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Prepared October 2015

REQUEST FOR PROPOSAL
MID MICHIGAN COMMUNITY ACTION AGENCY
BAY CITY OFFICE BUILDING

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INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to perform regular snow plowing, shoveling walks and salting services at our Bay City Office building located in Bay County. Services shall be performed as specified in the scope of services. Services shall also include supplemental services to be provided upon request.

Location:

MMCAA

111 Washington Ave

Bay City, Mi. 48708

ADMINISTRATIVE POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements should be directed to:

Name: Terry Ellenwood, Facilities Manager
Address: 1574 E. Washington Road, PO Box 768, Farwell, MI 48622
Phone: 989-386-3805 ext. 1023
Email: tellenwood@mmcaa.org

DUE DATES

All proposals are due by 4 PM on October 22, 2020 Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals may not be evaluated for award.

SCHEDULE OF EVENTS

1. RFP Distribution to Contractors – 09/30/15
2. Informative walk through – 10/12/2020 at 10:30 AM
3. Questions from Contractors about scope or approach due – 10/16/15
Question about the scope of the contract or other concerns should be addressed to; Terry Ellenwood, MMCAA Facilities Manager
4. Responses to Contractors about scope or approach due -10/20/2020
5. **Proposal Due Date – 10/22/2020, 4 PM.**
6. Anticipated decision and selection of Contractor(s) – 10/23/2020
7. Anticipated commencement date of work – 10/26/2020

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s).
- The detailed requirements for each of the above-mentioned sections are outlined in this RFP.

Submissions must be received no later than 4:00 p.m. on 10/22/2020 at MMCAA Administrative Office in Farwell, Michigan. Submissions can be submitted via mail, fax, or email to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
Phone: 989-386-3805 ext. 1023
Fax: 989-386-3277
E-mail: tellenwood@mmcaa.org

SCOPE FOR CONTRACTORS

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts.
- Services will be for the 2020-2021, 2021-2022, & 2022 -2023 seasons. MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue the contract without obligation upon a minimum of two-week notice.

SERVICE SPECIFICATIONS

1. All plowing and shoveling needs to be completed prior to:
7:00 AM.
2. Plowing will include the paved parking lot on the east side (rear) of the building. All snow will be pushed into a pile on the North and South end of the alley parking area. Piled snow will have to be removed on a regular basis. Note: there will be two private vehicles parked here most of the time. They are residents in our upstairs apartments. This may cause the said contractor to back blade or shovel most of this area.
3. In no case can piled snow or melting banks be allowed to damage neighboring business walls.
4. Snow and ice removal services will be considered as both "automatic" and "on-call".

5. Parking lot, sidewalks, door entrances in the front and rear of the building, and the metal rear staircase and landing will be plowed and shoveled any time we receive one inch (1.0") or more of snow.
6. Contractor must remove snow from the lot so that all parking spaces are continuously available.
7. Driving lanes and all parking spaces in the rear must be kept cleared throughout the business day, whenever we receive one and half inches (1.5") or more of snow.
8. Shoveling will include the city sidewalk from the south of the property border to the north property border, two front door entrances, two back door aprons, and a metal staircase and landing on the back side of the building.
9. Sidewalks and staircase at rear of building will be shoveled on a regular ongoing basis. During business hours (6:00am to 9:00pm) when we get continuous snow (2 inches or more) the contractor will be required to shovel sidewalks and rear staircase on a continuous basis until the end of the snowstorm.
10. Snow may not be piled in front of any doorway.
11. Contractor shall de-ice (salt) all parking spaces and parking lot, all entrances, sidewalks and metal staircase and landings in the rear of the building. Salting needs to be done so that no ice or packed snow accumulates in parking lot, sidewalks or on metal staircase. The agency reserves the right to cancel this service at any time or to request extra service.
12. Piles of snow in the rear parking lot will have to be removed on a continuous basis. Estimated to be twice a month. Frequency will depend on total snowfall. All parking spaces in the rear must be maintained and piled snow must not damage neighboring businesses walls.
13. The Contractor will furnish the agency a contact with a name and telephone number to be used as a **24-hour contact person**.
14. Use of additional equipment such as front-end loader, etc. is to be included in the prices quoted on the attached Pricing Sheet.
15. The Contractor performing the work on Agency property shall immediately report all accidents and/or injuries to the agency contact person or designee. Any and all damage to parking lot, office building, curbs, pavements, fences, shrubs, etc. caused by snow plowing will be repaired and/or replaced the following spring by the Contractor.
16. Invoices must be submitted monthly and are to list only the exact service performed in the specified month, including the dates that service was performed. All work must be performed to the satisfaction of the contract administrator or payment will not be authorized.
17. Contractor shall have insurance coverage as outlined in Agency's General Contract Provisions, for injury to or destruction of property including loss of use there from and carry automobile hazard insurance as required by law. The contractor shall produce copies of these insurance policies to the Buyer upon award of the Contract, as stated in the General Contract Provisions.

MINIMUM EQUIPMENT REQUIRED

The Contractor must have equipment and staff to adequately perform the specified services. In the event of mechanical breakdown of trucks or equipment, Contractor will be expected to provide backup service so that snowplowing/removal will be performed as requested.

Pricing

- **Services will be for the 2020-2021, 2021-2022, & 2022 -2023 seasons.**
- MMCAA may, at their discretion and without explanation to the prospective Contractors, at anytime choose to discontinue the contract without obligation upon a minimum of two week notice.

Provide an accurate price list for the following:
The **'Unit Price'** is the price per occasion/service.

Description	Unit Price
Snow Plowing Parking Lot, parking spaces and driving areas. 1.0" inches of SNOW ACCUMULATION or more.	
Shovel Sidewalks, door aprons, and metal staircase and landings in the rear of the building when we receive 1.0" of snow accumulations. Continuously from 6AM and 9PM during snowstorms of one and half (1.5") inches or more of snow or during any ice storms.	
De-Icing All Parking Lots, Driving Areas, Sidewalks and Metal Staircase with Salt. Continuously during all storms so that no ice or packed snow accumulates.	
Removal of Snow from Premises. Estimated to be at a minimum of twice a month. Frequency will depend on total snowfall. All parking spaces in the rear must be maintained and piled snow must not damage neighboring businesses walls.	

AWARD CRITERIA

Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP, and capacity to provide service

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.