



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
SNOW AND ICE REMOVAL FROM VILLAGE SIDEWALKS**

OVERVIEW:

The Ada Township DDA seeks proposals from qualified vendors to provide snow and ice removal services from public sidewalks in the Ada Village business district and surrounding residential neighborhood, for the 2016-17 winter season. The cost of all labor and any snow removal products, supplies, and equipment necessary to meet the requirements of these bid specifications shall be included in the total bid amount submitted, unless otherwise indicated.

PROPOSAL SUBMITTAL DEADLINE:

Proposals, including the completed and signed attached Bid Form, must be received at the office of the Ada Township Clerk, 7330 Thornapple River Dr. SE, PO Box 370, Ada, MI 49301 no later than **Tuesday, October 25, at 5:00 p.m.** Proposals shall be submitted in a sealed envelope displaying the bidder's name and labelled "Snow Removal Proposal."

Proposals received after the date and time specified above will not be considered. No proposal may be withdrawn after opening for a period of sixty (60) days.

GEOGRAPHIC SCOPE OF SERVICES:

The sidewalks for which snow and ice removal services are to be provided are delineated on the attached map titled "Ada Village Sidewalk Inventory Map," and are itemized in the attached table titled "Inventory of Sidewalks in Scope of Snow Removal Services Contract," including approximate dimensions and square footage of areas from which snow is to be removed.

REQUIRED SCOPE OF SERVICES:

1. Prior to beginning snow and ice removal operations under the contract, the successful bidder shall inspect the areas where snow removal operations will be conducted, and place delineation stakes to identify areas of meandering pavement edges or locations of obstacles that may be visually obscured by accumulated snow.
2. Each snow event that produces two (2) inches or more of snow accumulation shall be removed from the designated sidewalks by the Contractor. **Snow depth as specified above shall be as measured by the Owner at the Ada Township Office, 7330 Thornapple River Dr., Ada, MI.** Snow accumulation may also occur as a result of wind conditions causing drifting in excess of two (2) inches requiring additional snow removal operations. Ice of any depth shall also receive deicer application.

INVENTORY OF SIDEWALKS IN SCOPE OF SNOW REMOVAL SERVICES CONTRACT				
MAP #	SIDEWALK SEGMENT	LENGTH (FT.)	WIDTH (FT)	AREA (SQ. FT.)
1	Headley St. (north side), Fulton St. east to Ada Drive	1,285	8	10,280
2	Headley St. (south side), Fulton St., east to Old Headley St.	180	5	900
3	Headley St. (south side), Old Headley Street east to pedestrian crosswalk	330	5	1,650
4	Headley St. (south side), pedestrian crosswalk east to Ada Drive	790	8	6,320
5	Headley St. (north side), Ada Drive east to driveway access	300	8	2,400
6	Headley St. (north side), driveway access east to Thornapple River bridge	110	8	880
7	Headley St. (south side), Ada Drive east to driveway access	120	8	960
8	Headley St. (south side), driveway access east to Thornapple River Dr.	180	5	900
9	Headley St. (south side), Thornapple River Dr. east to River St.	100	5	500
10	Thornapple River Dr. (north side), Headley St. east to Ada Drive	1,175	5	5,875
11	Thornapple River Dr. (south side), Headley St. east to Ada Drive	1,070	5	5,350
12	Thornapple River Dr. (north side), Ada Drive east to Headley St.	395	5	1,975
13	Thornapple River Dr. (south side) Ada Drive east to River St.	535	5	2,675
14	Bronson St. (north side), Headley St. east to Teeple	500	5	2,500
15	Bronson St. (north side), Teeple east to Ada Drive	1,015	5	5,075
16	Bronson St. (north side), Ada Drive east to River St.	580	5	2,900
17	Bronson St. (north side), Fulton St. east to Thornapple River Dr.	1,725	5	8,625
18	Headley St. (north side), Thornapple River Dr. east to new Headley St.	420	5	2,100
19	Headley St. (south side), Bronson St. east to Thornapple River Dr.	590	5	2,950
20	Headley St. (south side), Thornapple River Dr. east to new Headley St.	430	5	2,150
21	Connector Stub at Thornapple River Dr. New Headley intersection	40	5	200
22	Ada Drive (west side), Fulton St. south to Headley St.	790	5	3,950
23	Ada Drive (west side), Headley St. south to Thornapple River Dr.	325	5	1,625
24	Ada Drive (west side), Ada Drive south to Bronson St.	335	10	3,350
25	Ada Drive (east side), Headley St. south to Thornapple River Dr.	275	5	1,375
26	Ada Drive (east side), Thornapple River Dr. south to Bronson St.	335	10	3,350
27	River St. (east side), Thornapple River Dr. south to Bronson St.	350	5	1,750
28	Walkway/driveway, River St. east to Covered Bridge	190	10	1,900
29	Bronson St. (south side), Ada Drive west to RR tunnel entry	100	6	600
30	Connector stub at Thornapple River Dr. New Headley intersection	90	5	450
31	Connector stub at River St. to New Headley intersection	20	5	100
32	Bench and Trash Receptacle Plaza at Bronson St./Ada Drive	30	12	360
33	Bench and Trash Receptacle Plaza on Ada Drive next to Ada Liquor	20	8	160
	TOTAL:	14,730		86,135

