



**Request for Proposal
For
Snow Plowing Services
Otsego County, Michigan**

BID 2013-07

Proposals for snow plowing services will be received by Otsego County, Michigan to the attention of John Burt in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 by **Noon on Thursday, November 14, 2013.**

Any questions must be received by Friday, November 8, 2013 at noon.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

OTSEGO COUNTY

John M. Burt
Otsego County Administrator

SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide proposals/bids for snow plowing at four locations. The locations (see Attachment A for aerial photos of sites) include the following:
 - 1061 Franckowiak Road, Elmira, MI.
 - Otsego County Recycling Center North, Garfield Road in Vanderbilt, MI.
 - Otsego County Recycling Center West, Hayes-Tower Road in Gaylord, MI.
 - Otsego County Recycling Center East, near the corner of M-32 East and Rock Road in Johannesburg, MI.

Please Note: Bids will be awarded individually by location, not in the aggregate. Bids will be awarded for only the 2013-2014 winter season. Bid awards will be by lowest price by location, and ability to perform the services requested.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than noon on Thursday, **November 14, 2013**. Proposals shall be sealed and clearly marked as BID 2013-07 on the outside, and sent to the following:

John Burt, Otsego County Administrator
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Inquiries:** Questions regarding the RFP should be directed to John Burt by calling 989-731-7527 or emailing to jburt@otsegocountymi.gov.

Any questions must be received by Friday, November 8, 2013 at noon.

- 5. Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Michigan and acceptable to the County for the following:

Commercial General Liability Insurance in the amount of \$1,000,000.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

- 6. Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.
- 7. References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
- 8. Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
- 9. Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.
- 10. Timeline:** Please include a project timeline with your bid response.

SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

The Contractor Responsibilities below pertain to the four sites (or those sites awarded to a particular contractor) listed Section II, Number 1.

CONTRACTOR RESPONSIBILITIES

- 1) Plow all snow in the areas marked in red in Attachment A. Snow is to be removed when it has accumulated 3" in depth at each particular site. That amount may be altered by the County as necessary.
- 2) The Otsego County Recycling East site hosts a garbage drop-off on Wednesdays, Saturdays, and Sundays. The successful bidder for this location will need to ensure that snow plowing is completed prior to the posted hours on those days.
- 3) Snow plowing will be done as close as possible to the recycling bins at the three recycling locations.
- 4) 1061 Franckowiak Road has a communications tower and accessory building at the location. The snow will be plowed around the building to create a drivable path around it.

COUNTY RESPONSIBILITIES

- 1) Provide prompt payment upon receipt of invoices and acceptance of the project work.

SECTION V. BID/PROPOSAL FORM

BID 2013-07

The undersigned proposes to furnish Snow Plowing Services for Otsego County in accordance with the attached specifications stated herein for the price listed below.

All listed bid prices must remain in place through the end of the 2013-2014 winter/snow season. You do not have to bid on each location. Awards will be done by location, meaning there may be more than one bid winner.

1061 Franckowiak Road \$ _____ Cost per plowing

Otsego County Recycling North \$ _____ Cost per plowing

Otsego County Recycling West \$ _____ Cost per plowing

Otsego County Recycling East \$ _____ Cost per plowing

Do you own a loader should snow removal services be needed? _____

Cost per hour for snow removal (relocation to other site) if needed? _____

Visited site to view project _____ yes _____ no

Submitted proposed schedule with bid _____ yes _____ no

Submitted references with bid _____ yes _____ no

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____
By signing, you are agreeing to abide by all provisions of this RFP.

