



Prepared September 18, 2020

REQUEST FOR PROPOSAL
MID MICHIGAN COMMUNITY ACTION AGENCY
CLARE COUNTY SNOWPLOWING

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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 plow services at several of our Clare County locations. Services shall be performed as specified in the scope of services. Services shall also include supplemental services to be provided upon request.

Locations:

Administration Building
1574 E. Washington Rd.
Farwell, Mi. 48622

Farwell Elm Creek Building
2050 W. Cadillac Dr.
Farwell, mi 48622

MMCAA Food Warehouse
2300 Ludington Dr.
Clare, Mi. 48617

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 – 09/03/2020
2. Informative Walk through – 10/15/2020 at 9:00 AM Admin building; 9:45 AM Food Warehouse; and 10:45 AM Farwell Elm Creek building.
3. Questions from Contractors about scope or approach due – 10/16/2020
Questions 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. Anticipated decision and selection of Contractor(s) – 10/23/2020
6. 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 may be submitted by mail, fax, or email. All submissions should be addressed to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
Phone: 989-386-3805
Fax: 989-386-3277
Email: 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.

ADMINISTRATION BUILDING, 1574 East Washington Rd., Farwell Mi. 48622

SERVICE SPECIFICATIONS

1. Snow and ice removal services will be considered as both "automatic" and "on-call".
2. The Contractor will furnish the agency with a name and telephone number to be used as a 24-hour contact person.
3. Contractor must remove snow from the lot so that all parking spaces are continuously available.
4. Parking lots and Sidewalks will be plowed, shoveled, and salted any time we receive one inch (1") or more of snow.
5. 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.
6. Driving lanes, entrance road, bus stops and sidewalks must be kept cleared throughout the business day, whenever we receive one inch (1") or more of snow.
7. Sidewalks will be shoveled continuously throughout the day, whenever we receive one inch (1") or more of snow.
8. Snow may not be shoveled, blown, or piled on either side of the entrance doors. This area must be shoveled first into the parking lot and removed with a snowplow.
9. Snowplowing, shoveling, and salting needs to be completed **after 5:00AM** and before **7:00 AM**. Contractor may plow, shovel and salt before 5am but they must make another pass between the hours of 5:00AM and 7:00AM.
10. No snow will be piled on the building side of the parking lots or along the sidewalks.
11. **Whenever it continues to snow after the initial snow plowing, (1.0 inch or more) the parking lots and roads will have to be plowed throughout the day and sidewalks shoveled. All driving lanes, bus stop, entrance drive, and sidewalks must be kept clear of snow throughout the business day. Bus lanes and sidewalks need to be cleared by 10:30AM and 2:30PM.**
12. Snow from the North side parking lot is to be pushed to the extreme east end of the parking lot.
13. Snow from the west end parking lot needs to be pushed onto the lawn to the southeast side of the drainage ditch, out at least to the pine trees. If this area gets built up beyond its capacity it will be the contractor's responsibility to remove the piled up snow to a place deeper onto the property. (Capacity is whenever the pile crowds the drainage ditch or is in the way of service vehicles)
14. **At no time can snow be piled in the drainage ditch, on the south west side of the building.**

15. Snow along the entrance/edge of the carport needs to be removed during each service period.
16. Snow needs to be cleaned up around the dumpsters, light poles and along the curbs; piles may not be left around any of these items. Fenced garbage area has to be cleaned out and salted.
17. All snow must be cleared from the driveway entrance to create a clear, safe and unobstructed entrance and exit to the property drive, this includes windrow created by the county when they plow Washington Rd.
18. Snow may not be piled up so that it obstructs safe viewing by vehicles entering or leaving the premises'.
19. On Saturday, Sunday and Holidays snow does not have to be removed by 7AM so long as it is removed by 7AM on the next working day. Contractor will be supplied with a list of MMCAA Holidays.
20. **Contractor shall de-ice (salt) parking lots and sidewalks, and entrances. All entrances and sidewalks must be kept clear of ice or packed snow continuously throughout the day. MMCAA reserves the right to request more or less deicing.** Deicing should be priced on a per application basis.
21. Spring cleanup should be priced separately. Spring cleanup will include the raking of all gravel, asphalt and other debris out of all lawn areas and along the edge of all roads and parking lots. Repair all areas that were scalloped by snowplows with topsoil and grass seed. Replacement of any gravel, crushed stone or other material along the edges of parking lot and roads.
22. Use of additional equipment such as front-end loader to move piles of snow, etc. is to be included in the prices quoted on the attached Pricing Sheet.
23. 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.
24. 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.
25. 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.

