

**CHARTER TOWNSHIP OF SHELBY
ORDINANCE ENFORCEMENT DEPARTMENT
REQUEST FOR PROPOSAL
2018 REMOVAL OF LITTER & DEBRIS DISPOSAL**

The Charter Township of Shelby Ordinance Enforcement Department (Ordinance) is seeking proposals from qualified vendors for Removal of Litter and/or Debris Disposal from properties within the Township that are in violation of the Shelby Township Litter Ordinance.

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

JOB ASSIGNMENT START: Selected Vendor, upon notification by Ordinance Enforcement, must visit the job assignment(s) site within 24 hours of notification, and must provide a cost quotation per job assignment(s) within 48 hours of notification.

JOB ASSIGNMENT COMPLETION: Selected Vendor, upon notification by Ordinance Enforcement, must complete job assignments(s) (weather permitting) within 72 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 photographs.

JOB COMPLETION NOTIFICATION: Upon completion of job assignment(s), Selected Vendor must notify Ordinance Enforcement by Noon on the next business day.

INVOICE SUBMITTAL: Selected Vendor to submit invoices to Ordinance Enforcement 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 – WORKS HOURS & JOB COMPLETION: Selected Vendors that do not comply with Ordinance requirements as set forth herein may be removed from the Vendor List.

COSTS – JOB ASSIGNMENT(S) QUOTATION: Vendor must include a breakdown of all costs and fees for each of the following:

- Rate of pay per hour, per worker
- Minimum charge per job
- Size of load and charge per load including charge for truck
- Dumping fee per load
- Unless included in load charge, indicate any extra fees for the following:
 - ~ Additional fees for dumping
 - ~ Concrete by load or pound, and if extra charge for breaking concrete
 - ~ Fee for removal of tires, large appliances, air conditioners, etc.
- Charges for equipment and/or supplies

- Charges for large equipment (tractor, skid steers) per hour, per worker; and if worker cost is included or additional.

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

DEADLINE SUBMISSION DATE: Responses must be mailed or hand delivered in a sealed envelope marked "**RE: Ordinance Removal Litter/Debris Disposal**", to the Shelby Township Clerk (52700 Van Dyke, Shelby Township MI 48316), by the deadline date of **Monday, April 2, 2018 at 2:00PM**

QUESTIONS & INFORMATION: Please contact Richard Zavislak at (586) 726-7248 or via email to rzavislak@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 proposal, to reject any or all proposals, to waive any irregularities in the proposal, and to accept any proposal in the best interest of the Township.