

**HOPKINS TOWNSHIP  
128 S FRANKLIN ST  
PO BOX 217  
HOPKINS, MI 49328  
supervisor@hopkinstownship.org**

**BID SPECIFICATIONS FOR  
HILLIARDS PARK MAINTENANCE AND GROUNDSKEEPING**

1. The term of the contract is for two years beginning in April 2024 and ending November 2025 and may be extended by mutual written agreement of the parties.
2. The contractor shall mow and trim the ballfield lawn weekly and routine trimming of trees and bushes when necessary. Leaf removal shall be done as necessary to mow, but once per year, spring or fall. The contractor shall keep dirt infield free of weeds. Services shall be rendered on the same day of each week, pending weather conditions. Services are estimated to be rendered up to 27 times for the year. **Contractors must bid an annual \$ amount for All Park Maintenance and Groundskeeping.**
3. The payment schedule for services shall be in seven equal payments beginning in May and ending in November.
4. The contractor shall inspect fences, playground equipment and grounds to identify any safety issues and complete and sign an inspection report and email copy to the Clerk and Supervisor weekly after each mowing.
5. The contractor will also be responsible for picking up debris on park grounds, emptying trash barrels into dumpsters and cleaning the restrooms on a weekly basis. Notify trash removal service when dumpster is full and needs to be emptied.
6. Contractor is responsible for hooking up the shallow well pump, checking the water lines to the restrooms and hooking up the toilets in the spring and unhooking the shallow well pump and unhooking and winterizing waterlines and toilets in the fall and report any issues in writing to Supervisor by email.
7. The satisfactory performance of the services rendered pursuant to the agreement is to be conclusively determined by the Hopkins Township Board.
8. The agreement shall be terminable at will by either party upon 30 days' written notice at the address stated above.
9. The contractor shall have the responsibility for providing, maintaining, and operating all mowing, trimming and other equipment necessary to perform the above-listed duties.
10. Contractor shall annually provide Hopkins Township with written evidence of adequate liability and workers' compensation insurance coverage and shall indemnify and hold

Hopkins Township harmless from any damages, loss, claim, settlement judgment or award arising from or during its activities performed pursuant to the agreement.

11. The contractor shall promptly report by email any suspected violations of park rules or unusual incidents or conditions requiring management action to the Township Supervisor and Clerk.
12. The Contractor, his/her employees and agents are independent contractors and not hires or borrowed employees of Hopkins Township and therefore the Township shall not withhold from any payments pursuant to the agreement any state or federal income tax, social security, unemployment, or workers' compensation benefit or any other employee benefit programs.
13. If the contractor performs any additional services, the payment of such services shall be determined at such time the Township deems additional services are necessary.

Hopkins Township reserves the right to accept or deny any sealed bid and preference will be given to the contractor that submits bids for the cemeteries and Hilliards Park.

Send sealed bids to:  
Hopkins Township, Supervisor  
Mowing Bid  
PO Box 217  
Hopkins, MI 49328