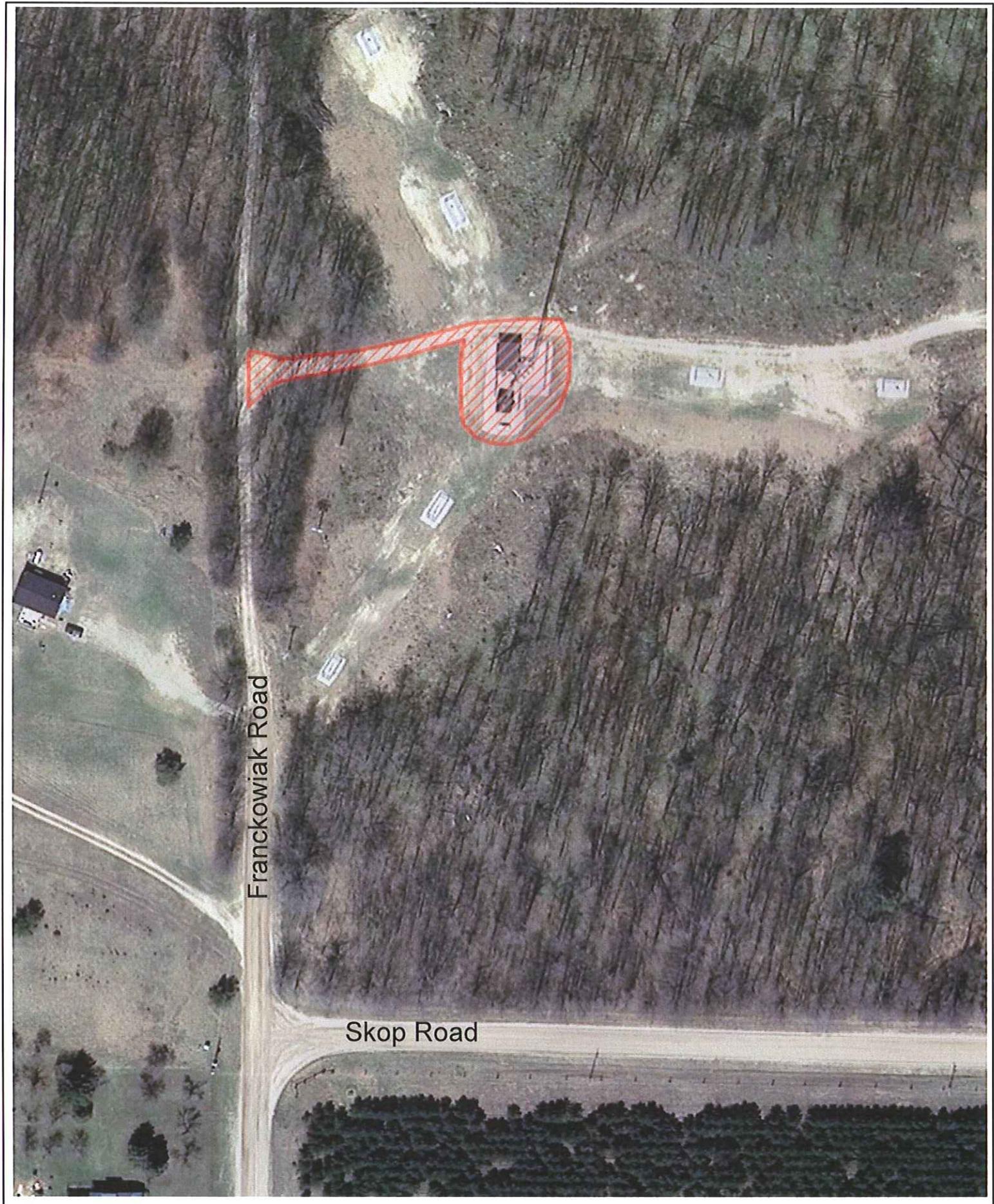
TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____



Franckowiak Road

Skop Road

1061 Franckowiak Rd

Scale: 1" = 100'

Date of Photography: Spring, 2010





Otsego County Recycling North

Scale: 1" = 100'

