REQUEST FOR PROPOSAL

Snow Removal

RFP# 1314-7182B

Facilities Department
143 Bostwick Avenue NE
Grand Rapids, MI 40503
GENERAL CONDITIONS

The Grand Rapids Community College is requesting bids to provide snow removal services.

- The Work to be accomplished by this project is as outlined by the specifications, general conditions, general requirements, plans, and instructions to bidders, herein referred to as the contract documents which become the “Contract”. Interpretations of the contract documents may be requested and will be provided, in writing, to all bidding firms, providing such request is made in adequate time prior to bid due time. Explanations or interpretations made orally will not be considered as binding.

- The Contractor is responsible for any required permits, fees, notices, etc. for any federal, state, or local government agency having jurisdiction over the project.

- Before being awarded a Contract, the successful bidder shall have properly licensed operators in their employment, if other than the Contractor will operate snow removal equipment.

- Costs and arrangements for governmental inspections shall be the responsibility of the Contractor.

- The Contractor shall be responsible for maintaining an environment in compliance with all rules, regulations, and codes covering an occupied school facility.

This agreement will commence on **October 1, 2013** and expire on **September 30, 2014**. Contract Expiration Date **September 30, 2014**.

**Renewable each year thru September 30, 2016** at the discretion of Grand Rapids Community College Director of Purchasing.
A. **A mandatory pre-bid meeting will be held 9:00am, Tuesday, June 18, 2013, at Grand Rapids Community College, Facilities Department, 211 Bostwick NE, GRAND RAPIDS, MI.** The purpose of the meeting will be acclimation to the Snow Removal requirements at GRCC. Questions will be entertained and answered at the meeting as well.

B. **Requests for Information**
Any questions regarding interpretation or intent must be made in written form. Questions should be emailed to Mansfield Matthewson, Director of Purchasing, at mmatthew@grcc.edu by **12:00PM, Monday, June 24, 2013.**

Answers to all questions will posted via addendum to Bid4Michigan.com.

C. **Bid Submission**
The official copy of your proposal must be received via Bid4Michigan (www.Bid4Michigan.com) no later than **2:30PM, Tuesday, July 2, 2013.** Responses must be clearly marked “Snow Removal Services - RFP #1213-7182B”.

Email, telegrams, phone responses and submissions via any other means aside from Bid4Michigan are not acceptable.

The College will not consider or examine late Responses. Amended Responses will not be considered unless they are received via Bid4Michigan on or before the above time and date. The official copy must contain the complete response and related materials.

D. **BID EVALUATION**

The College will determine which responses are to be considered for evaluation and will determine the successful vendor. A team led by the Facilities Department and the Purchasing Department, following the College’s policies and procedures, will conduct the evaluation process.

The College reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFQ process.

E. **Equal Opportunity Employer**

Grand Rapids Community College, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with Amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1974 as amended 38 USC020-12. It is the policy of the Board of Trustees that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status,
handicap, sexual orientation or veteran status, shall be discriminated against in employment, educational programs and activities, or admission. Inquiries or complaints should be addressed to Kathy Keating/EEO Office, 143 Bostwick NE, and Grand Rapids 49503-3295, (616) 234-3453.

F. Fair Employment Practice Agreement

Grand Rapids Community College requests that the attached Fair Employment Practice Agreement be submitted with the Vendor's proposal, however submission is not mandatory.