FARWELL ELM CREEK BUILDING, 2050 W. Cadillac Drive, Farwell, Mi. 48622

SERVICE SPECIFICATIONS

1. Snow and ice removal services will be considered as both “automatic” and “on-call”.
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. The Contractor will furnish the agency a contact with a name and telephone number to be used as a 24 hour contact person.
4. Contractor must remove snow from the lot so that all parking spaces are continuously available.
5. Parking lots and Sidewalks will be plowed, shoveled, and salted any time we receive **one inch (1.0”)** or more of snow throughout the day.
6. Driving lanes, entrance road and bus stops must be kept cleared throughout the business day, whenever we receive one inch (1.0”) or more of snow.
7. During times of continuous snow, contractor will be required to shovel and salt sidewalks. Sidewalks are located in the front of the building, in front of each side door, and an area in front of the back door that is six (6) feet wide and running from the west side of the door to the end of the building on the east side.
8. All plowing and shoveling needs to be completed after 5:30AM and before **7:00 AM.** This may mean that the contractor has to have multiple snow removal equipment.
9. No snow will be piled on the building side of the parking lots or along the sidewalks. All snow plow trailing must be cleaned off sidewalks.
10. Whenever it continues to snow after the initial snow plowing, the parking lots, and roads, will have to be plowed throughout the day
11. Snow may not be piled in front of any shed, or in front of playground fence and playground gates, or path leading to the rear playground gates.
12. Snow must be cleaned up around the dumpster, light poles and along the curbs; piles may not be left around any of these items.
13. Snow may not be piled up so that it obstructs safe viewing by vehicles entering or leaving the premises’.
14. Snow may not be piled in such a way that it blocks the visibility of any vehicular regulation sign.
15. Snow will need to be pushed to the north end of the lot, past the garbage dumpster and up the hill far enough that the pile will not encroach upon parking or any gate and path to the playgrounds, throughout the snow season.
16. On Saturday, Sunday and Holidays snow does not have to be removed by 7AM so long as it is removed by 7AM on the next working day. Contractor will be supplied with a list of MMCAA Holidays.

17. **Contractor shall de-ice (salt) parking lot, all entrances and sidewalks. All surface must be kept clear of ice or packed snow, this must be done continuously throughout the day.** Deicing should be priced on a per application basis.
18. Spring cleanup should be priced separately. Spring cleanup will include the raking of all gravel, asphalt and other debris out of all lawn areas and along the edge of all roads and parking lots. Repair all areas that were scalloped by snowplows with topsoil and grass seed. Replacement of any gravel, crushed stone or other material along the edges of parking lots and roads.
19. Use of additional equipment such as front-end loader and dump trucks to remove piles of snow, is to be included in the prices quoted on the attached Pricing Sheet.
20. 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.
21. 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.
22. 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.

