on site employee representative must have MSDS forms available on site to provide residents upon request.
7. Contractor's employees shall exercise care and due diligence to prevent its operations affecting any person that may be in the work area and/or cause injury or damage to animals, residential plantings, vegetable or flower gardens or to any susceptible farm crops or other desirable plants that may be located in or adjacent to the roadway. The Contractor shall have the responsibility to shut off the spray at any time the application of materials might cause such damage.
8. Contractor shall assume full liability for all injury and/or damages to persons, animals, farm crops, and desirable plant life in, adjacent to or adjoining road rights of way, caused by its employees, equipment and/or as a result of its operations.
9. If a no spray zone policy is implemented, the contractor shall not spray areas that are marked "No Spray Zone" on signs provided or approved by the Road Commission.
10. Spray operations shall not be performed when winds exceed 12 MPH.
11. Areas of road right of way to be sprayed will be determined by the Maintenance Superintendent. The Contractor will be provided with written information and/or maps identifying the specific roads to receive brush control spraying.
12. A 90 percent effective rate shall be expected. Areas in need of re-spray will be the responsibility of the contractor at a rate of application that will meet the 90 percent effective rate. The contractor will be responsible for the total cost of any re-spray.
13. Do not apply materials directly to water, or to areas where surface water is present, or to intertidal areas below the mean high water mark. Do not contaminate water when cleaning equipment or disposing of equipment wash waters or rinsate.
14. Do not apply during gusty or windy conditions.

## Chemical Specifications

Please state chemical list on bid form w/application specification

## Equipment Specifications

The contractor shall furnish, operate and maintain suitable and adequate equipment necessary to perform the spray operations according to the specifications of this contract as well as any applicable State and Federal regulations. Inspection of equipment by a designated Road Commission representative will be required prior to the award of contract.

The spray equipment shall be as follows:

1. Truck mounted tank with a liquid capacity of no less than one thousand gallons.
2. Spray unit shall be powered with a pump capable of pressures ranging from twenty to three hundred pounds per square inch.
3. Each unit shall be equipped with a nozzle type spray gun extending boom, and sufficient off center nozzle capacity necessary to cover the entire specified width, while traveling on one side of the road.
4. Contractor's vehicles and equipment shall be clearly identified with the contractor's name at all times.

## Safety

Contractor shall comply with all related Michigan Department of Agriculture and/or MIOSHA safety regulations and requirements. If standards or requirements are in conflict, the most restrictive shall apply.

Contractor shall be required to implement the proper traffic control devices as stated in the Michigan Manual of Uniform Traffic Control Devices, 1994 Edition, Part 6, Construction and Maintenance, Revised January 2001.

The contractor's vehicle(s) and/or equipment shall be required to have sufficient strobe light(s) to provide 360-degree visibility. The contractor's vehicle(s) shall have a working strobe light during all operations whenever working in road right of way.

Contractor utilization of equipment and/or work activities and operations shall be limited to one side of the right of way at a time. Contractor operations shall be restricted to the direction of travel.

Applicators and other handlers must wear long-sleeved shirt and long pants and shoes with socks.

## Method of Measurement

The method of measurement shall be the gallon of sprayed mixture. Payment shall be based on a unit price cost per gallon, as bid.

## Method of Payment

Contractor compensation shall consist of two lump sum payments not to exceed a predetermined project budget. The first payment shall be issued by the Road Commission upon contractor's mobilization and start up of work. The mobilization/start up payment shall be calculated at 30 percent of the project budget. The Road Commission shall issue the second payment as final compensation subject to the following conditions:

- All required records, forms, documentation, etc. must be submitted to the Superintendent.

- The contractor's "Daily Report" shall constitute the basis of calculation for final project payment. Compensation shall be calculated on the basis of the number of gallons as applied times the unit price as bid less the mobilization/start up payment.
- Contractor shall forward project invoice to the Road Commission Superintendent for mobilization/start up payment and final payment. Invoice shall contain the purchase order number.
- The Superintendent shall authorize final payment upon her determination that all work was performed and completed in compliance with the Specifications acceptable to the Superintendent.

Insurance Requirements

After notice of an Award of Bid but prior to the performance of any work for the Newaygo County Road Commission, the successful contractor and any subcontractors shall furnish proof of insurance of the following minimum requirements. As a minimum, the Contractor's insurance certificate shall identify the period of coverage that shall be in full force and effective through August 30.