G. INSURANCE REQUIREMENTS

The successful bidder shall provide insurance certificates for minimum insurance coverage as follows:

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<th></th>
<th>Each Occurrence</th>
<th>Aggregate</th>
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<td><strong>GENERAL LIABILITY</strong></td>
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<td>Bodily Injury Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
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<tr>
<td>Property Damage</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
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<td>OR</td>
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<tr>
<td>Bodily Injury &amp; Property Damage Combined</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
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</table>

| **AUTOMOBILE LIABILITY** |          |           |
| Bodily Injury & Property Damage Combined Single Limit. | $1,000,000 |  |

| **EXCESS LIABILITY** |          |           |
| Commercial Umbrella Coverage | $1,000,000 | $1,000,000 |
WORKERS’ COMPENSATION & EMPLOYERS’ LIABILITY

Each Accident $ 500,000  
Disease-Policy Limit $ 500,000  
Disease-Each Employee $ 500,000

ADDITIONAL INSURED

Grand Rapids Community College, its elected or appointed officers, officials, employees and volunteers are included as insureds with regard to damages and defense of claims arising from:

(a) activities performed by or on behalf of the Named Insured,  
(b) products and completed operations of the Named Insured,  
(c) premised owned, leased or used by the Named Insured, or  
(d) the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured."

To be considered, all Contractors must be properly licensed, insured, and bonded to perform work of this nature. Successful bidder will be required to show proof of same prior to award of a contract.

H. SCOPE OF WORK:

The contractor shall furnish all labor and equipment for clearing snow from areas as specified on the attached sheets during the months of November, December, January, February, March and April.

The Contractor shall only accept telephone calls from the following individuals, indicating the need for Contractor’s services:

- Jeff Smoes, jsmoes@grcc.edu, (616) 234-3716  
- Jim Vandokkumburg, jvandokk@grcc.edu, (616) 234-3978  
- Joe Milito, jmilito@grcc.edu, (616) 234-4118  
- Thomas Smith, tsmith@grcc.edu, (616) 234-3951

VISITING SITES

- The Contractor shall be responsible for scheduling site visitations with Joe Milito or Jeff Smoes at Grand Rapids Community College (616) 234-4118 or (616) 234-3716.
Prior to beginning snow removal operations, a successful bidder shall check each site and note with the person in charge of the site any damaged equipment, railings, shrubbery, trees, fences, etc., to establish record for possible obligations and liability claims due to snow removal damage.

A successful bidder shall identify meandering sidewalks on the sites that are not well defined, prior to the first snowfall to properly define locations and to protect Owner’s property.

CONDITIONS REQUIRING SNOW REMOVAL

The Contractor shall be responsible for executing snow removal operations as the following conditions develop:

1. Whenever two (2) inches or more of snow accumulation occurs during the night preceding a regular school day or since the last plowing effort. Two (2") minimum will be based upon National Weather Bureau totals at Kent County International Airport.

2. Whenever a two (2) inch accumulation occurs on specified areas on Saturday, Sunday, and/or school holidays, it shall promptly be removed.

   EXAMPLE: A two (2) inch accumulation on Saturday should not be allowed to lie until the following Sunday night.

3. Contractor will blow two (2) inch snowfall over the side of Parking structure. This can only be done between the hours of 10:00 p.m. and 6:00 a.m.

EQUIPMENT

- A successful bidder may be required to prove available possession, by ownership title or lease agreement, the equipment the Owner deems necessary for proper removal of snow, before being awarded a contract.

- **Contractor must use plow equipment with rubberized edges on the plow itself. This is required for all GRCC Parking Deck Structures to protect surface coatings.**

- Front end loaders or appropriate equipment will be required to remove snow from the upper deck of the Bostwick Street, Lyon Street, and DeVos campus parking ramps.
• The Contractor shall be responsible for arranging supplemental service or labor in case of mechanical breakdown or illness. It shall be the Owner's prerogative to reject a bid, if in the Owner's opinion, the bidder does not satisfy the requirements of supplemental equipment and personnel.

• The Owner reserves the right to reject any bid, or terminate the contract, if in the Owner's judgment, the equipment owned or leased by bidder is inadequate for satisfactory removal of snow by reason of condition, size, or amount. The Owner may require the bidder to display their equipment at 143 Bostwick, NE, Grand Rapids, Michigan 49503, before being awarded a contract.

WORKMANSHP

• Operators handling of snow removal equipment shall be experienced and exercise sound judgment in placing snow where it will not damage shrubbery or obstruct passageways, entrances, crosswalks, steps, etc.

