



CITY OF GREENVILLE

"Danish Festival City"

411 South Lafayette Street
Greenville, Michigan 48838

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infocity@greenvillemi.org

NOTICE TO BIDDERS **2017 Greenville Spring Street Sweeping**

The City of Greenville will receive sealed bids for the spring cycle street sweeping of City streets. The work will include the removal of all debris from the street edges and gutters of approximately 56 miles of designated City streets. The bids will be received until **Tuesday, March 14, 2017 at 2:00 p.m.**, in the City Hall Conference Room. All bids will be publicly opened and read aloud at that time.

Specifications and information for bidders may be obtained at the City Clerk's Office at Greenville City Hall, 411 S. Lafayette, Greenville, Michigan 48838 or on-line at www.greenvillemi.org/bids-rfps.

Norice Rasmussen
Clerk-Treasurer

**SPECIFICATIONS
FOR
2017 Greenville Spring Street Sweeping**

THE CITY OF GREENVILLE WILL RECEIVE SEALED BIDS FOR THE SPRING CYCLE STREET SWEEPING OF CITY STREETS. THE WORK WILL INCLUDE THE REMOVAL OF ALL DEBRIS FROM THE STREET EDGES AND GUTTERS OF APPROXIMATELY 56 MILES OF DESIGNATED CITY STREETS. THE BIDS WILL BE RECEIVED UNTIL TUESDAY, MARCH 14, 2017 AT 2:00 P.M., IN THE CITY HALL CONFERENCE ROOM. ALL BIDS WILL BE PUBLICLY OPENED AND READ ALOUD AT THAT TIME.

INSTRUCTIONS TO BIDDERS

SCOPE OF WORK: The Contractor shall remove, by sweeping, all sand, gravel, dirt, leaves, branches, paper and any other debris from the street edge and gutter pan of all designated streets to the satisfaction of the Greenville Director of Public Services.

The designated streets are shown on the map and table included with these specifications. The Base Bid will include approximately 56 miles of curbed streets, excluding M-57 and M-91.

The City will make water available from a designated fire hydrant at no cost to the Contractor. The designated fire hydrant will be selected through the Water Department.

The Contractor must provide a valved hydrant connection, hydrant wrench and adequate backflow prevention. The City will provide a water meter to account for the water used. The Water Department will observe and approve the Contractor's filling methods.

The City will provide a dumping site within the City limits. The dumping site will be approximately 2 miles from the furthest sweeping point in the City.

BIDDER'S INVESTIGATION: Prior to submission of the bid, all bidders shall make, and shall be deemed to have made a careful examination of the site (shown on the enclosed maps), the Scope of Work, the specifications included herewith, and shall have become informed as to the location and nature of the proposed work, general existing conditions, and all other matters that may affect the cost and the time of completion of the contract.

WORKMANSHIP: All sweeping shall be completed in a first-class workmanlike manner. The City will perform site inspection of the work. All work shall be performed to the satisfaction of the Greenville Director of Public Services.

SUPERVISION: The contractor shall have a thoroughly competent personnel in charge of the work at all times during sweeping. Anyone deemed incapable to do the work by the Director of Public Services shall be replaced immediately upon request by someone who is satisfactory.

LABOR, MATERIALS & EQUIPMENT: The contractor shall furnish all labor, materials, tools, and other equipment necessary to properly complete the work according to the specifications, as well as any safety devices the contractor deems necessary for safe operations, or as required by law.

INSURANCE: The contractor shall not commence, nor allow a sub-contractor to commence, work under this contract until he has obtained all insurance required under this heading and such insurance has been approved by the owner.

1. Workmen's Compensation Insurance as required by Michigan Workmen's Compensation Laws.
2. Contractor's Public Liability Insurance shall be furnished for \$25,000 limits for injuries to any one person and \$50,000 for any one accident.
3. Contractor's Property Damage Insurance shall be furnished for \$5,000 limits for damages as a result of any one accident and \$10,000 limits as an aggregate.

All policies required shall be written by a company licensed to do business in the State of Michigan. The City shall be named as an additional named insured on all liability policies. A copy of the policy shall be submitted to the City prior to beginning the work.

BONDS: There are no bond requirements for this project.

EQUIPMENT: The Contractor shall furnish all equipment required to perform the work that can be safely and legally operated on public roadways. It is anticipated that standard, vacuum-type street sweepers will be used.

LICENSING & PERMITS: The contractor shall comply with all local, state and federal regulations and statutes, and shall be licensed to perform work in the State of Michigan.

REFERENCES: All bidders must submit a list of references, which will be a consideration in the award of the contract.

CONTRACT TIME: It is anticipated that the award of the bid will take place at the March 21, 2017 City Council meeting and the work can commence immediately after receipt of a Notice to Proceed, weather permitting, pending the insurance receipt. Once started, the work shall be continuous until completion, weather permitting. The work shall begin, weather depending, by April 10th 2017 and must be completed by May 8, 2017 or as amended by mutual agreement between the City and the Contractor, if necessary because of delayed melting of snow banks in the street gutters. The City is exploring the option of entering into a 3 year contract so bidders are encouraged to bid for both a 1 year and a 3 year contract.

