September 11, 2015

BID FOR SNOW PLOWING SERVICES

TO ALL SNOW PLOWING BIDDERS:

The documents following this cover letter constitute the 2015-2016 Snow Plowing Bid Packet (with an option for an additional one-year renewal period). This format is, hopefully, clear and simple and includes all of the Grand Rapids Housing Commission snow plowing, salting, ice removal and snow removal requirements.

Bidders are required to submit the BID FORM and SIGNED SITE VISIT VERIFICATION FORM on Friday September 25, 2015. Bids are to be submitted to Tara Franklin at the Grand Rapids Housing Commission offices located at 1420 Fuller SE, Grand Rapids, MI 49507. You must include references with your bid form.

The General Conditions, Instructions, and Information are for your records. The successful contractor will be contacted to sign a copy of the contract agreement, at which time licenses and certificates of insurance will be reviewed.

Any questions you may have can be referred to Tara Franklin at 401-2728.

Sincerely,

Tara Franklin

Tara Franklin
GRAND RAPIDS HOUSING COMMISSION
GRAND RAPIDS HOUSING COMMISSION INVITATION TO BID

The Grand Rapids Housing Commission is seeking a one (1) year bid for snow plowing, salting, ice removal and snow removal for the sites specifically serving the needs of families, senior citizens, handicapped and disabled individuals.

Proposals will be received at the office of the Grand Rapids Housing Commission, c/o Tara Franklin, 1420 Fuller SE, Grand Rapids, Michigan 49507, until Friday September 25, 2015 for snow plowing, salting, ice removal and snow removal at the several housing developments and the Grand Rapids Housing Commission -Main Office. The Grand Rapids Housing Commission will accept separate proposals for the Housing Commission Main Office, Adams Park, Adams Park-Ramona Street, Leonard Terrace, Mount Mercy, Ransom Tower, Campau Commons Apartments, Hope Community, and Sheldon Apartments.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

The Grand Rapids Housing Commission will award contracts on a site specific basis. A bidder may be awarded more than one contract or no contracts at all. The term and period of performance of the contract shall be for one (1) year with an option for a second year renewal. The Housing Commission intends to renew each awarded contract for one additional one-year period upon mutual agreement of both parties and if all conditions of the bid are met such as, but not limited to, annual insurance, license updates, and acceptable performance.

Prices submitted in your bid shall be for year one. Prices for year two (option year) shall be subject to a price adjustment equivalent to increases or decreases in the Consumer Price Index (CPI). For example, CPI increases 5% over the next year, then for the 2014 season, contractors will be paid the 2015 rates as bid on the Bid Form pages plus the CPI 5% increase (if applicable). The Housing Commission will compute the new prices and notify the contractors of same in writing.

All bids shall be subject to the conditions listed herein. NO BIDS WILL BE ACCEPTED WITHOUT A SIGNED SITE-VISIT VERIFICATION FROM SITE MANAGER. You must contact each Housing Manager to arrange an appointment for the site visit(s). In compliance with the provisions of this bid document, the bidder offers and agrees, if this bid be accepted within 15 days from date of opening of bids, to enter into a contract in accordance with the prices stated therein.

Special attention is called to the fact that Davis-Bacon salaries and wages, if applicable, must be paid in this contract to be awarded. Special attention is also called to the requirements for compliance with the Grand Rapids Housing Commission’s Affirmative Action and Equal Opportunity Policy. Any inquiries with regard to these shall be made to Tara Franklin at the Grand Rapids Housing Commission at (616) 235-2656, ext 102.

The bidder or contractor agrees to furnish references, proof of a valid City of Grand Rapids Snow Plow Operator's Licenses, and certified copies of policies and adequate certificates pertaining thereto as evidence that the bidder or contractor carries Worker’s
Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the Grand Rapids Housing Commission in an amount not less than $500,000 in the event of bodily injury and $100,000 in the event of property damage, and Automobile Liability Insurance minimum amounts of $100,000/$500,000 for bodily injury and $100,000 for property damage. Acord Certificates of Insurance with a 30-day cancellation clause with notice to the Grand Rapids Housing Commission, must be received by the Housing Commission, before work commences. The Bodily Injury and Property Damage Insurance shall include an endorsement showing the Grand Rapids Housing Commission as an additional insured.

DEFINITIONS

Notice of Award – will be issued by the Housing Commission after the proposals have been approved by the Housing Commission. Upon approval of the Housing Commission and receipt of proof of insurance and licensing, a Notice to Proceed will be issued by the Housing Commission Executive Director. No work shall begin until the Notice to Proceed is received by the Contractor.

