



**WEXFORD COUNTY COUNCIL ON AGING  
REQUEST BIDS FOR SNOW REMOVAL**

**Bid #2017-2018  
SNOW SEASON for  
714 W. 13 St. – Location  
Cadillac, MI 49601**

**ISSUED BY: WEXFORD COUNTY COUNCIL ON AGING BOARD**

DATE: September 11, 2017

**Project Representative: Kathy Kimmel  
Executive Director  
714 W. 13 St.  
Cadillac, MI 49601  
Phone: 231-775-0133  
Fax: 231-775-9833**

**WEXFORD COUNTY COUNCIL ON AGING NOTICE OF RECEIVING PROPOSALS**

Wexford County COA seeks bids from qualified firms, on a competitive basis,  
for **2017-2018 SNOW REMOVAL**  
**714 W. Thirteenth St. - Location**  
**Cadillac, MI 49601**

Qualified firms may secure a copy of the bid specifications from:  
Wexford County Council on Aging  
714 W. 13 St.  
Cadillac, MI 49601

Proposals received on or before 4:00 p.m. on September 29, 2017 will be considered.  
WCCOA reserves the right to reject any or all proposals submitted.

# REQUEST FOR PROPOSALS

**Bid #2017-2018  
SNOW REMOVAL  
714 W. 13th St – Location  
Cadillac, MI 49601**

## I. INTRODUCTION

WCCOA seeks bids from qualified firms, on a competitive basis, for **2017-2018 Snow Removal for the 714 W. 13th St. – Location**. Bid will be awarded only in the event of a cost benefit analysis showing it is in the WCCOA's best interest to contract out this service.

### A. Bid Submittal and Project Representatives

To be considered firms must submit a complete, sealed response to this Request for Proposals (RFP), to Wexford County Council on Aging Office. In order to be considered, proposals must be received no later than 4:00 p.m. Friday, September 29, 2017. A decision will be made on or before Friday, October 6, 2017.

Requests for information or interpretation of the intent of the RFP and any/all other inquires must be addressed to:

**Kathy Kimmel  
Executive Director  
714 W. 13<sup>th</sup> St.  
Cadillac, MI 49601  
Phone: 231-775-0133  
Fax: 231-775-9833**

**Contact with personnel of WCCOA other than the above stated person(s) regarding this RFP will be considered grounds for elimination from the selection process.**

Each proposal must be plainly marked on the exterior, "2017-2018 Snow Removal 714 W. 13th St - Location" Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this RFP, the proposal must remain valid for at least ninety (90) days. WCCOA is not liable for any cost incurred by the firm prior to the issuance of the contract.

### B. Right of Refusal

WCCOA reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of WCCOA, to waive irregularities in any proposal and to accept a proposal which best meets the needs of WCCOA, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor:
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor: and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to **I.D.1,2, and 3**, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participated and will not participate, in any action contrary to **I.D.1,2 and 3**, above; and that (s)he has not participated, and will not participate, in any action contrary to **I.D.1,2 and 3**, above.

F. Insurance Requirements

The selected firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times.

Documentation of the above insurance must be provided by the successful bidder prior to the contract execution. Wexford County Council on Aging must be included as a separate named insured.

The vendor will be required to furnish WCCOA with appropriate certificates of insurance prior to commencement of any work associated with any contract.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the WCCOA. WCCOA's minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of WCCOA's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of WCCOA's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with WCCOA stating that the firm has no employees and will not hire any while working for WCCOA as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with WCCOA.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The vendor will be required to secure any all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

G. WCCOA Liability

Officers, agents and employees of WCCOA will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless WCCOA, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The WCCOA will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of WCCOA.

II. **SPECIFICATIONS**

Details or project or specifications and parameters of bid

III. **BID AWARD**

It is anticipated that a decision will be made on or before Friday, October 6, 2017.

**WEXFORD COUNTY COUNCIL ON AGING BID SUBMISSION FORM**

**Bid #2017 - 2018**

**SNOW REMOVAL**

**714 W. 13<sup>th</sup> St. – Location**

**Cadillac, MI 49601**

Firm Name

\_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Description	Unit Price (specify)	Total Price
SPECIFICATIONS		
Miscellaneous other charges (specify)		
<b>TOTAL BID PRICE</b>		\$

\_\_\_\_\_  
Signature of official authorized to bind the firm to the provisions of the RFP:

\_\_\_\_\_  
Typed or printed name and title:

\_\_\_\_\_  
Date

Failure to complete this form may be considered grounds for elimination from the selection process.



714 W. 13<sup>th</sup> St.  
Cadillac, MI 49601  
(231) 775-0133

## SNOW REMOVAL BID SPECIFICATION – Bid #2017-2018

**FOR:** Snow Removal and Ice Melt application Services

**BIDDER:** \_\_\_\_\_

**Base Bid: One Year Contract for Wexford COA**

Flat Rate per Removal including Salt	1" up to 3" snow fall	_____/event
Flat Rate per Removal including Salt	greater than 4" up to 6" snow fall	_____/event
Flat Rate per Removal including Salt	greater than 7" up to 9" snow fall	_____/event
Flat Rate per Removal including Salt	greater than 10" up to 12" snow fall	_____/event
Flat Rate Salt only-per ton furnished and applied		_____/event

Does the rate include clearing and salting of sidewalks? (Circle one) Yes or No If no please explain.

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By providing a bid, the bidder understands that the following documents are required for the bid to be considered complete. The following **MUST** be included in the returned bid response as a part of a complete bid. These forms must be fully completed and signed:

1. Bid Submission Form
2. List of Commercial Plowing Customers
3. Proof of Insurance