



August 22, 2016

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, September 8, 2016, at 2:00 p.m.** for the following:

**Snow Plowing & Hauling Equipment and Services, and
Snow Hauling in Support of the City's Snow Removal Operations in the Downtown Area
(Parking Lots and Sidewalks)
(See attached specifications)**

If the specifications are obtained from the City's website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to jdalton@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Snow Plowing and Hauling.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Mark Jones, Streets Superintendent, at (231) 922-4900 x 112 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

SNOW PLOWING & HAULING EQUIPMENT AND SERVICES SPECIFICATIONS

For further information, contact Mark Jones, Streets Superintendent, at 922-4900, ext 112.
Larger maps are available upon request.

GENERAL

The City of Traverse City is seeking bids for snow-plowing and snow hauling in support of the City's snow removal operations in the downtown area.

This is an on-call operation. When snow accumulates in the downtown area to a depth requiring removal, City personnel shall notify the contractor to mobilize equipment and personnel. All or some of the following tasks are involved, depending on the amount of the snow accumulation, for the winter 2016/2017:

- Removing snow from designated downtown sidewalk.
- Windrowing snow in the center of Front, State, Cass and Union Streets.
- Providing trucks and crews to haul windrowed snow to the City's snow dump sites.
- Plowing and hauling snow from designated downtown parking lots to the City's snow dump sites.

SPECIAL SNOW REMOVAL INSTRUCTIONS FOR GARLAND STREET, HALL STREET TO UNION STREET

Special instructions required for snow removal and ice control: Garland Street is a newly constructed street with decorative colored, stamped concrete and cannot be maintained with your typical metallic blades and buckets on equipment. Also, it cannot have salt used as an ice control material at this time.

Contractors will only be allowed to use the following equipment and materials:

- Snow Removal Sidewalks and Street
Power broom
Specially constructed rubber pushers for ASV, Bobcats, Loaders, etc.
- Ice Control
Sand only. This will be subject to change if a product is found that will not damage the newly constructed concrete. Contractor should have bid price for a pickup style sander unit or comparable type of sander unit.
- Snow Storage
Snow can be pushed to the nearby parking lot "Z" to be stored and then hauled by contractor when needed.

- Invoices
All time and invoicing for Garland Street snow removal work will need to be kept separate from all other snow removal work when sent for payment.
- Highly Recommended
Before preparing your bid, contact the Street Department Superintendent for a site visit at Garland Street so you can fully understand the types of special equipment needed.

Mark Jones
Street Superintendent
231-922-4900 x 112

Bidders will indicate the proposed costs for supporting City snow removal operations by submitting a bid summary sheet (attached) that includes the hourly cost for each piece of equipment that will be used by the contractor. The hourly rate cost submitted will be inclusive of all equipment, manpower, and overhead costs.

Snow plowing equipment will generally be used in wind-rowing snow in the downtown area. The loading box height must not be over ten feet (10') above the ground, including sideboards. Working hours generally will be from 3:00 a.m. to completion of snow pickup on days equipment is needed.

For snow hauling, bidders shall indicate truck box dimensions, rate per hour including driver, fuel cost, overhead, etc.

Drivers and trucks shall be available on call by calling one pre-designated phone number. Payment will be from time started on the job until released. No payment will be made for any travel time to and from the job.

The bid shall be for a period of one year, with an option of renewal for two additional years, in one-year increments, if the price remains the same and the service remains satisfactory as determined by the City. The City has the right to terminate the contract at any time the bidder does not perform the duties as specified. The successful bidder shall accept a service order / contract from the City to perform this work.

The successful bidder shall comply with the State of Michigan for "Prohibition of Discrimination in State Contracts."

INSURANCE

The vendor is required to provide and maintain at all times during the service order the following insurance. If any parts of the service order are sublet, insurance shall be provided by the vendor on behalf of the subcontractors to cover their operations. The insurance shall be contracted with a company licensed to do business in the State of Michigan and shall be subject to approval by the City. Certified copies, setting forth the limits and coverage, shall be furnished to the Purchasing Agent before commencing with any work. The policy shall contain endorsements

stating that a 10-day notice will be given to the City prior to termination or any change in the policy. If any of the insurance is canceled, the vendor and all subcontractors shall cease operations, and shall not resume until new insurance is obtained.

Contractor's Commercial General Liability Insurance: The vendor shall procure and maintain during the life of the service order, commercial general liability insurance on an "occurrence basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. The City of Traverse City shall be named as additional insured.