Performance – under this contract will include, but not be limited to, the following:

Performances as specified in the bid documents, attachments, and references herein.

Performance as directed from time to time by the Project Manager in a timely and satisfactory manner according to industry standards for like work. All work shall be performed in accordance with nationally-recognized standards and applicable codes and in a fashion so as not to cause an unreasonable risk of harm to the Housing Commission, its employees or its residents.

Deductions – the Housing Commission reserves the right to withhold payment anytime after the first occurrence of non-performance until the situation is resolved. After the second occurrence, the Housing Commission may elect to engage another Contractor to provide the labor necessary for completion or performance of services to be adequately completed by the Contractor. Deductions made from payments will be equal to the cost borne by the Housing Commission, and will be deducted from earnings due the Contractor for other services under this or any other contract held by the Housing Commission.

Bid Evaluation – Bids will be evaluated on the basis of, but not limited to, the following:

- bid responses and responsiveness
- work history with the Housing Commission
- references/responsibility
- prices
- tour of facilities and signed verification of site visit

The Grand Rapids Housing Commission reserves the right to reject any or all bids or to waive any irregularities in the bids submitted.
No oral interpretation will be made to any bidder as to the meaning of the bid and/or contract documents or any part thereof. Every interpretation made to a bidder will be in writing and on file in the office of the Housing Commission.

Each change or addenda issued in relation to this bid document will be on file in the office of the Housing Commission.

Upon acceptance of a contract for the performance of a service, the bidder agrees to follow all federal, state and local laws; and regulations and construction safety standards of the Occupational Safety and Health Standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures.

The copy of General Conditions, Instructions to Bidders and Information, and Specifications of Work form a part of this proposal.

The following statement must be included in a contract: The Grand Rapids Housing Commission may terminate this agreement upon thirty (30) days written notice to the bidder if the bidder fails to satisfactorily provide the services specified herein after written notice of such unsatisfactory service and a reasonable opportunity to correct the same.

**GENERAL SCOPE OF WORK – ALL SITES**

1. **SNOW PLOWING AFTER A 1 ½ ” SNOW FALL, OR AN ACCUMULATION OF 1 ½” OF SNOW, FROM ALL PUBLIC SIDEWALKS ADJACENT TO BUILDINGS AND PROPERTY LINE, SERVICE AND ENTRY DRIVES, FIRE LANES, AND PARKING LOTS.** THE CONTRACTOR UNDERSTANDS THAT THIS MAY REQUIRE MORE THAN ONE TRIP WITHIN A 24 HOUR TIME PERIOD.

2. **HOURLY RATE FOR OCCASIONAL SALTING AND ICE REMOVAL AS REQUIRED BY SITE MANAGER (MANAGER WILL CALL FOR SERVICE).**

3. **HOURLY RATE FOR REMOVAL OF ACCUMULATED SNOW MOUNDS AS REQUIRED BY SITE MANAGER (MANAGER WILL CALL FOR SERVICE).**

4. **FIRST RESPONSE FOR THE DAY SHALL BE COMPLETED BETWEEN 3:00 AM AND 7:00 AM. RESPONSE OF CONTRACTOR SHALL BE WITHIN ONE HOUR OF NOTIFICATION TO CORRECT ANY PROBLEMS FOUND. REASONABLE EFFORTS WILL BE MADE TO REMOVE ANY NEW SNOW THAT ACCUMULATES AFTER 7 A.M.**

5. **CLEARING OF PARKING LOTS AT ALL SITES AFTER CARS HAVE BEEN REMOVED AS REQUIRED BY MANAGER (MANAGER WILL CALL FOR SERVICE).**
SITE SPECIFIC SCOPES OF WORK

PROPOSAL ONE:

Location: Grand Rapids Housing Commission, Main Office
1420 Fuller SE
Grand Rapids MI 49507
Tara Franklin Phone: 235-2656 ext. 102

Scope of Work: Site Specific

1. Sidewalk along Adams Street from Fuller St to Calvin Avenue.
2. Service drive from Fuller Street to the eastern most parking lot.
3. Parking lots located at the east and west ends of the building.
4. Salting of drives, all sidewalks, and parking lot as required by Site Manager (Hourly rate).
5. Total removal of snow mounds as required by Site Manager (on property). Front-end loader/hourly rate and dump truck/hourly rate.
6. Hourly rate for Special Plow - all designated areas (Manager to call as needed).