• Operators shall not push snow from College property into City streets unless it is banked on the side of the street bordering College property.

• Open areas such as parking lots shall be plowed neatly and smooth with a minimum of windrow drifts resulting from plowing passes.

NOTE:
The Contractor is not expected to truck snow away from extensive plowing during a heavy snowfall. The Contractor shall make every effort in early season plowing, to push snow back as far as practical, to make room for subsequent snow. However, if a significant amount of snow accumulates throughout the year, snow may be required to be hauled away at the College’s discretion.

RESPONSIBILITY FOR DAMAGES

• Any damage to railings, playground equipment, shrubbery, sod, buildings, pavements, etc. caused by the Contractor or their operators shall be corrected by the Contractor to the complete satisfaction of the Owner, prior to final contract payment.
COMMUNICATION BETWEEN OWNER AND CONTRACTOR

- It shall be the prerogative of the owner to request the Contractor to notify the Owner when the Contractor intends to commence snow removal operations between 10:00 p.m. and 6:00 a.m.

- The Contractor shall be available by telephone, either personally or through an associate, during snowfall periods and immediately after a snowfall. A telephone answering service is acceptable only if calls are returned in less than a one hour period during the hours of 5:00 p.m. to 8:00 p.m.

- The Owner will make two (2) attempts to reach the Contractor, by telephone, to notify the Contractor of Owner’s intent to perform portions of Work not satisfactorily performed by the contractor. If the Contractor cannot be reached, payment for services may be adjusted.

I. SAFETY
   Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the Contractor.

J. RIGHT TO KNOW
   In accordance with MIOSHA regulations pertaining to the "Michigan Right to Know Law" the Owner has posted Material Safety Data Sheets for any hazardous chemicals in their work place. The Contractor shall designate a coordinator to oversee the institution and maintenance of a similar program for the areas in which construction work will take place. The program must encompass all MIOSHA Regulations with regards to the "Michigan Right to Know Law" for all hazardous chemicals, which will be used on site during the course of construction.

K. ASBESTOS FREE CERTIFICATION
   N/A
L. NON-PERFORMANCE EVALUATIONS

The College reserves the right to terminate this agreement within thirty (30) days of written notice and prior to any Contract termination date, if either service, equipment or Contract performance and conduct, as judged by College, does not meet acceptable standards. The College also reserves the right to cancel for convenience.

- If the Owner must perform any portion of the terms of a contract because the Contractor failed to meet or maintain the standards of this specification, a fee of $125.00 per hour, including travel time, will be deducted from the next schedule payment to the contractor.

- If charges against the Contractor for Owner performed Work accumulates during a period for which a quarter payment is scheduled, and same exceeds 25% of that scheduled payment, the Owner may cancel the contractor.

- If the Contractor fails to fulfill the terms of the snow removal contract by reason of conflicting responsibilities by being an employee of a company or corporation, the Owner may cancel the Contract.

- If the Contractor fails to render continued satisfactory service during the term of their Contract, the Owner may cancel the Contract at any time.

M. INVOICING

The Owner reserves the right to select and receive, per month, either one monthly itemized invoice or a separate monthly invoice for each property or facility listed on accompanying page.

N. PRICING

a) All prices and rates are guaranteed to be firm for the first year. Please indicate pricing and/or discount percentage commitments for subsequent years (i.e. specific prices/discounts for years two and three; percentage increase maximums, or other defined methods). GRCC reserves the right to exercise the option to extend or close any awarded contract at the expiration of year one.

b) Prices quoted will be firm for the first year of the contract. Owner reserves the right to extend the agreement for a 2nd and/or 3rd year.
c) All taxes, miscellaneous fees, permits, etc.; shall be included in the bid price.

d) In addition to what has been specified, Suppliers are encouraged to provide "expressive bid" alternate pricing by suggesting alternate specifications, technology, terms and conditions, service conditions, etc. that could result in flexibility and cost savings for Grand Rapids Community College and for the Vendor. Vendors must insure that their alternate proposal meets or exceeds requirements and specifications as detailed throughout this RFP.

e) Payment terms will be net 30 days upon delivery of products and following completion of any services and receipt of invoice.