Date of Photography: April 2010



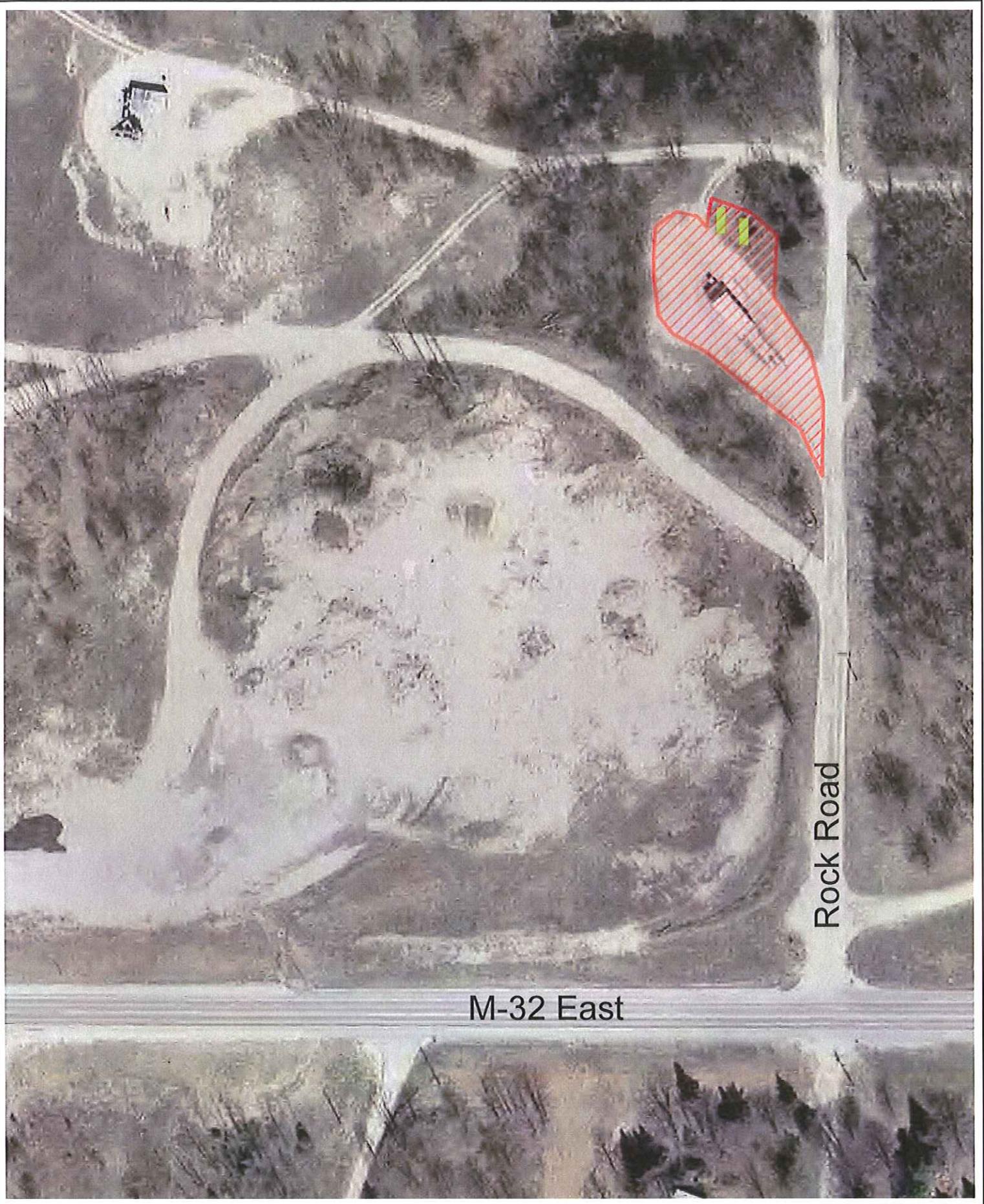


Otsego County Recycling West

Scale: 1" = 100'

Date of Photography: April 2010





Otsego County Recycling East

Scale: 1" = 100'

Date of Photography: April 2010