PROPOSAL TWO:

Location: Adams Park (Elderly)
1440 Fuller SE
Grand Rapids MI 49507
Tenisia Moore, Phone: 235-2865

Scope of Work: Site Specific

1. Sidewalks along Fuller from Adams south to Carwash property.
2. Sidewalks on north side of building.
3. Fire lane on east side around to the sidewalk on the south side of the building to Fuller Avenue.
4. Drives and parking lots on North and South side of Adams Park apartment building.
5. Salting of drives, all sidewalks, and parking lot as required by Site Manager (Hourly rate).

6. Total removal of snow mounds as required by Site Manager (on property). Front-end loader/hourly rate and dump truck/hourly rate.

7. Hourly rate for Special Plow - all designated areas (Manager to call as needed).

**PROPOSAL TWO-A:**

Location: Calvin-Ramona Sidewalk *(Kent County Drain Commission)*
1440 Fuller SE
Grand Rapids, MI 49507
Tenisia Moore, Phone: 236-2865

Scope of Work: Site Specific
1. Sidewalks along Calvin Street from Adams south to Ramona and from Calvin west to the church.

2. Salting of sidewalks as required by Site Manager (hourly rate).

**PROPOSAL THREE:**

Location: Leonard Terrace (Elderly)
1315 Leonard NE
Grand Rapids MI 49505
Lynn Simone, Phone: 235-2890

Scope of Work: Site Specific

1. Sidewalks adjacent to service drive from Leonard Street to building’s west exit. Sidewalks around entire building including walk to mall driveway from building to west parking lot.

2. Service drive from Leonard Street on south side to Fuller on west side.

3. Parking lots and driveways on east and west side of building.

4. Salting of parking lots and drive as required by Site Manager (hourly rate).
5. Total removal of snow mounds as required by Site Manager (on property). Front-end loader/hourly rate and Dump Truck/hourly rate.

6. Hourly rate for Special Plow - all designated areas (Manager to call as needed).

**PROPOSAL FOUR:**

**Location:** Mount Mercy Apartments (Elderly)
1425 Bridge NW
Grand Rapids MI 49504
Lynn Simone, Phone: 235-2843

**Scope of Work:** Site Specific

1. Sidewalk on north side of Bridge Street adjacent to property; sidewalk area on north (rear) side of building along drive.

2. Parking lot west of building, service drive from Bridge Street to building, circle drive, fire emergency pad (southeast of building), service drive to house (south of building).

3. Service drive north (rear) side of building around past the garages. Clear entrance pathway to double doors of rear building.

4. Salting of drives, all sidewalks, and parking lots as required by Site Manager (hourly rate).

5. Total removal of snow mounds as required by Site Manager (on property). Front-end loader/hourly rate and Dump Truck/hourly rate.

6. Hourly rate for Special Plow - all designated areas (Manager to call as needed).

**PROPOSAL FIVE:**

**Location:** Ransom Tower (Elderly)
50 Ransom NE
Grand Rapids MI 49503
Tenisia Moore, Phone: 235-2881

**Scope of Work:** Site Specific
1. Sidewalks adjacent to property on Fountain Street, Barclay, John, and Ransom Avenue. Sidewalk along west circular drive in front of building. Sidewalk at far west side of rear parking lot (near stairs).

2. Sidewalk area between Main Entrance and Ransom Avenue.

3. Both parking lots on rear (east) side of building, parking spaces and circular drive on front (west) side of building.

4. Salting of drives, sidewalks (perimeter and city walks), and parking lot as required by Site Manager (hourly rate).

5. Total removal of snow mounds, as required by Site Manager (on property). Front-end loader/hourly rate and Dump Truck/hourly rate.

6. Hourly rate for Special Plow - all designated area (Manager to call as needed).

PROPOSAL SIX:

Location: Campau Commons Apartments
821 Division Avenue SW
Grand Rapids MI 49507
Jake Blakeney, Phone 235-2887

Scope of Work: Site Specific

1. Sidewalks on Franklin Street from Division Avenue to the US-131 highway overpass, on Division Avenue from Franklin to Delaware Street, on Delaware Street from Division Avenue to Commons Avenue, on Commons Avenue from Antoine Street to property line of church, on Ionia Street from Division Avenue to Antoine Street.

2. Driveway entrances into the site and all parking lots located within the site, to include all entrances to refuse dumpster enclosures.

3. Salting of parking lots and driveways as required by the Site Manager (hourly rate).

4. Total removal of snow mounds as required by Site Manager (on property). Front-end loader/hourly rate and Dump Truck/hourly rate.
5. Hourly rate for Special Plow – all areas designated by Site Manager (manager to call as needed.)

