

CITY OF GIBRALTAR

REQUEST FOR PROPOSALS

SNOW REMOVAL SERVICES

The City of Gibraltar is seeking proposals from experienced snow removal companies to provide snow removal services. Services will be provided to elderly and disabled individuals through the City of Gibraltar's Community Development Block Grant Program. Recipients of service will be prescreened and preauthorized by the City. The scope of the work will include the clearing of residential sidewalks and driveways on an as needed/requested basis. Pricing shall be proposed based upon a per-plow price.

A full list of specifications are available at:

City of Gibraltar
29450 Munro
Gibraltar, MI 48173

Or

www.cityofgibraltar.net

Sealed proposals must be returned in an envelope clearly marked "CDBG snow removal services" to the City of Gibraltar, 29450 Munro, Gibraltar, MI 48173, before **2:00 p.m. on Wednesday, December 5, 2018**. All respondents must address all requested criteria in the proposal and meet the City's insurance requirements in order to be considered.

Cynthia Lehr
City Clerk

Snow Removal Services

CONTRACTOR QUALIFICATIONS

Contractors bidding this proposal shall be accredited contractors in the snow removal business with a minimum of three (3) years. Contractors bidding this proposal must provide a list of work performed in the last three (3) years with contact names and phone numbers, for work performed on contracts of a similar size to the City of Gibraltar.

INSURANCE REQUIRMENTS

As part of their submittal, bidders are required to show proof of Commercial General Liability Insurance Coverage. Limits shall be no less than \$2,000,000 Aggregate and \$1,000,000 Each Occurrence. Proof of property damage coverage with limits of no less than \$100,000 is required. The City of Gibraltar shall be listed as additionally insured under contractor's policy.

ADDITIONAL SERVICES

Any request for additional services, not specifically listed, will be performed only after agreement has been made between the City and Contractor.

INVOICES/PAYMENT

Snow Removal services shall begin December 15, 2018 and continue through April 1, 2018. Direction on which properties shall be serviced will be provided to the contractor by Gibraltar City Hall. Billing from the contractor shall be submitted to the City on a monthly basis for the previous months plowing. Monthly invoices are to be detailed, listing the properties plowed, date plowed, and frequency. Payment on monthly invoices averages 14 days. Contractor shall provide the City with photographs indicating the prior to plowing and post plowing views of each property assigned. Photos will be required to be submitted with all invoices. Each photo should indicate the address of the property and the date the property was serviced. Payment will not be released unless photos are submitted.

SERVICE CONDITIONS

- a. Contractor agrees to perform for the City all contracted services in a good workmanlike and professional manner.
- b. Contractor's maintenance personnel shall be properly trained, experienced, and skilled for their respective duties.
- c. Contractor shall provide two 24 hour contact phone numbers to insure that the City can make contact at any time.
- d. The City of Gibraltar is not responsible for any damage whatsoever to the contractor's equipment as a result of the nature of the work. Contractor shall inspect all properties prior to plowing to insure any foreign objects evident are removed or avoided as to minimize potential damage to private property and the contractors equipment.
- e. Contractor will conduct plowing of the assigned properties within eight (8) hours of being contacted by the City. The contractor will remove snow on the entire property including the

driveway, walkway, and sidewalk of the property. At the request of the resident, salt (ice melt) shall be placed upon the walkway servicing the residence.

f. Contractor shall inform the City's contact person by the end of the next work day of all properties serviced

h. Snow shall not be removed in a fashion that causes issues for neighboring properties.

i. Contractor shall not begin any services prior to receipt of signed Agreement.

j. City will not be responsible for any damages caused by the contractor during the course of his/her duties.

k. Pricing shall be provided by the contractor on a per-plow basis. Contractor shall familiarize themselves with all residences in the City of Gibraltar and provide pricing which is adequate to account for properties with both large and small driveways/walkways/surfaces/ etc. No additional compensation will be provided for depth of snowfall or larger sized properties. This contract shall not exceed a cumulative total of \$2000.

l. Contractor upon request must be able to show proof of a drug free work place and efforts to insure compliance with a drug free policy.

m. Safety shielding and other manufacturer safety amenities on all plowing/snow removal equipment shall remain attached at all times. The Contractor will provide all other tools and supplies necessary for performing the work required by this Agreement. All tools and equipment required to carry out the operations within the scope of this contract shall meet the standards of the Federal Occupational Safety and Health Act and State of Michigan Safety Codes as may be required by law. The City reserves the right to inspect the equipment that will be used.

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STANDARD CONDITIONS AND PROVISIONS

- a. Contractor shall furnish all necessary supervision, labor, supplies, materials, and equipment required in performing the mentioned services on a timely basis.
- b. Contractor shall make every effort to perform said services so as to avoid inconvenience to the City.
- c. Neither party shall be held liable for damages by reason of any delay in completion of the work hereunder due to causes beyond its control and without its fault or negligence, including, but not limited to, acts of God, or of the public enemy, acts of government, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather.
- d. It will be the contractor's responsibility to contact the appropriate utility company, including cable TV, if any damage is caused to such above-ground permanent or temporary utilities as a result of snow removal.
- e. Any notice required herein by either party shall be in writing and shall be sent to the other party by United States mail, certified and postage prepaid.
- f. Contractor shall act as an independent contractor. Contractor shall employ and direct such personnel as it requires to perform services.

TERMINATION OF CONTRACT

The City reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract in accordance with its terms. In the event of default and termination, the City may procure another Contractor, upon such terms and services to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the City Administrator that failure to perform the contract is due to causes beyond the control and without fault or negligence of the Contractor.

BID FORM

The undersigned, having become familiar with the local conditions affecting the cost of the work, and with the Contract Documents, including Instruction to Bidders, General and Special Conditions of the Contract, the Proposal and Contract Forms , as designated hereby, propose to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services, necessary to perform and complete in a workmanlike manner, all of the work required for and the work described in the following Bidding Schedule in connection with the construction of the improvements, all in accordance with the Contract Specifications as prepared by the City of Gibraltar, including Addenda Nos. _____, _____, _____, _____, issued thereto, for the sums set forth in the following Bidding Schedule:

SCHEDULE OF UNIT PRICES

(YEAR 1)

Plowing Residential Lot

Includes sidewalk (where applicable, driveway, walkway (with salting at resident's request)

\$ _____/occurrence

Company

Representative (Print)

Representative (Sign)

By signing, it is agreed and understood by the bidder that the Owner reserves the right to reject any and all proposals and to waive any informalities in bidding, and award the contract to the bidder deemed to be in the best interest of the City. Bidder agrees that their proposal stands firm for sixty (60 days from the date of the opening of the bids. The City of Gibraltar is an equal opportunity employer.