**O. METHOD OF PAYMENT**

Payments will be made monthly on January 6, 2014; February 3, 2014; March 3, 2014; with final payment being issued on April 7, 2014. Please provide quote for each occurrence and a minimum charge for the season. Payment will be issued in 25% increments of minimum season charge, or by occurrence if occurrence charges exceed season minimum charge. All invoices should be submitted to the Accounts Payable Department.

**P. Negotiations**

- GRCC may enter into negotiations with bidders on price or technical clarifications. Additionally GRCC may negotiate with the vendor(s) to reach an agreement that best meets the overall needs and desires of the College.

- GRCC may issue a clarification request, in writing, to one or all bidders. A clarification request does not allow a bidder to change its proposal.

- **Best and Final Offer**

  - GRCC may request a Best and Final Offer (BAFO) from each bidder determined to be in the competitive range. Each bidder must respond in writing with its BAFO by the deadline established by GRCC Purchasing.

  - *There is no guarantee that any bidder will be allowed an opportunity to engage in negotiations or to submit a BAFO under this Section.*

**Q. Taxes**

Grand Rapids Community College is exempt from Michigan Sales Tax. Grand Rapids Community College will furnish a tax exempt certificate upon request.
R. Tobacco Free

Grand Rapids Community College is a tobacco free campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in College buildings, vehicles and premises. All individuals are expected to acknowledge the tobacco free policy and provide full compliance.

See www.grcc.edu/tobaccofree for additional information.

Disclaimer: If any changes are made to this solicitation document by any party other than Grand Rapids Community College, the original document in Grand Rapids Community College’s files takes precedence.
ATTACHMENT A
GRCC SNOW REMOVAL BID FORM

Grand Rapids Community College requests quotation for snow removal per the specifications above. Bidders may submit quotations on one or more sites, if they so desire.

NOTE: Two prices shall be submitted:
1. General plowing (clearing of snow with light equipment, i.e. – truck w rubberized plow, snow blowers, etc.)
2. Heavy Duty Snow Removal with use of heavy equipment such as loader, trucks for hauling, etc. (removal of snow from designated areas with off-site disposal/dumping)

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<tr>
<th>General Plowing</th>
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GRCC Parking Ramp
140 Bostwick NE
(Top Level Only)
2" accumulation
$______ $______ $______ $______

GRCC Parking Ramp
25 Lyon, NE
(Top Level Only)
2" accumulation
$______ $______ $______ $______

GRCC/Davenport Surface Lots, Ramps, Entry/Exit Drives, Sidewalks
415 Fulton St. E
(Top Level Only)
2" accumulation
$______ $______ $______ $______

Tassel M-Tec
622 Godfrey SW
2" accumulation
$______ $______ $______ $______

Total
$______ $______

Miscellaneous
General Plowing
(per hour)
$______
ATTACHMENT B
EQUIPMENT LISTING

(Please list below equipment that will be used to fulfill the requirements of this bid. Owner reserves the right to inspect Contractor’s equipment prior to the award of a contract.)

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<th>YEAR</th>
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Additional information regarding equipment:
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REFERENCES:
All bids must include five references including two higher education institutions (if possible) and three additional references. Local West Michigan references are preferred. References should include company name, contact name, address, phone, fax and email address and contact information for the specific person who is knowledgeable about the Vendor’s record and performance. References may be contacted for consultation and/or site visits at our discretion.

NAME________________________________________
COMPANY____________________________________
ADDRESS_____________________________________
CITY, STATE, ZIP_____________________________
PHONE/FAX___________________________________
EMAIL_______________________________________

NAME________________________________________
COMPANY____________________________________
ADDRESS_____________________________________
CITY, STATE, ZIP_____________________________
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