



**2018-2020 ROADSIDE MOWING
PRE-BID MEETING MINUTES**

Tuesday, December 5, 2017

A. INTRODUCTIONS & SIGN-IN SHEET

1. Introductions were conducted and a sign-in sheet was passed around. A copy of the sign-in sheet is attached.

B. BID DATE & TIME

1. Bids will be received until Thursday, December 14, 2017 at 10:00 a.m. at which time they will be publicly opened and read aloud
2. Bids shall be submitted in a sealed envelope with "Bid for 2018-2020 Roadside Mowing" clearly marked on the outside of the envelope
3. Electronic or faxed bids will not be accepted
4. Bidders can drop off their bids in person at the Road Commission's front desk during working hours (7:00 a.m. to 3:30 p.m., Monday through Friday).
5. The bids can also be mailed to the Road Commission's office as long as they are received prior to the due date and time.

C. CONTRACT DESCRIPTION

1. Roadside mowing on 440.39 miles of primary roads in Monroe County
2. Three-year contract with two optional one-year extensions based upon the mutual agreement of both parties
3. Two mowing cycles per year
4. Boom mowers with a minimum horizontal reach of 20 feet shall be used to mow the back banks
5. The Road Commission expects to start a phragmite spraying program in 2018. Phragmite spraying is performed in late August or September, and sprayed areas will have to sit for at least 3 weeks prior to mowing.

D. PAYMENTS

1. Payment will be by the centerline mile and includes mowing on both sides of the road. No deductions will be made for areas not mowed such as maintained lawns, driveways or heavy brush areas.
2. The Contractor shall invoice the Road Commission for their work on the contract.
3. Each township can be invoiced separately after the mowing is complete in the township, or multiple townships can be combined on the same invoice as long as the mowing in each township is listed separately on the invoice.
4. Each invoice shall contain, at a minimum, the following information: date(s) of service, township(s) mowed, centerline miles for each township, contract unit price and total invoice amount.
5. Payment terms are net 30

E. CONTRACTOR QUESTIONS

Question 1: The specifications state, "The Contractor shall trim within 12 inches of all obstructions within the designated mowing area." Does this mean we will be required to hand trim around all obstructions?

Answer 1: Hand trimming will not be required as long as you are able to mow within 12 inches of any obstructions within the designated mowing area.

Question 2: Do we need to perform any additional mowing on intersecting cross roads?

Answer 2: Yes. Intersections shall be mowed a minimum of 20 feet from the edge of the shoulder or to the top of the back bank, whichever is less, to a minimum distance of 150 feet on each leg of the intersection to ensure adequate clear vision at the intersection. If heavy brush or other obstructions prohibit mowing to 20 feet from the edge of the shoulder or to the top of the back bank, the Contractor shall mow as far as reasonably possible.

This requirement will be added to the specifications in Addendum No. 1.

Question 3: Will mowing the back banks during the first cycle of the season create any issues with Pheasants Forever?

Answer 3: Pheasants Forever has requested that the Road Commission refrain from mowing the back banks until after September 1st. As such, the 1st mowing cycle of the season will be revised to an 8-foot wide swath with additional mowing at intersections to ensure adequate clear vision. The specifications will be revised in Addendum No. 1.

**PRE-BID MEETING ATTENDANCE SHEET
FOR
2018-2020 ROADSIDE MOWING**

NAME	COMPANY NAME & ADDRESS	PHONE NUMBER	EMAIL ADDRESS
Keith Richard <i>KR</i>	Monroe County Road Commission 840 S. Telegraph Road Monroe, MI 48161	734-240-5135	KRichard@mcrc-mi.org
Ed Shinevarre	Monroe County Road Commission 840 S. Telegraph Road Monroe, MI 48161	734-240-5153	EShinevarre@mcrc-mi.org
Phil Masserant	Monroe County Road Commission 840 S. Telegraph Road Monroe, MI 48161	734-240-5121	PMasserant@mcrc-mi.org
Michael Smith	Monroe County Road Commission 840 S. Telegraph Road Monroe, MI 48161	734-240-5103	MSmith@mcrc-mi.org
<i>Kris Krause</i>	<i>4685 W. Michigan Ave Searle MI 48176</i>	<i>734 320-5133</i>	<i>kris@JLBKLANDSCAPING.COM</i>
<i>Jay Herrington</i>	<i>Precision Irrigation POB222 OL, MI 49267</i>	<i>419 466 0246</i>	<i>jlerrington@Bex.net</i>
<i>Guy Ross</i>	<i>Fontenot Landscape Services LLC. 8881 Central Ave Detroit MI 48204</i>	<i>313-704-7004</i>	<i>guyr@fontenotlandscape.com</i>