



Prepared September 18, 2020

**REQUEST FOR PROPOSAL**  
**MID MICHIGAN COMMUNITY ACTION AGENCY**  
**BIG RAPIDS COMMUNITY SERVICE 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 and Ice Control services at our Big Rapids Community Service building located in Mecosta County. Services shall be performed as specified in the scope of services. Services shall also include supplemental services to be provided upon request by MMCAA or it's tenants.

Location:

MMCAA – Community Services Building  
405 South Third St.  
Big Rapids, Mi. 49307

## 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](mailto: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 – 09/30/2020
2. Informative walk through – 10/14/2020 at 10:00 AM
3. Questions from Contractors about scope or approach due – 10/16/2020  
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
- Award a contract on the basis of initial bids received, without discussions or requests for best and final offers
- Award more than one contract

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials and products the firm provides.
- **Project Team:** Identify the project team members (management, support staff, field workers, etc.) that will be assigned to the project.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. on 10/22/2020 at the offices of MMCAA. 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](mailto:tellenwood@mmcaa.org)

## DETAILED RESPONSE REQUIREMENTS

### 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. During the night If it is still snowing or during a time of thawing and freezing contractor should plan a second pass through the property for snow clean up and salting and deicing between the hours of 6:00AM and 7:00AM before staff arrives for the day.
3. Snow and ice removal services will be considered as both "automatic" and "on-call".
4. Parking lots, and Sidewalks will be plowed, shoveled and salted any time we receive one inch (1.0") or more of snow.
5. Contractor must remove snow from the lot so that all parking spaces are continuously available.
6. Driving lanes and entrance road must be kept cleared throughout the business day **7:00AM to 9:00PM**, whenever we receive one inch (1.0") or more of snow.
7. Sidewalks will be shoveled continuously throughout the day, whenever we receive one (1) inch of snow or more.
8. All sidewalks must be shoveled and salted in these areas: **all of the sidewalk on the south end of the building for its entire length, the entire west side of the building, all door entrances for a minimum of six feet in all directions on the north end of the building, and the concrete and pavement along the north half of the east side of the building.**
9. The sidewalks cannot be plowed due to resulting damage to the sidewalk.
10. No snow will be piled on the building side of the parking lots or along the sidewalks.
11. Snow may not be piled in traffic island of entrance road into parking lot, in front of sheds, along the North entrance driveway that is on private property, or in any way that it obstructs safe viewing by vehicles entering or leaving the premises.
12. Snow in the front parking lot along Third Street may be pushed to the south and piled in the lawn area between our property and the adjoining neighbor's property. It should not be pushed and piled in the right of way along Third Street or in any way that blocks safe viewing of traffic when entering or exiting the parking lot.
13. Six plow passes along the north end of the building need to be plowed, approximately 48 feet of space. Snow may be plowed and piled along the fence, but it must be left back from the fence enough to not damage or encroach the fence. Any damage to the private fence will be the responsibility of the contractor and must be repaired immediately to the satisfaction of the adjacent property owner.
14. The rear parking lot needs to be kept clear of snow. It may be plowed and piled on the east side of the parking lot.
15. Snow may not be piled in front of any doorway, or in front of any shed.
16. Windrows of snow (Piles from plowing) may not be left along the building. Snow must be cleaned up along the width of the North end, the paved and concrete half of the East side, and the along the **length of the West side of the building.**

17. Snow needs to be cleaned up around both dumpsters, light poles, signs and along the curbs, piles may not be left around any of these items.
18. Contractor will include a price for spring cleanup. Spring cleanup should consist of raking up and removing all debris, gravel, and asphalt that has been plowed into lawn areas. Replacing topsoil and reseeding all lawn areas that have been scalped from the snowplow equipment or ice.
19. **Contractor shall de-ice (salt) all parking lots, all entrances and sidewalks continuously throughout the day between 7:00AM and 9:00PM. Salting needs to be done so that no ice or packed snow accumulates in parking lots, roads, or on sidewalks. The agency reserves the right to cancel this service at any time or to request extra service.**
20. The Contractor will furnish the agency a contact with a name and telephone number to be used as a 24-hour contact person
21. Use of additional equipment such as front-end loader and dump truck to remove piles of snow, is to be included in the prices quoted on the attached Pricing Sheet. Removal of piles of snow in the front east end of the parking lot and in the rear side of the building, is expected one to two times a year but could be more frequent.
22. 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 vehicles, parking lot, office building, curbs, pavements, fences, shrubs, etc. caused by snow plowing will be repaired and/or replaced by the Contractor.
23. 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.
24. 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.

#### **DELIVERABLES**

##### **Company Profile**

Provide the following for your company:

- Official registered name (Contractor's Board, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been in the industry.

##### **Project Team**

Provide names of key staff and management personnel

- Name
- Title
- Contact Information

## 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 any time 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 lots and driving areas continuously.  1" of SNOW ACCUMULATION or more.	
Shovel sidewalks, entrances, elevated handicap ramp, and sidewalks, on the south end and west side, and all other sidewalks and door entrances to the building, continuously throughout the day.  1" of SNOW ACCUMULATION or more.	
De-icing all parking lots, driving lanes, all sidewalks, all entrances, elevated handicap ramps, and agency sidewalks surrounding all parking areas and building with salt and/or ice melt continuously throughout the day.	
Spring Cleanup	
Removal of Snow from Premises with heavy equipment (front loader/dump truck/etc.) <b>To be performed only upon agency request.</b>	

## AWARD CRITERIA

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational, cost, and management requirements. 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. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Overall cost of Contractor's proposal.
- 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.