

NOTICE TO BIDDERS

DOWNTOWN PARKING LOT SNOW PLOWING

The City of Greenville will receive sealed bids for the purpose of snow plowing the Downtown parking lots. Bids will be received until 2:00 pm November 14, 2017. All bids will be publicly opened and read aloud at that time in the City Hall Conference Room

Specifications and information for bidders may be obtained at the City Clerk's Office at Greenville City Hall, 411 South Lafayette Street, Greenville, Michigan 48838

Norice Rasmussen
Clerk-Treasurer

**SPECIFICATIONS
for
Snow Plowing of Downtown City Parking Lots**

INSTRUCTIONS TO BIDDERS

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, the Scope of Work, and the specifications included herewith. They 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 snow plowing shall be completed in a first-class workmanlike manner. The City will perform random inspections of the sites, and the contractor will

SUPERVISION: The contractor shall have in charge of the work at all times, a thoroughly competent supervisor. Anyone not deemed capable by the Owner 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.

The Contractor shall notify the City immediately of any damages in the project site, whether or not the contractor is liable.

MEASUREMENT & PAYMENT:

EQUIPMENT: The Contractor shall furnish all equipment required to perform the work in the attached specifications and any safety devices the contractor feels necessary for safe operations, or as required by law.

LICENSING & PERMITS: The contractor shall comply with all local, state and federal regulations and statutes.

CONTRACT TIME: This agreement will be in effect until May 1st of 2018 unless otherwise extended by mutual agreement between the owner and the contractor.

PROPOSALS: All bids must be submitted on the attached bid form and received in the Office of the City Clerk at City Hall, 411 S. Lafayette Street, Greenville, Michigan 48838, on or before November 14th, 2017 at 2:00 pm.

BID ENVELOPE LABELING: Please mark "Parking Lot Snow" on the outside of the envelope and submit to the City Clerk's Office prior to the bid opening.

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 City of Greenville reserves the right to increase or decrease quantities of bid items without additional compensation.

SCOPE OF WORK

The contractor will be responsible to plow all 9 of the City of Greenville’s public parking lots the Department of Public Safety parking lot and the Greenville Area Foundation access drive.

Snow must be plowed to locations in the lots, designated by the Director of Public Services. At no time is snow to be piled in such a way as to encroach on the sidewalks or obstruct access to the parking system.

Plowing in parking lots will not start prior to 2 am unless approved by the Director of Public Services.

In a snow event the Contractor will be contacted by the Director of Public Services upon the accumulation of 2 plus inches of snow and the contractor must respond immediately by arriving at the designated work site/s and continue plowing until all the lots have been cleared. Contractor needs to have the Public Safety building area plowed first to allow easy access or exit of public safety equipment/vehicles.

If snow continues through the morning the contractor will return, upon request from Director of Public Services, the following morning to plow excess snow.

Contractor is not responsible to salt the parking lots, but once they have completed their assigned duties they must call the Director of Public Services so that the City crews can salt the parking lots.

PROPOSAL FORM

Please bid on a per push method for all lots combined.

2 to 6 inches of snow per push \$ _____

6 plus inches of snow per push \$ _____

Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.