ALLOWABLE WORKING HOURS: The Contractor shall conduct all operations no earlier

than 7:00 am and no later than 7:00 pm, Monday through Saturday.
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PROPOSALS: All bids must be submitted on the attached bid form and be received in the Office of the City Clerk at City Hall, 411 S. Lafayette Street, Greenville, Michigan 48838, on or before Tuesday, March 14, 2017 at 2:00 p.m. A bid will be considered complete with the submittal of the three pages (pages 5, 6, 7) of the Bid Proposal, signed and filled out. Faxed or emailed bids cannot be accepted.

BID ENVELOPE LABELING: Please mark "2017 Greenville Spring Street Sweeping" on the outside of the envelope and submit to the City Clerk's Office prior to the bid opening.

ADDENDA: If addenda are required on this project, they will be posted to the website www.greenvillemi.org and distributed to known interested parties no later than 12:00 p.m. (noon) on Monday, March 13, 2017. It is the responsibility of the bidder to check for addenda before the bid and acknowledge any addenda on the bid form.

QUESTIONS: Questions may be directed to Tom Pollock, in the City's Public Services office at (616) 754-5098 or tpollock@greenvillemi.org.

RIGHTS RESERVED BY THE OWNER: The City of Greenville reserves the right to accept or reject any or all bids. The competency and responsibility of bidders will be considered in awarding contracts. The Owner does not obligate himself to accept the lowest or any other bid. The Owner reserves the right to waive any informality in any or all bids. The Owner reserves the right to make additions or deletions from the quantity of work to be performed at the Contract unit price.

BID PROPOSAL

Proposal of _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of _____ ~~doing business as _____~~ * To the City of Greenville (hereinafter called "OWNER").

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all WORK for construction of the 2017 GREENVILLE SPRING STREET SWEEPING in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and fully complete the PROJECT as weather permits.

BIDDER acknowledges receipt of the following ADDENDUM:

The following addenda have been received, are hereby acknowledged, and their execution is included in the above proposal amount:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

CERTIFICATION

By submission of this bid, each bidder certifies, and, in the case of a joint bid, each party certifies as to his/her own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

*Insert "a corporation", "a partnership", or "an individual" as applicable.

Further, each bidder also certifies that he/she has examined all sections of the contract documents and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance.

Bidder understands that the quantities shown are approximate only and are subject to either increase or decrease. Furthermore, the bidder understands that there may be additions or deductions to the items of work. Price adjustments based on added or deleted quantities will be based on the unit prices as stated herein.

The bidder hereby agrees to commence the WORK under this contract within 10 days after the date of the NOTICE TO PROCEED, weather permitting, and complete the project as weather permits, in accordance with the schedule shown in the instructions to Bidders, unless the period of completion is extended by mutual agreement.

The bidder shall include and shall be deemed to have included, in his/her bid, all Michigan sales and use taxes currently imposed by legislative enactment and as administered by the Michigan Department of Revenue on the bid date.

The undersigned further agrees to so such extra work as may be authorized, in writing, by the Owner, prices for which are not given in this proposal. Compensation shall be made on the basis agreed upon, in writing, before such work is begun.

The bidder shall base bids on the materials or products specified or shown on the drawings.

All WORK described in the contract documents and required for completion of the project shall be considered to be incidental unless designated as a pay item on the Bid Form. Pay items shall not be used for any components installed for the convenience/or advantage of the contractor regardless of the fact that the type of component is described on the bid sheet.

BID PROPOSAL FORM
2017 GREENVILLE SPRING STREET SWEEPING

TO: Office of the City Clerk
 411 S. Lafayette Street
 Greenville, Michigan 48838

	Estimated Quantity	Unit Price	Total	Cost
<u>BASE BID :</u>				
1 year contract SWEEPING OF CURBED \$ _____ STREETS	56 MILES	\$/MILE		
<hr/>				
3 year contract SWEEPING OF CURBED \$ _____ STREETS year # 1	56 MILES	\$/MILE		
SWEEPING OF CURBED \$ _____ STREETS year #2	56 MILES	\$/MILE		
SWEEPING OF CURBED \$ _____ STREETS year #3	56 MILES	\$/MILE		

Acknowledgement of Addenda: _____

FIRM NAME: _____ ADDRESS: _____

TELEPHONE: _____

DATED: _____ SIGNATURE: _____

THE CITY RESERVES THE RIGHT TO

ACCEPT OR REJECT ANY OR ALL BIDS.

CITY OF GREENVILLE
CONTRACTORS CHECKLIST

I. CERTIFICATION OF INSURANCE

A. WORKERS COMPENSATION Copy Received_____ Date_____

B. LIABILITY Copy Received_____ Date_____

1. Limits of Million or More

2. "A" Rated Company Copy Received_____ Date_____

II. LOSS HISTORY

A. PROVIDED BY AGENT Copy Received_____ Date_____

III. SAFETY PROGRAM

	Yes	No	N/A
1. Familiar with MIOSHA Regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are Safety Standards Used Daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Written Safety Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Safety Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Michigan Right to Know Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Permit Required Confined Space Entry Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Power Lock Out/Tag Out Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. First Aid Personnel On Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Emergency Preparedness Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire Safety and Suppression Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Personal Protective Equipment Used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Auto Safety			
a. MVR Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. CDL Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Proper MDOT Roadway Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Proper Trenching/Excavation Standards			
a. Followed and On-Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Preventive Maintenance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Process Safety Management of Highly Hazardous Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I attest that the above responses are true to the best of my knowledge.

Witness:

City Representative

Contractor Representative/ Title

Date

Date

State Contractor License Number