Workers Compensation Insurance: The vendor shall procure and maintain during the life of this service order, workers compensation insurance, including employers' liability coverage in accordance with all applicable statutes of the State of Michigan. If a sole proprietor, a sole proprietor waiver must be executed and notarized.

EXCEPTIONS

It is the intent of these specifications to describe snow plowing and snow hauling equipment and services needed. If your equipment does not exactly meet these criteria, please take exception and bid your items on an additional sheet of paper.

BID SUMMARY

BIDDER: PLEASE COMPLETE AND RETURN (all 5 pages)
TITLE: SNOW HAULING EQUIPMENT AND SERVICES
DUE DATE: THURSDAY, SEPTEMBER 8, 2016 AT 2:00 P.M.

MINIMUM EQUIPMENT NEEDED FOR EACH SNOW EVENT:

- 6 - 3 axle or larger leads (30 yard minimum trailers)**
- 2 road graders - 12' or 14' blades**
- 4 half ton or larger pickups with plows**
- 4 loaders, 3 to 4 yard bucket**

Please complete the following. Use additional sheet if necessary.

LEAD HAUL TRUCKS

Number of Units	Type of Units	Box Size	Cubic Yard Capacity	Rate per hour including any overtime

ROAD GRADERS

Number of Units	Type of Units	Make	Blade Width	Rate per hour including any overtime

OPTIONAL BID - PLOW EQUIPMENT - PICKUPS, LOADERS, etc.

Number of Units	Type of Units	Make	Blade Width	Rate per hour including any overtime

BID SUMMARY

BIDDER: PLEASE COMPLETE AND RETURN (all 5 pages)
TITLE: DOWNTOWN PARKING LOTS PLOWING, HAULING, SANDING
 (see parking lot map attached)
DUE DATE: THURSDAY, SEPTEMBER 8, 2016 AT 2:00 P.M.

Each parking lot will be listed separately stating each day and what service was provided. Sander rate per hour will include salt/sand mix. List of parking lots is attached. All parking lots to be completed by 7:00 a.m. (including snow hauling). Please complete the following; use additional sheet if necessary.

MINIMUM EQUIPMENT NEEDED FOR EACH SNOW EVENT:

4 half ton or Larger Pickups with Plows
1 Sander, 5 Yard Minimum AND 1 Sander, 1.5 Yard Minimum
4 Loaders with snow Pushers

PARKING LOTS

Pick-up with Plow	Number	Make	Blade Width	Rate per hour including any overtime

Sander - includes 50/50 sand/salt mix	Number	Make	Size	Rate per hour including any overtime & mix

Sander - includes Straight sand: Pickup Size Sander (Garland St)	Number	Make	Size	Rate per hour including any overtime & mix

Loader/Pusher	Number	Make	Bucket Size	Rate per hour including any overtime

Snowhaul Trucks	Number	Make	Cubic Yard Capacity	Rate per hour including any overtime

BID SUMMARY

BIDDER: PLEASE COMPLETE AND RETURN (all 5 pages)
TITLE: DOWNTOWN SIDEWALKS
 (see sidewalk map attached)
DUE DATE: THURSDAY, SEPTEMBER 8, 2016 AT 2:00 P.M.

MINIMUM EQUIPMENT NEEDED FOR EACH SNOW EVENT:

**4 machines - 4 x 4 Tractors or Rubber Track ASV
 2 Self-Propelled, Walk-Behind Snow Blowers, 36" Minimum**

SIDEWALKS

Proposed Equipment	Number	Make	Size	Rate per hours including any overtime

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder understands that payment will be made from time started on the job until released. No payment will be made for any travel time to and from Bidders' place of business.

Bidder understands and agrees, if selected as the successful bidder, to accept a blanket service order from the City to supply to the City the equipment and service from November 1, 2016 to April 30, 2017, and to provide all of the required insurances.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

The Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Submitted by:

Signature

Company Name

Name and Title (print)