Worker's Compensation	Statutory Coverage
Bodily Injury and Property Damage General Liability	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Bodily Injury Liability and Property Damage Liability Automobile:	
Bodily Injury Liability	...Each Occurrence \$1,000,000
	...Each Person \$ 500,000
Property Damage Liability	...Each Occurrence \$1,000,000

Combined Single Limit for Bodily Injury and Property Damage Liability

Contractor shall save harmless and indemnify the Newaygo County Road Commission, as well as its Board of Directors, Administrators and Employees, against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of work.

The certificate of insurance must be submitted in the designated envelope provided with the bid forms and will include and be named, in writing as follows: **"Michigan Department of Transportation (MDOT), The Board of County Road Commissioners for Newaygo County, the Newaygo County Road Commission and its Officers, Agents and Employees have been added as additional insured."**

Suspension of Operations

The Maintenance Superintendent shall have the right, upon verbal notice to the contractor, to direct the full or partial suspension of operation(s) for cause and the contractor agrees to implement same in a timely manner. Any cessation of operation as may be directed by the Superintendent shall not result in any economic penalty to the Road Commission.

Termination of Contract

The Commission shall have the right to cancel the Contract for any reason acting in its own interest. Termination notice may be verbal or written; however, written notice must be forwarded to the Contractor in a timely manner.

Renewal Option

The Newaygo County Road Commission reserves the right to renew its Award of Bid for one-year extension(s), i.e., up to three separate years, subject to satisfactory performance of the work and at a unit price negotiated

by the parties. The unit prices for the annual extensions are to be established no later than March of the applicable year.

### Assignment Clause

The contract between the Newaygo County Road Commission and the contractor may not be assigned to a third party without the written consent of the Newaygo County Road Commission.

### Questions

Questions regarding the specifications or related matters shall be directed to the Newaygo County Road Commission Derek Wawczyk, Assistant Manager at (231) 689-6682.

### Public Information and Notice Requirements

#### Road Commission Requirements:

1. Publish a Notice of Roadside Brush Control Program in local newspaper(s) to notify area residents of the upcoming program and informational meeting.
2. Road Commission personnel to furnish and distribute signs relating to "No Treatment Zones" as outlined in the Brush Control pamphlet.
3. Road Commission personnel to furnish and set out required temporary informational signs relating to roadside brush control operations, i.e., notice informing the public of brush control operations before implementation of work and remove such signs after the work.

#### Contractor Requirements:

1. Furnish copies of informational/technical brochure(s) and Material Safety Data Sheets upon request for resident/property owners.
2. Assign a technically knowledgeable person to assist in answering questions and/or respond to citizen concerns as needed.

### Familiarization With The Work

Bidders shall be responsible to completely familiarize themselves with the scope, extent and nature of the work by thoroughly examining the bid documents, proposal, specifications, plans and work site(s), and thoroughly evaluating the quantities, equipment, materials, any type of labor required to complete the necessary work. Extras will not be allowed due to any claim of lack of knowledge of requirements, circumstances or conditions about which the bidder could have reasonably been informed.

# BID FORM — ROADSIDE BRUSH CONTROL/HERBICIDE SPRAY TREATMENT

Due by: 8:00 a.m. Wednesday, January 16, 2019

Submitted to: Newaygo County Road Commission  
935 East One Mile Road  
White Cloud, MI 49349

This bid is a lump sum bid based upon unit price. The contractor agrees to hold unit prices for the duration of the Contract. Completion date for each year of the Contract is **September 30, 2019**. The contractor agrees to all specifications and requirements set forth in the Bid Document.

Please type information in bid form spaces provided.

<u>Item Description</u>	<u>Quantity Unit (gal)</u>	<u>Unit Price (gal)</u>	<u>Estimated Total Cost</u>
-------------------------	----------------------------	-------------------------	-----------------------------

_____	Estimated: 100,000 gallons	\$_____	\$_____
-------	----------------------------	---------	---------

=====

I herewith attest that I have reviewed and familiarized myself with the minimum specifications and general requirements as set forth by the Newaygo County Road Commission for Roadside Brush Control/Spray operations as set forth herein.

NOTE: Any deviation from material specifications and/or general requirements shall be noted by the bidder on a separate sheet attached to this bid form and submitted with the Bid Form.

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_  
(Please print)

Emergency Phone #: \_\_\_\_\_

=====

**RETURN THIS BID FORM & CERTIFICATE OF INSURANCE IN SEALED ENVELOPE**





## Newaygo County Road Commission Form 2

Job: \_\_\_\_\_

Operator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

MCRC Use

Road Name	Side of Road				Starting Point	Finishing Point	Odometer		Length	Gallons Applied	Twp	P	L
	N	S	E	W			Start	Finish					
<b>Total this Sheet:</b>													

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note: This form must be filled out daily and turned into the inspector in charge.**