3. Snow removal operations following any snow event shall be completed within a deadline as set forth in the table below, based upon the time of day the snow event ends:

Timeframe of Snow Event	Deadline for Completion of Snow Removal Operations
Snow event ending during a 12 hour period ending at midnight.	7:30 a.m. the following morning.
Snow event ending during a 12 hour period ending at 12 noon.	5:00 p.m. the same day.

4. Snow removal operations.

Snow removal operations from areas indicated on the Ada Village Sidewalk Inventory Map shall be conducted in the following manner, varying according to location as specified:

a. West side of Ada Drive, between Thornapple River Drive and Bronson Street (Map No. 24); East side of Ada Drive, from the north side of Headley St. south to Bronson St. (Map No.'s 25 and 26)); Ada Drive and Headley St. frontages of the building located at the southwest corner of Headley Street and Ada Drive (100 feet along Headley St./50 feet along Ada Dr.).

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the edge of the curb of the adjacent street. Snow may be deposited in curbed areas around light poles and street trees.

b. North and south sides of Headley St., from Fulton St. (M-21) to Thornapple River Drive (Map No.'s 1 through 4), except for the portion fronting the building located at the southwest corner of Headley St. and Ada Drive.

Snow removal operations shall be conducted using equipment not larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown, plowed or hand-shoveled to the outer edge of the sidewalk (the edge of the sidewalk adjoining private property).

c. Other streets

Snow removal operations shall be conducted using equipment no larger than a compact tractor, utility vehicle or skid-steer loader, with snow blown or plowed and windrowed onto the grass parkway located between the sidewalk and the curb.

d. Walkway between west end of Covered Bridge and River St (Map No. 29).

Snow removal operations may be carried out using a pickup truck plow unit. Snow shall be pushed toward the adjacent railroad right-of-way.

e. Bench and trash receptacle plazas (Map No's 33 and 34).

Snow removal operation shall be carried out with equipment no larger than a walk-behind snow blower, or by hand-shoveling. Snow shall be broomed or brushed off benches.

5. Following completion of road plowing by the Kent County Road Commissions, snow windrows at crosswalks of all street intersections shall be cleared of snow. This shall be completed within 12 hours of completion of snow plowing by the Road Commission.

6. Snow windrows along public sidewalks shall not be deposited across driveway accesses or sidewalks intersecting the public sidewalk.

7. Snow shall not be pushed, blown or otherwise deposited on the adjacent public roads.
8. All areas from which snow is removed shall have an application of calcium chloride ice control material, on an as-needed basis, sufficient to keep sidewalks free of ice.
9. Any damage to pavement surfaces, curbs, shrubs, trees, sod, buildings, benches, light poles, trash receptacles or other site furnishings on public or private property shall be repaired and corrected by the Contractor to the complete satisfaction of the Owner, prior to the final Contract payment at the end of the snow removal season.
10. If snow windrows on public street curb lines that are adjoined by parallel on-street parking become excessive as a result of Kent County Road Commission snow plowing operations, the Contractor, at the request of the Owner, will provide periodic services to remove snow from the curb line, load it into dump trucks, and transport the snow for disposal at a designated location in Ada Township Park, 1180 Buttrick Ave SE, Ada, MI. Loading and hauling operations will be required to be conducted after 10:00 p.m., and will be carried out as an optional service, and only if requested by the Owner.

INSURANCE REQUIREMENTS:

Upon notification of bid acceptance, it shall be the responsibility of the Contractor to furnish the Ada Township DDA with Certificates of Insurance identifying the Ada Township DDA and Ada Township as an additional insured on your policies for the duration of the contract. Certificates of Insurance shall be submitted prior to undertaking work under the Contract, demonstrating the following:

General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker's compensation limits of \$100,000/500,000/100,000 umbrella limit of \$1,000,000.

PAYMENT TERMS:

Requests for Payment shall be submitted monthly to the Ada Township DDA. The first billing period shall be for the period ending November 30, 2016. Requests for payment shall identify the number of snow removal events for which services were provided during the billing period.

