

REQUEST FOR PROPOSALS  
2019-2021 WINTER SNOW REMOVAL SERVICES

### Proposal

Rives Township of Rives Junction, Michigan, is requesting proposals from qualified contractors for snow removal services for the 2019-2021 snow seasons. The contract will begin April 1, 2019 and end March 31, 2021 for a two (2) year period, with the opportunity for three (3) one (1) year extensions.

Proposals must be made on the Proposal Form provided by the Rives Township (attached). Additional copies of the proposal forms are available at the Rives Township Office at 348 E. Main Street Rives Junction, MI or at [www.rivestownshipmi.com](http://www.rivestownshipmi.com). Rives Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals; and to award the contract in a manner which it considers to be in the best interest of the township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

### Scope of Services

The contractor shall provide snow removal services as outlined below:

- Township Office 348 E. Main Street

Township Hall located at 348 E. Main Street is a High Priority and needs to be done timely to ensure access for employees and residents. Plow and or salt (as needed) when there is 2 inches or more of snow accumulation to be cleared in a reasonable amount of time. Sidewalk and handicap ramp need to be cleared of snow and ice build-up by shoveling or other means. Nights of township meetings or commission meetings, there shall be clear entrances, parking area, and sanding or salt spread as needed. Meetings are normally every 1<sup>st</sup> Monday and Thursday of the month. (actual dates of meetings will be supplied to winning bidder)

- Fire Stations at 106 Main Street and 8682 Lansing Ave Plow when there is 2 inches or more of snow accumulation to be cleared in a reasonable amount of time. Each Bay of the fire station and entrances will need to be cleared of all snow and ice build-up by shoveling or other means and sanded or salted as needed.
- Collection Site 10123 State Rd. Plow when there is 2 inches or more of snow accumulation to be cleared in a reasonable amount of time prior to their opening on Saturday Mornings, and shoveling or other means near buildings and sanded or salted as needed.

### Frequency

The prices submitted on the enclosed Proposal Form should be calculated on a “per-service” basis. After a contractor has been selected, said contractor and the Township may jointly determine any changes to the components of each type of service. The Contractor and the Township may also jointly define and determine any additional service arrangements that may become necessary.

### Liability and Indemnification

The Contractor shall carry workers compensation insurance and provide evidence of said coverage to the Township. The Contractor shall carry comprehensive general liability and property damage insurance coverage and shall provide evidence of said coverage yearly to the Township. The Contractor shall, at its own

expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all cost from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers employees and agent may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement. **The Township must receive prior notification and approve the use of any subcontractors.**

### Payment

The Contractor shall submit invoices for work performed under the Contract on the 1<sup>st</sup> of each month. Payments for said invoices shall be approved at the next regular Township Board monthly meeting.

### Attachments

1. Provide the name and credentials of all personnel employed by the Contractor (including subcontractors if they are to be utilized for this contract).
2. Provide at least two (2) client references for similar work.
3. Provide certificates of insurance for liability with limits of at least \$1 million and workers compensation coverage.

### Freedom of Information Act

Contractors are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.

### Deadline for Submission

To be considered, sealed proposals must be submitted to, and be on file with the Rives Township Clerk on or before **March 25, 2019 at 4:00 pm**. The envelope should be marked with the name of the submitting contractor and "**Sealed Bids for Snowplowing Services**". We do not accept faxed or emailed proposals.

Proposals are to be addressed to:

*If Delivered or Mailed:* Rives Township  
Attn: Judi McCord Rives Township Clerk  
348 E. Main Street  
Rives Junction, MI 49277

Bids will be opened on March 28, 2019 at 6:00 pm by the Rives Township Clerk and Superintendent at Rives Township Office, 348 E. Main Street Rives Junction, MI 49277. The Rives Township Board will review the bids during its March 28, 2019 Budget Adoption Special Meeting.

**PROPOSAL FORM  
SNOWPLOWING SERVICES**

Proposal submitted by: \_\_\_\_\_

The undersigned (Individual) (partnership) (corporation duly organized under the laws of the State of Michigan), having carefully read and considered the terms and conditions of the Request for Proposal (RFP) for Snow Removal Services, does hereby offer to perform such services on behalf of Rives Township, of the type and quality and in the manner described and subject to and in accordance with the terms and conditions set forth in the RFP at the rates hereinafter set forth.

Further, the undersigned:

- a) Proposes to furnish all labor, equipment, and materials necessary to perform the Contract requirements.
- b) Agrees to perform all required work in accordance with all elements of this Proposal.
- c) Submits this Proposal in good faith and without fraud or collusion.
- d) Submits the Proposal based solely upon the undersigned own independent business judgment.

The undersigned submits the Unit Prices “per service” herein for contracted snow removal services for Rives Township. \*\*Salt will be supplied by the Township.

Service Description	Plowing / Sand/Salt as needed (Per Service)
Township Office 348 E. Main Street	\$\$
Fire Station 106 Main Street	\$\$
Fire Station 8682 Lansing Ave	\$\$
Collection Site 10123 State Rd	\$\$

**Undersigned Proponents Signature**

**BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**NOTICE IS HEREBY GIVEN** that Rives Township is accepting sealed bids for their 2019-2021 Snow Plowing season. Bid Sheets are available at the office located at 348 E. Main St., Rives Junction, MI 49277 during regular office hours on Monday thru Thursdays from 11:00 am to 4:00 pm or on the website [www.rivestownshipmi.com](http://www.rivestownshipmi.com). All sealed bids must be in the office on Monday, March 25, 2019 no later than 4:00 pm.

**2019-2021 Snow Removal Proposal**

Judi McCord Rives Township Clerk