



**CHIPPEWA COUNTY
REQUEST FOR QUOTATIONS**

SNOW PLOWING AND REMOVAL

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

September 11, 2012

Project Representative:

**Jim German, Administrator
Chippewa County
319 Court St.
Sault Ste. Marie, MI 49783-2194**

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**CHIPPEWA COUNTY
NOTICE OF RECEIVING QUOTATIONS**

Chippewa County seeks bids from qualified firms and individuals, on a competitive basis, for parking lot snow plowing and snow removal. Qualified firms and individuals may secure a copy of the bid specifications at www.chippewacountymi.gov or by contacting the Administrator's Office at (906) 635-6330. Proposals received on or before 12:00 noon Monday, October 29, 2012 will be considered. Chippewa County reserves the right to reject any or all proposals submitted.



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

PARKING LOT SNOW PLOWING AND SNOW REMOVAL

I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for parking lot snow plowing and snow removal.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Quotations (RFQ), using the format provided. Requests for information or interpretation of the intent of the RFQ and any/all other inquiries must be addressed to:

Jim German, Administrator
Chippewa County
319 Court St.
Sault Ste. Marie, MI 49783-2194
(906) 635-6330

Contact with any other Chippewa County personnel regarding this RFQ will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each proposal must be submitted on the approved form in a sealed envelope, plainly marked "SNOW PLOWING" on the exterior. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Quotations, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. **Proposals must be received on or before 12:00 noon Monday, October 29, 2012 to be considered.**

C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFQ. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. **Chippewa County must be included as a separate named insured.**

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the County.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County Controller's Office.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance

counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.

2. Automobile liability including statutory no-fault coverage's, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

II. SPECIFICATIONS

The County seeks quotes for seasonal snow plowing three parking lots at two different facilities including the Courthouse parking lot and the animal control shelter.

A. Animal Control Shelter Driveway and Parking Lot

1. Plowing at the Animal Control Shelter, located at 3660 S. Mackinac Trail, includes a driveway and 15-space parking lot. Snow will also have to be removed between the parking lot and the service entrance on the south side of the building. Snow may be permanently stored at this location. The lot must be cleared on weekdays before 7:30 a.m.
2. Snow plowing and removal must occur after each snow event resulting in two or more inches of accumulation.
3. Quotes received must include removal of slush accumulation in the spring.
4. The successful bidder will be required to abide by all applicable statutes and ordinances, including those of Soo Township.

5. Proposals must provide sufficient information to allow a determination that the specified requirements can be met.
6. Each quote must also indicate any/all reimbursable charges.

B. Courthouse Parking Lot

1. The Courthouse parking lot is a 32-space facility located on Bingham Street immediately east of the Courthouse. Snow may be temporarily piled in the lot, but must be removed within two (2) hours of plowing. The lot must be cleared on weekdays before 7:30 a.m.
2. Snow plowing and removal must occur after each snow event resulting in two or more inches of accumulation.
3. Quotes received must include removal of slush accumulation in the spring.
4. The successful bidder will be required to abide by all applicable statutes and ordinances, including those of the City of Sault Ste. Marie.
5. Proposals must provide sufficient information to allow a determination that the specified requirements can be met.
6. Each quote must also indicate any/all reimbursable charges.

C. Bingham Avenue Parking Lot and Driveway Entrance to the Covered parking Located Under the Chippewa County Jail

1. The City/County Building parking lot is a 8-space lot located on Bingham Street next the shared covered parking of the Chippewa County Jail Facility; which is the Entrance referenced above. The lot must be cleared on weekdays before 7:00 a.m. and on weekends as is needed.
2. Snow plowing and removal must occur after each snow event resulting in two or more inches of accumulation.
3. Quotes received must include removal of slush accumulation in the spring.
4. The successful bidder will be required to abide by all applicable statutes and ordinances, including those of the City of Sault Ste. Marie.
5. Proposals must provide sufficient information to allow a determination that the specified requirements can be met.
6. Each quote must also indicate any/all reimbursable charges.

III. **DETERMINATION OF THE BEST BID.**

- A. Any purchase resulting from this RFQ will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:

1. The ability, capacity and skill of the respondent to provide the snow plowing and snow removal service required.
 2. Whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous engagements with the bidder.
 5. Previous and existing compliance by the bidder with applicable laws and ordinances.
 6. The sufficiency of the financial resources and ability of the bidder to provide the requested snow plowing and snow removal service.
 7. The number and scope of conditions attached to the bid.
 8. Any potential conflicts of interest between bidders and the County governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference. The bid may be awarded to a Chippewa County vendor whose bid does not exceed the lowest bid by more than 3.0%.

IV. **BID AWARD**

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY SNOW PLOWING/ SNOW REMOVAL BID SUBMISSION FORM

Firm/Individual Name _____

Address _____ Phone _____

Snow plowing and removal as specified in the RFQ – City/County Building

- Snow Plowing Cost (Annual) \$ _____
- Salt Applied to Parking Lots \$ _____ per ton
- Sand Applied to Parking Lots (when requested) \$ _____ per cubic yard

Snow plowing as specified in the RFQ – Animal Control Shelter

- Snow Plowing Cost (Annual) \$ _____
- Salt Applied to Parking Lots \$ _____ per ton
- Sand Applied to Parking Lots (when requested) \$ _____ per cubic yard

Snow plowing and removal as specified in the RFQ – Courthouse Parking Lot

- Snow Plowing Cost (Annual) \$ _____
- Salt Applied to Parking Lots \$ _____ per ton
- Sand Applied to Parking Lots (when requested) \$ _____ per cubic yard

A list of any other applicable costs must accompany the submitted bid:

Signature of official authorized to bind the firm to the provisions of the RFQ:

Signature Date _____

Typed or printed name and title:

Failure to complete this form will be considered grounds for elimination from the selection process. Proposals must be received on or before 12:00 noon Monday, October 29, 2012 to be considered.