PROPOSAL SEVEN:

Location: Hope Community
1024 Ionia Avenue, SW
Grand Rapids MI 49507
Lynn Simone, Phone 235-2893

Scope of Work: Site Specific

1. Sidewalks on Ionia Avenue, Albany Street and Shelby Street in front of Hope Community Building and parking lot.

2. Parking lots and driveways on Ionia Avenue.

3. Salting of parking lots and drive as required by Site Manager (hourly rate).

4. Total removal of snow mounds as required by Site Manager (on Property). Front-end loader/hourly rate and Dump Truck/hourly rate.

5. Hourly rate for Special Plow – all areas designated by Site Manager (manager to call as needed.)

PROPOSAL EIGHT:

Location: Sheldon Apartments (Elderly)
1010 Sheldon Avenue, SE
Grand Rapids MI 49507
Jake Blakeney, Phone 235-2860

Scope of Work: Site Specific

1. Sidewalks in front of buildings on Sheldon Avenue, Delaware Street, and Jefferson Avenue up to ball field. Sidewalks to main (school) building from Sheldon Avenue and Delaware Streets.

2. Driveways and parking lots to south of main building and in center of development.

3. Salting of drives, sidewalks (perimeter and city walks), and parking lot as required by Site Manager (hourly rate).
4. Total removal of snow mounds as required by Site Manager (on Property). Front-end loader/hourly rate and Dump Truck/hourly rate.

5. Hourly rate for Special Plow – all areas designated by Site Manager (manager to call as needed.)

PROPOSAL EIGHT-A:

Location: Sheldon Apartments (Elderly)
1010 Sheldon Avenue, SE
Grand Rapids MI  49507
Jake Blakeney, Phone 235-2860

Scope of Work: Site Specific

1. Sidewalks along Sheldon Avenue, Delaware Street and Jefferson Avenue from the street up to Cottage units. Sidewalks around parking lot at rear of Cottage units and from parking lot up to rear of Cottage units.

PROPOSAL NINE:

Location: Creston Plaza Apartments
Jake Blakeney, Phone 235-2860

Scope of Work: Site Specific

1. Please contact the Manager of the property. This property will be introduced in segments and the manager will have additional details as to the scope of the work.
# SITE VISIT VERIFICATION

THIS IS TO VERIFY THAT ________________________________________________

HAS COMPLETED THE SITE VISIT AND FULLY UNDERSTANDS THE SCOPE

OF WORK FOR THE CURRENT SNOW PLOW BID.

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BID FORM

GRAND RAPIDS HOUSING COMMISSION
1420 FULLER STREET SE
GRAND RAPIDS MI 49507

BID CLOSING SEPTEMBER 25, 2015. LATE BIDS WILL NOT BE ACCEPTED.

BID REFERENCE 2015-2016 SNOW PLOW SERVICES. VARIOUS SITES

CONTACT TARA FRANKLIN OR SITE MANAGERS AS LISTED.

Bids are requested for:
1. Snow plowing services
2. Salting of sidewalks, service drives, parking lots as requested by Site Manager.
3. Hourly rate for front-end loader and Dump Truck for removal of snow mounds as requested by site manager.
4. Hourly rate for Special Plowing of areas designated by Site Manager.

THE MANDATORY SITE-VISIT VERIFICATION FORM MUST BE COMPLETED, SIGNED AND ACCOMPANY YOUR BID SUBMISSION.

PROPOSAL ONE: Housing Commission Main Office

1. Snow Plowing $____________
2. Salting (hourly rate) $____________
3. Front-end Loader (hourly rate) $____________
4. Dump Truck (hourly rate) $____________
5. Special Plow (hourly rate) $____________

PROPOSAL TWO: Adams Park Apartments

1. Snow Plowing $____________
2. Salting (hourly rate) $____________
3. Front-end Loader (hourly rate) $____________
**PROPOSAL TWO: (continued)** Adams Park Apartments