Company Address

Phone Fax

City, State, Zip

CONTRACTOR REMOVALS

2016 - 2017

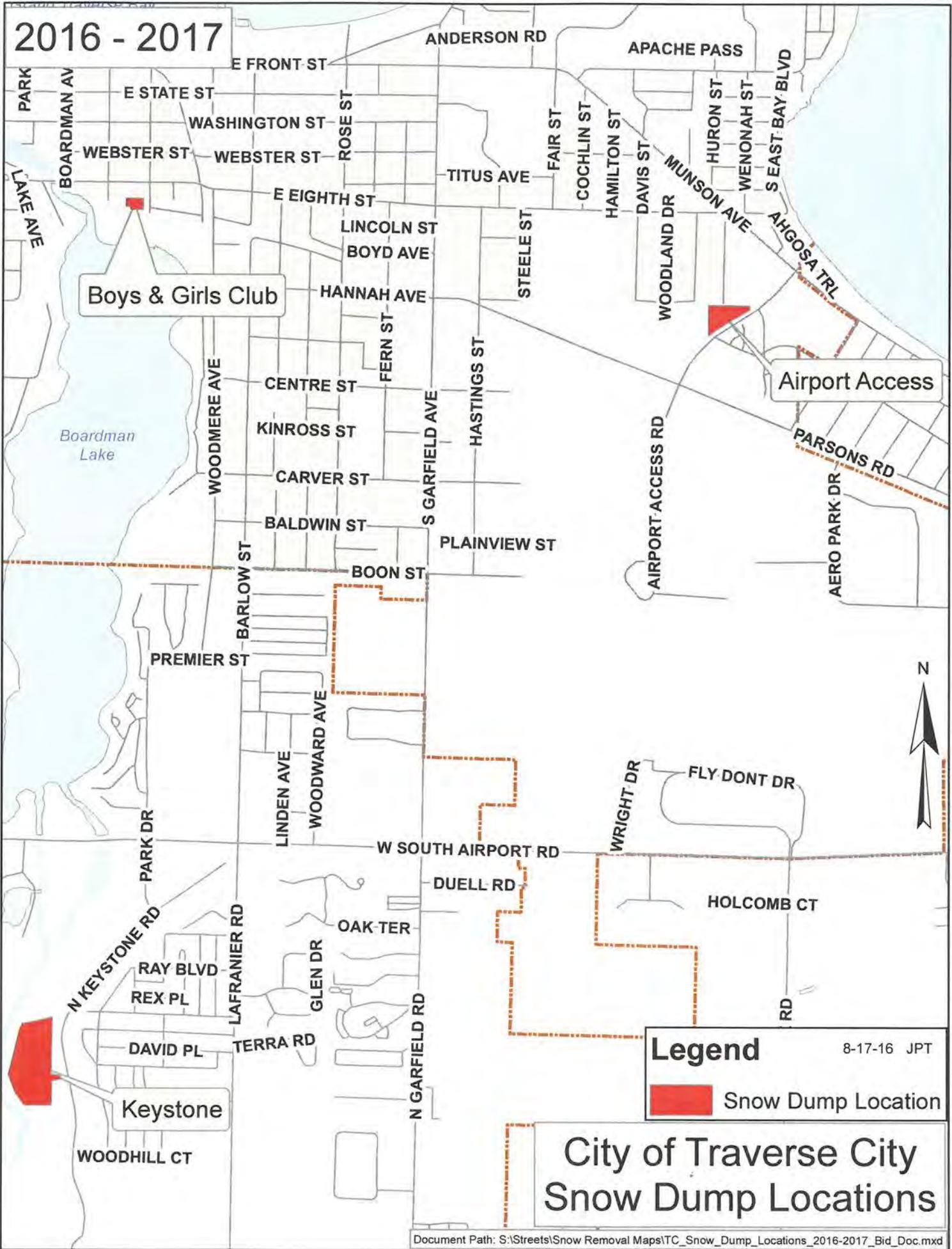
The following municipal parking lots may be required to be plowed, with snow removal immediately following as indicated**, by Contractor:

- Lot "X" East of Hall Street - Snow to be stored south side of parking lot by river.
- Lot "V" On south side of West Front Street, west of Gourdie-Fraser, 123 W. Front St.**
- Lot "S" On southwest corner of Front and Pine.**
- Lot "A" Along river (south side) between Union Street and Cass Street, also a small section of Lot "A," west side of Union.**
- Lot "N" Between State Street and Washington Street, south side of alley.**
- Lot "R" Including area at rear of the Opera House.**
- Lot "P" On West State Street.**
- Lot "G" West of 123 East State Street.**
- Lot "O" On northwest corner of State @ Cass Street.**
- Lot "Z" East of parking lot X, off of Garland.**

Hardy Parking Deck, **upon request**

Old Town Parking Deck, **upon request**

2016 - 2017



Legend 8-17-16 JPT

 Snow Dump Location

City of Traverse City Snow Dump Locations