



Prepared September 18, 2020

REQUEST FOR PROPOSAL
MID MICHIGAN COMMUNITY ACTION AGENCY
GLADWIN 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 and ice services at our Gladwin Building located in Gladwin 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 – Preschool and Office Building
1302 Chatterton
Gladwin, Mi. 48624

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. Any late proposals may not be evaluated for award.

SCHEDULE OF EVENTS

1. RFP Distribution to Contractors – 09/30/2020
2. Informative Walk through – 10/13/2020 at 10:00 AM
3. Questions from Contractors about scope or approach due – 10/16/14
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 -10/20/14
5. **Proposal Due Date – 10/22/20, 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, number of years in business, materials and products the firm provides.
- **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
Fax: 989-386-3277
E-mail: 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

MMCAA's Preschool and Office – parking lot on East side of building

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.
3. Snow and ice removal services will be considered as both "automatic" and "on-call".
4. The Contractor will furnish the agency, a name and telephone number to be used as a 24 hour contact person.
5. Contractor must remove snow from the lot so that all parking spaces are continuously available.
6. Parking lots and Sidewalks will be plowed and shoveled any time we receive one (1.0") inch or more of snow, continuously throughout the day.
7. Driving lanes, entrance road and bus stops must be kept cleared continuously throughout the business day 7:00AM to 6:00PM.
8. Sidewalks will be shoveled and salted continuously throughout the day, whenever we receive one inch (1") or more of snow. Sidewalks are located on all sides of the building and includes the paver stone walkway to the playground. All must be kept cleared.
9. No snow will be piled on the building side of the parking lots or along the sidewalks.
10. Snow needs to be pushed to the east side of the parking lot and piled between the parking lot and the tree line. Towards the property boundary opposite the building entrances. The dumpster must be kept open to traffic at all times.
11. **Snow may not be piled in front of the sidewalk or the paver stone walkway to the playground in the northwest corner of this parking lot. All piled snow must remain ten (10) feet from the playground paver walkway and the sidewalk. Snow may not be piled in front of any shed that fronts this parking lot.**

12. Snow may not be piled in the traffic island of entrance road into parking lot, in front of sheds or in any way that it obstructs safe viewing by vehicle entering or leaving the premises.
13. Snow needs to be cleaned up around the dumpster, light poles, signs and along the curbs; piles may not be left around any of these items.
14. Snow along Chatterton Street opposite of the entrance must be pushed back from around the mailbox to allow mail access to the mailbox that is located there. (This is a U.S. Post Office request)
15. **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 7:00AM to 6:00PM.**
16. **Contractor shall de-ice (salt) parking lot, all sidewalks, all 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.
17. Contractor will be on an "On Call" bases 24-hours a day and must respond within one hour of any request for services.
18. On Saturday, Sunday and Holidays snow does not have to be removed by 7 AM, so long as all sidewalks and surfaces are cleared by 7 AM on the next regular business day. Contractor will be supplied with a list of MMCAA Holidays.
19. 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.
20. Use of additional equipment such as front-end loader and dump truck, etc. 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 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.
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 therefrom 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.

MMCAA's Gladwin Rental Office – parking lot on North side of building

1. All plowing and shoveling needs to be completed prior to 7:30 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 6:30AM and 7:30AM before staff arrives for the day.
3. Snow and ice removal services will be considered as both “automatic” and “on-call”.
4. Parking lot and Sidewalks will be plowed and shoveled continuously throughout the day, any time we receive one (1.0”) inch or more of snow. Contractor must remove snow from the lot so that all parking spaces are continuously available.
5. Driving lanes, entrance road, and parking spaces must be kept cleared continuously throughout the business day, 7:30AM to 7:00PM whenever we receive one (1.0”) inch or more of snow.
6. Sidewalks will be shoveled and salted continuously throughout the day, whenever we receive one inch (1”) or more of snow. No snow will be piled on the building side of the parking lot or along the sidewalks and entrance.
7. All snow should be pushed to the east side of the parking lot (Playground side) and piled between the parking lot and the first set of trees. See attached map.
8. Snow may not be piled in any way that it obstructs safe viewing by vehicles entering or leaving the premises.
9. Snow needs to be cleaned up around signs and along the curbs; piles may not be left around any of these items.
10. **Contractor shall de-ice (salt) parking lot and sidewalks, 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.**
11. Contractor will be on an “On Call” bases 24-hours a day and must respond within one hour of any request for services.
12. Use of additional equipment such as front-end loader and dump truck, etc. is to be included in the prices quoted on the attached Pricing Sheet.
13. 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.

14. 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.
15. 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.
16. Contractor shall have insurance coverage as outlined in Agency's General Contract Provisions, for injury to or destruction of property including loss of use therefrom 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.
- Equipment that you own that will be used for the job

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: **MMCAA’s Preschool and Office – parking lot on East side of building.**

The ‘Unit Price’ is the price per occasion/service.

Description	Unit Price
Snow Plowing Parking Lots and Driving Areas. 1.0” inches of SNOW ACCUMULATION or more.	
Shovel Sidewalks, Entrances, Elevated Handicap Ramp, and Sidewalks Surrounding all Parking Lots and Building.	
De-Icing All Parking Lots and Driving Areas with Salt.	
Removal of Snow from Premises with heavy equipment (front loader/dump truck/etc.) To be performed only upon agency request.	

Provide an accurate price list for the following: **MMCAA’s Rental parking lot on North side of building.**

The ‘Unit Price’ is the price per occasion/service.

Description	Unit Price
Snow Plowing Parking Lots and Driving Areas. 1.5” inches of SNOW ACCUMULATION or more.	
Shovel Sidewalks, Entrances, Elevated Handicap Ramp, and Sidewalks Surrounding all Parking Lots and Building.	
De-Icing All Parking Lots and Driving Areas with Salt.	

Removal of Snow from Premises with heavy equipment (front loader/dump truck/etc.) **To be performed only upon agency request.**

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.