

CITY OF PORT HURON



INVITATION TO BID FOR

Sidewalk Snow Removal Services

For the City of Port Huron Downtown District

Issue Date: October 13, 2017

Pre-bid Question Deadline: November 16, 2017 at 10:00 am

Bid Deadline: Sealed bids must be submitted by: November 16, 2017 at 3:00 pm

Send Bids to: City of Port Huron/Snow Removal Bids
100 McMorran Blvd Room 217
Port Huron, MI 48060

Purchasing contact: Bobbie Seppo
Phone: (810)-984-9728 Ext. 1097
E-mail: seppob@porthuron.org

Pre-Bid Question contact: Ben Pionk
Phone: (810)-984-9709
E-mail: pionkb@porthuron.org

SPECIFICATIONS/SCOPE OF WORK

1) INTRODUCTION: Through this Invitation to Bid (ITB), the City of Port Huron (City) on behalf of the Port Huron Downtown District (PHDD) hereby invites businesses that meet the qualifications set forth herein to submit bids to provide sidewalk snow removal services as outlined below.

2) SCOPE OF SERVICES:

a) The City of Port Huron, on behalf of the Port Huron Downtown District (PHDD), is soliciting bids from qualified snow removal contractors for seasonal **sidewalk** snow removal within the districts. Qualified contractors must have a thorough knowledge of snow removal and will be required to provide all equipment, personnel, supervision, and related materials to complete the task of plowing and salting, as is necessary, all sidewalks as designated to provide a clean walking surface. For purposes of simplification, it is presumed salting (as conditions warrant) will follow plowing, with a resulting "clean walking surface" as defined below.

b) The Contractor will be held responsible for any direct or indirect damages or injuries resulting from any act, omission, neglect, or conduct in the execution of the work to any public or private property within the City of Port Huron. Such property shall be restored to its original condition at the expense of the contractor. As applicable, it is recommended a rubber cutting edge is used for plowing, due to the risk of damaging brick pavers. Any damage must be reported to the District's designee.

c) All personnel are to be appropriately and legally licensed to operate vehicles/equipment as is required by City, County, State or Federal Ordinance/Mandate. The City of Port Huron requires the operating company's name be displayed on all street vehicles.

d) The contractor's employees are expected to respond to the public in a respectable and courteous manner.

e) Personnel must be readily identified as employees of the company, i.e., company jackets, hats, etc., with company's name prominently displayed.

3) SPECIFICATIONS:

a) Sidewalk plowing (and salting) is necessary once **two inches** of snowfall has occurred. This shall be done without being called to do so unless otherwise directed by the assigned designee from the district.

b) If less than **two inches** of snowfall has occurred, salting may be needed. If salting is needed, the assigned designee from the District will call to direct salting operations.

c) The contractor **may be called out on an as-needed basis** at the direction of the District's designee at any time if it is determined sidewalk plowing (and salting) is necessary.

d) The contractor will be called out on an as-needed basis if the District's designee determines snow should be hauled from the districts. Snow is to be loaded and hauled at night between 10:00 p.m. and 8:00 a.m. Contact designee for placement of hauled snow; rarely, the City of Port Huron may require this service and will direct the location to have it taken to when calling in the service.

e) The contractor will respond within one (1) hour of notification by the District's designee in regards to plowing services.

f) The contractor, following the authorization to proceed, will plow the assigned site(s) in a manner that will provide a clean walking surface for pedestrian use. Clean shall be defined to mean surface relatively free of snow and ice as determined by the City of Port Huron.

g) The City of Port Huron reserves the right to add/delete any sidewalk covered within the district.

Further, the City of Port Huron reserves the right to direct the contractor on the order in which sidewalks will be plowed.

h) It is expected the contractor will complete the work within a two and one-half (2 & 1/2) hour time-frame for an approximate two-inch snowfall. This is used for an approximation of expectations by the City of Port Huron.

i) All sidewalks shall be cleared from storefront to curblin with no snow or ice left adjacent to buildings; snow must be cleared away from all business entranceways. Snow and ice are to always be cleared toward the street; no snow is to be pushed onto the street or landscape areas. Snow in the parking lane and on the curblin from the road being plowed must be removed by contractor as well.

j) Contractors **shall provide with their submittal** equipment lists showing what equipment they have and "intend on using" in fulfilling this services contract.

k) When spreading salt, contractor's employees must be extremely careful not to throw NaCl (salt) into permanent planter boxes that are placed along major streets.

l) Sidewalk Snow Plowing Areas: (Reference Attachment, Sidewalk Snow Plowing Areas). Salt to be used is NaCl or CaCl (as directed).

m) Removal and/or Storage activities must be coordinated with the City of Port Huron.

4) MINIMUM QUALIFICATIONS: Respondents will be deemed non-responsible and rejected without any further evaluation if they do not meet the following qualifications:

a) Contractor must have minimum five (5) years' experience providing snowplowing services to residential, commercial, or municipal customers.

b) Contractor must provide three (3) references when contractor has provided similar services over the past two (2) years; provide firm name, contact name (phone number and e-mail address) and type of service provided. Use the form provided later in this document. Failure to provide this information will render the submittal as non-responsive and rejected without further evaluation.

PREFERRED QUALIFICATIONS:

Preferred that contractor has had a contract within the past five (5) years to clear public sidewalks of snow.

Preferred that contractor has been under contract with a municipality or public entity over the past five (5) years to provide snowplowing services.

NOTE: All verbiage, including contract language, which contains "City of Port Huron shall include the City of Port Huron Downtown District.

**REQUEST FOR QUOTATION
CITY OF PORT HURON
100 McMorran Boulevard Room 217
Port Huron Michigan 48060
Phone: (810) 984-9728
Fax: (810) 984-2684**

DATE: 10/13/2017

BID OPENING	
DATE	TIME
11/01/2017	3:00 PM

Quotations are requested for furnishing the items described below, in accordance with the terms set forth herein. All quotations must be F.O.B. destination and include cost of boxing and cartage to delivery point below. In submitting your bid, remember that the City of Port Huron is EXEMPT FROM ALL FEDERAL AND STATES TAXES.

QUANTITY/UNIT	DESCRIPTION	LIST	DISCOUNT	TOTAL NET
	Bid for Snow Removal-City of Port Huron Downtown District			
		TOTAL BID		
DELIVERY REQUESTED	DELIVERY POINT	PURCHASING AGENT		
YES	100 MCMORRAN BLVD., RM 217, PORT HURON MI 48060	ROBERTA JO SEPPO		

CONDITIONS

1. ALL QUOTATIONS MUST BE SIGNED. Enclose in an envelope plainly marked "BID".
2. In submitting the above, the vendor agrees that acceptance of any or all quotations by the purchasing office within a reasonable period constitutes a contract.
3. Right is reserved to reject any or all bids, or to accept separate items in a bid, unless the right is denied by bidder.
4. In case of default, the municipality may procure its supplies from other sources, and hold the original bidder or contractor liable for resulting increased costs.
5. Samples, if requested, must be furnished at bidders expense and, if not destroyed in testing, or retained as a standard, will be returned on same terms, if requested.
6. The purchasing Agent reserves the right to increase or decrease by ten per cent the quantities of any item or items ordered.

NOTICE: QUOTATIONS ON ANY FORM OTHER THAN THIS WILL NOT BE CONSIDERED.

COMPANY NAME:	AUTHORIZED SIGNATURE:	TITLE:	DATE:
---------------	-----------------------	--------	-------