4. Dump Truck (hourly rate) \( \$ \)\___________

5. Special Plow (hourly rate) \( \$ \)\___________

**PROPOSAL TWO-A:** Calvin-Ramona Sidewalk

1. Snow Plowing \( \$ \)\___________

2. Salting (hourly rate) \( \$ \)\___________

**PROPOSAL THREE:** Leonard Terrace

1. Snow Removal \( \$ \)\___________

2. Salting (hourly rate) \( \$ \)\___________

3. Front-end Loader (hourly rate) \( \$ \)\___________

4. Dump Truck (hourly rate) \( \$ \)\___________

5. Special Plow (hourly rate) \( \$ \)\___________

**PROPOSAL FOUR:** Mount Mercy Apartments

1. Snow Removal \( \$ \)\___________

2. Salting (hourly rate) \( \$ \)\___________

3. Front-end Loader (hourly rate) \( \$ \)\___________

4. Dump Truck (hourly rate) \( \$ \)\___________

5. Special Plow (hourly rate) \( \$ \)\___________

**PROPOSAL FIVE:** Ransom Tower

1. Snow Plowing \( \$ \)\___________

2. Salting (hourly rate) \( \$ \)\___________

3. Front-end Loader (hourly rate) \( \$ \)\___________

4. Dump Truck (hourly rate) \( \$ \)\___________

5. Special Plow (hourly rate) \( \$ \)\___________
**PROPOSAL SIX:**  
Campau Commons Apartments

1. Snow Plowing  
   $\_\_\_\_\_\_\_\_\_\_\_
2. Salting (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
3. Front-end Loader (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
4. Dump Truck (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
5. Special Plow (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL SEVEN:**  
Hope Community

1. Snow Plowing  
   $\_\_\_\_\_\_\_\_\_\_\_
2. Salting (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
3. Front-end Loader (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
4. Dump Truck (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
5. Special Plow (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL EIGHT:**  
Sheldon Apartments

1. Snow Plowing  
   $\_\_\_\_\_\_\_\_\_\_\_
2. Salting (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
3. Front-end Loader (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
4. Dump Truck (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_
5. Special Plow (hourly rate)  
   $\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL EIGHT - A:**  
Sheldon Apartments

1. Snow Plowing of Sidewalks  
   $\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL NINE:**  
Creston Plaza Apartments

1. Snow Plowing  
   $\_\_\_\_\_\_\_\_\_\_\_

CONTRACT AGREEMENT

This agreement is entered into by and between the Grand Rapids Housing Commission, 1420 Fuller SE, Grand Rapids, Michigan 49507, hereinafter known as “The GRHC”, and ______________________________________, hereinafter known as “The Contractor”.

NOW, THEREFORE, The GRHC and The Contractor agree to the following terms and conditions:

1. The Contractor agrees to provide services for snow plowing, salting, ice removal and special plowing at the following GRHC locations:

   ___________________________________________  __________________________________
   ___________________________________________  __________________________________
   ___________________________________________  __________________________________
   ___________________________________________  __________________________________
   ___________________________________________  __________________________________
   ___________________________________________  __________________________________
   ___________________________________________  __________________________________

2. The Contractor agrees to provide snow plowing service as specified in bid proposals. Snow will be plowed from designated areas after a one and one-half inch (1 ½”) snowfall or accumulation. Additionally, salting, ice removal, snow removal and special plowing services will be performed upon the request of the Site Manager.

3. The Contractor will supply all labor and material to perform the services at locations set forth in paragraph “1” above. Upon acceptance of a contract for the performance of a service, the Contractor agrees to follow all federal, state, and local laws, regulations and health standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures. The Contractor will provide proof of a valid City of Grand Rapids Snow Plow Operator's Licenses. The Contractor agrees to furnish certified copies of policies and adequate certificates pertaining thereto as evidence that they carry Worker’s Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the GRHC in an amount not less than $500,000 for bodily injury and $100,000 for property damage. Acord Certificate of Insurance with a 30-day cancellation clause notification to the Grand Rapids Housing Commission. The Acord Certificate is to be received before work commences. The Bodily Injury and Property Damage Insurance shall include endorsement showing the GRHC as insured.
The Contractor will furnish the GRHC with its federal employer identification number.

4. The Contractor will be compensated for the service(s) provided as set forth in this agreement, payable per month upon completion of the month within which service(s) have been rendered. Contract total is $________________.

5. This Agreement shall commence on the 1st day of November, 2015 and shall continue for a period of one (1) year period, ending October 31, 2016. Notwithstanding the foregoing, at any time after the execution of this Agreement, either party may in whole or in part, terminate this Agreement by delivering a written thirty (30) day notice to the other party, at that party’s last address, by personal delivery or by certified mail. The thirty (30) day period shall be deemed on the mailing date or personal delivery date of the written notice.

6. This Agreement consists of this document, the General Conditions, Instructions and Information to Bidders, The General Scope of Work, the Bid Form and any later addendum. This agreement cannot be assigned without prior written permission of the Grand Rapids Housing Commission.

GRAND RAPIDS HOUSING COMMISSION

By: _____________________________ Date: _______________________
    Carlos A. Sanchez

CONTRACTOR

By: ______________________________ Date: _______________________

________________________________ Print Name of Authorized Signer

________________________________ Title of Signer

________________________________ Mailing/Street Address          City          State          Zip

________________________          _________________          ___________________          ___________________
Area Code                Phone Number