REQUIRED PROPOSAL CONTENTS:

Proposals submitted in response to this RFP shall include the following information:

1. Description of Means of Providing Service: Submit a written description of:
 - a. the number, types, sizes and ages of equipment that will be used to provide the required snow removal services.
 - b. the number of personnel assigned to respond to a snow removal event.
 - c. the name and contact information for the person who will have oversight responsibility for providing services under the Contract.
2. Provide a list of any governmental, school, church or other institutional clients for whom you currently provide or have provided services similar to those requested in this RFP.
3. Provide a list of three references from current or past clients for whom you have provided similar services, including names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.

4. A completed and signed Bid Form. The Bid Form shall be signed by an authorized principal of the Bidder.

ALTERNATES OR ADDENDUMS:

Explanations desired by a prospective bidder shall be requested in writing to the Ada Township DDA, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each bidder. Every request for such explanation shall be in writing and addressed to:

Ada Township DDA, PO Box 370, Ada, MI 49301

CANCELLATION OF THIS CONTRACT

The Ada Township Downtown Development Authority reserves the right to terminate the contract if at any time the Contractor should abandon this work; or if he should be adjudged bankrupt, or if his performance on this project is unnecessarily or unreasonably delayed; or if he should make a general assignment for the benefit of his creditors; or if a receiver should be appointed on account of insolvency; or if he should persistently or repeatedly fail to supply enough properly skilled workmen or sufficient suitable material or equipment for the work; or if he should habitually fail to make prompt payment for materials and labor; or if he should persistently disregard laws or ordinances or the directions of the Downtown Development Authority; or if he should willfully violate any of the terms of the contract. In the event of such termination, a 21-day notice will be issued by the Ada Township Downtown Development Authority to the Contractor.

LICENSES & CERTIFICATION

It shall be the responsibility of the Contractor to comply with all OSHA, Federal, State or local requirements for all work performed, including licensing and certification that is required for work performed under this contract.

REJECTION OF BIDS:

The Ada Township DDA reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion, is deemed most advantageous to the Ada Township DDA.

NON-DISCRIMINATION

Ada Township's contractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

FREEDOM OF INFORMATION ACT

Information submitted in this bid is subject to the Michigan Freedom of Information Act and may not be held in confidence after the bid is opened. The bid will be available for review after staff has evaluated it, or fifteen (15) business days after the opening date, whichever comes first.

WITHDRAWAL

A bid may be withdrawn in person or by written request prior to the time specified for opening the bids.

**BID FORM
ADA TOWNSHIP DDA
SNOW AND ICE REMOVAL SERVICES**

Proposals to be received until **TUESDAY, OCTOBER 25, 2016, 5:00 P.M.** at:

Ada Township
c/o Township Clerk's Office
PO Box 370, 7330 Thornapple River Dr. SE
Ada, MI 49301

The undersigned, as bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be constructed; also that he has carefully examined the plans, specifications, and contract documents, which he understands and accepts as sufficient for the purpose of constructing said work and agrees that he will contract with the Ada Township Downtown Development Authority (DDA) to furnish labor, material, tools, and equipment necessary to do all the work specified and prescribed and will accept in full payment, therefore, the following amount:

(Note: Bid prices shall be provided for both Option 1 and Option 2 methods of compensation for snow removal services, either of which may be selected by the Owner as the basis for a contract.)

OPTION 1: Amount of Bid for snow removal services, excluding ice control application, PER SNOW REMOVAL CYCLE, OR "PUSH":

\$ _____ PER PUSH.

OPTION 2: Amount of LUMP SUM Bid for snow removal services, excluding ice control application, for the entire 2016-17 snow removal season:

\$ _____ FOR THE 2016-17 SNOW REMOVAL SEASON.

Maximum number of "pushes" included in the above lump sum bid, if any: _____.

Amount of Bid for snow removal services PER PUSH, for pushes in excess of the number specified above, if any:

\$ _____ PER PUSH

Amount of Bid for OPTIONAL snow windrow removal from curblines designated in the scope of services, and transport to Ada Township Park, at the request of the Owner, as provided in the Scope of Services:

\$ _____ PER REMOVAL

Amount of Bid for application of calcium chloride ice control material, as needed:

\$ _____, PER APPLICATION.

In submitting this Proposal, it is understood that the right is reserved by the Ada Township DDA to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for sixty (60) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the DDA and the Bidder.

(Continued on following page)

Bid form for Ada Township DDA, Snow and Ice Removal Services
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It is anticipated that the DDA Board will award this Contract at the meeting of November 14, 2016.

Name of Company

Address

Name and Title of Signatory

City, State Zip

Signature

Phone

Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.