



## Charter Township of Shelby

### Request for Bid Proposal

### Sidewalk Snow and Ice Removal

#### **INSTRUCTIONS TO BIDDERS**

In order that all bids may be properly evaluated, all bidders shall follow the same procedure in the preparation of their bids. All bids shall be made on the Bid Form attached hereto and shall be received in the office of the Shelby Township Clerk by 2:00 p.m. on November 21, 2018. If the bid is mailed, it should be addressed to:

Sidewalk Snow and Ice Removal Bid  
Clerk, Charter Township of Shelby  
52700 Van Dyke  
Shelby Township, MI 48316

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figures. The Township will furnish the successful bidder(s) with tax exemption certificates when requested.

To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Shelby, its officials, employees and volunteers and others working on behalf of the Charter Township of Shelby against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Charter Township of Shelby, its elected and appointed officials, employees, volunteers or others working on behalf of the Charter Township of Shelby by reason of personal injury, including bodily injury and /or death and /or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

All bidders are held to bid prices for ninety (90) days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm for the entire contract period.

The Charter Township of Shelby reserves the right to reject any or all bids and to waive any irregularities as deemed fit in the best interest of the Township.

## **SPECIFICATIONS**

**WORK HOURS:** Per Township Ordinance, Selected Vendor shall perform all work related to job assignment(s) between the hours of 7:00 a.m. to 7:00 pm.

**SCOPE OF SERVICES TO BE PERFORMED:** The work will consist of furnishing all labor, material and equipment to perform all work required for snow and ice removal from sidewalks within the Township when property owner fails to comply with the Charter Township of Shelby's Sidewalk Ordinance. Work shall be completed as follows:

- Snow shall be removed from the whole sidewalk.
- Handicap ramps shall be shoveled on corner lots.
- Snow shall be removed down to the concrete.
- De-icing compounds shall be applied as necessary.

The Contractor shall take a before and after picture. The date snow is removed must be supplied on the picture and submitted with the bill. The photo must clearly show the violation, as well as identifying features of the building or location.

**JOB ASSIGNMENT COMPLETION:** Selected Vendor, upon notification by Ordinance Enforcement, shall complete job assignment(s) **within 24 hours of notification**, or within time frame agreed upon between Selected Vendor and Ordinance Enforcement. Selected Vendor shall comply with directives from Ordinance Enforcement regarding the verification of the work done including but not limited to before and after photographs. If the sidewalk is cleared by the owner prior to the Vendors' arrival, the Vendor shall not be compensated for that job.

**JOB COMPLETION NOTIFICATION:** Upon completion of job assignment(s), Selected Vendor shall notify Ordinance Enforcement as soon as possible but no later than the next business day. The Vendor shall also notify Ordinance Enforcement of any jobs that were completed by the property owner prior to the arrival of the Vendor.

**INVOICE SUBMITTAL:** Selected Vendor to submit invoices to Ordinance Enforcement (Building Department) on Monday of each week for job assignment(s) completed the previous week.

**JOB SITE DISPUTES – INCIDENTS:** Selected Vendor agrees to have an assigned Supervisor available for contact by cell phone; and, if necessary, to visit a job site in the event of any misunderstandings that may occur; and to notify Ordinance Enforcement of all situations related to any misunderstandings at the job site.

**VENDOR COMPLIANCE - WORK HOURS & JOB COMPLETION:** Selected Vendors that do not comply with requirements as set forth herein may be removed from the Vendor Bid List, with future job assignment(s) awarded to the next approved Vendor.

**COSTS:** Vendor shall submit cost breakdown on the Bid Form.

**BUSINESS & INSURANCE REQUIREMENTS:** Vendors shall be licensed and shall submit Proof of Business Registration or DBA papers from the State of Michigan or County in which business is located. Vendor shall be insured and shall submit Proof of Liability Insurance and Worker's Compensation Insurance.

**DEADLINE SUBMISSION DATE:** Bids shall be mailed or hand delivered in a sealed envelope marked "**Sidewalk Snow and Ice Removal Bid**", to the Shelby Township Clerk (52700 Van Dyke, Shelby Township MI 48316), by the deadline date of **November 21, 2018 at 2:00 p.m.**

**QUESTIONS & INFORMATION:** Please contact Deputy Clerk Craig Cowper at 586.731.5102 or Carol Septer at 586.726.7248 or via email to [scepter@shelbytwp.org](mailto:scepter@shelbytwp.org)

The Charter Township of Shelby prefers that interested Vendors have a business located in the State of Michigan in Macomb, Oakland or Wayne County.

The Charter Township of Shelby reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding, and to accept any bid in the best interest of the Township.



# Charter Township of Shelby

## BID FORM - Sidewalk Snow and Ice Removal

In accordance with the Charter Township of Shelby Bid Instructions and Specifications, we hereby submit the following bid dated \_\_\_\_\_.

### Sidewalk Snow and Ice Removal

Properties up to 75 linear feet \_\_\_\_\_ (lump sum)

Properties 75-150 linear feet \_\_\_\_\_ (lump sum)

Properties over 150 linear feet \_\_\_\_\_  
(price per linear foot over 150 linear feet)

*On occasion, snow is plowed onto a corner lot and removal is required where snow depth can be anywhere from 2 to 8 feet high. There may also be situations where ice has built up to a depth that requires extra-ordinary measures other than just an application of a de-icing compound to remove it.*

Corner Clearing/Ice Removal Only \_\_\_\_\_ (unit price/hour)

Corner Clearing/Ice Removal (minimum charge) \_\_\_\_\_ (lump sum)

### Heavy equipment charge (if necessary)

Equipment (Per hour charge) \_\_\_\_\_ (unit price/hour)

Minimum charge \_\_\_\_\_ (lump sum)

Salt/ De-Icing application (per linear foot) \_\_\_\_\_ (unit price/lf)

Firm Name: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_