MMCAA FOOD WAREHOUSE, 2300 Ludington Drive, Clare, Mi. 48617

SERVICE SPECIFICATIONS

1. Snow and ice removal services will be considered as both “automatic” and “on-call”.
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 6:30AM and 7:30AM before staff arrives for the day.
3. The Contractor will furnish the agency a contact with a name and telephone number to be used as a 24-hour contact person.
4. Contractor must remove snow from the lot so that all parking spaces are continuously available.
5. Parking lots, gravel lots, loading dock, and roads will be plowed any time we receive one (1.0”) inch or more of snow.
6. Driving lanes, entrance road and loading dock must be kept cleared throughout the business day, whenever we continue to receive snow.
7. All plowing needs to be completed after **6:00 AM** and by **7:30 AM**.
8. Loading dock is included and must be done before 7:30AM.
9. Snow will be plowed anytime we have an accumulation of one (1.0”) inch or more of snow.
10. Snow must be kept up with during the day anytime we receive one (1.0”) inch or more of accumulation. This will be especially important during the afternoon. The loading dock must be plowed and salted **anytime** we receive one (1.0”) inch of snow or more.
11. Contractor will be supplied with a key for the gate.
12. Special care must be taken around the well, transformer and emergency generator.
13. On Saturday, Sunday and Holidays snow does not have to be removed by 7:30 AM so long as it is removed by 7:30 AM on the next working day. Contractor will be supplied with a list of MMCAA Holidays.
14. **Contractor shall de-ice (salt) parking lot, walkways, and loading dock. The entrance road, sidewalks, and loading dock must be kept clear of ice or packed snow. MMCAA reserves the right to request more or less deicing.** Deicing should be priced on a per application basis.
15. Deicing will include: the entrance drive, the front parking lot on the west end, all of the drive/parking space on the north side of the building, the loading dock, and the paved area in front of the rear maintenance building.
16. Contractor must keep the paved area on the north side of the building free of ice and packed snow. This may mean that the contractor must salt this area more often than all other areas that belong to MMCAA.
17. **When requested by MMCAA, the Contactor may need to spread sand on top of ice in all gravel areas.**
18. **Spring cleanup** should be priced separately. Spring cleanup will include the raking of all gravel, asphalt and other debris out of all lawn areas and along the edge of all roads and parking lots. Repair all areas that were scalloped by snowplows with topsoil and grass seed. Replacement of any gravel, crushed stone or other material along the edges of parking lot and roads.

19. **Spring Cleanup will require the contractor to move all piles of gravel that were scraped off the gravel parking lots and driveways back to the low areas it came from and then grading the parking lots and driveways smooth of any low spots.**
20. Use of additional equipment such as front-end loader and dump truck, for moving piles of snow or gravel is to be included in the prices quoted on the attached Pricing Sheet.
21. 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.
22. Invoices MUST be submitted monthly and are to list **only** the exact services 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.
23. 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 anytime choose to discontinue the contract without obligation upon a minimum of two week notice.

Administration Office Pricing

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 surrounding all parking lots and building, continuously throughout the day. 1" of SNOW ACCUMULATION or more.	
De-icing all parking lots, driving lanes, sidewalks, entrances, elevated handicap ramp, and agency sidewalks surrounding all parking areas and building with salt and/or ice melt continuously throughout the day.	
Removal of snow from premises with heavy equipment (front loader/dump truck/etc.) To be performed only upon agency request.	
Spring Cleanup	

Farwell Elm Creek Building Pricing

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, and Sidewalks Surrounding all Parking Lots and Buildings continuously throughout the day.	
De-Icing All Parking Lots, Driving Areas, and Sidewalks with Salt continuously throughout the day.	
Removal of Snow from Premises with heavy equipment (front loader/dump truck/etc.) To be performed only upon agency request.	
Spring Cleanup	

MMCAA Food Warehouse Pricing

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, and Sidewalks Surrounding all Parking Lots and Buildings continuously throughout the day.	
De-Icing All Parking Lots, Driving Areas, Sidewalks and Loading Dock with Salt continuously throughout the day.	
Apply Sand to all gravel parking lots and driveways.	
Spring Cleanup	
Removal of Snow from Premises with heavy equipment (front loader/dump truck/etc.)	

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.