

REQUEST FOR PROPOSAL

M-TEC at Kirtland, Gaylord is accepting proposals for snow removal services for the period from **November 1, 2018** to **April 30, 2020** for the MTEC and University Center facilities located at 60 and 80 Livingston Blvd., Gaylord, MI 49735.

A walk-thru is scheduled for Tuesday, October 23, 2018. Ron Sharpe, Facilities Supervisor, will meet vendors in the main lobby at 10:00am.

Proposals will be accepted in the Facilities Management Office of Kirtland Community College until **3:30 p.m. on Tuesday, October 30, 2018** at which time they will be opened and publicly read. Bid criteria, submission forms, and instructions are available on the college website at <https://my.kirtland.edu/ics/Community/>

INSTRUCTIONS TO BIDDERS

1. All Proposals are to be clearly marked "**MTEC SNOW REMOVAL PROPOSAL**".
2. Proposals shall remain firm for a period of thirty (30) days after the official bid opening.
3. The Contractor will be responsible for permits as well as verifying code requirements before the commencement of work.
4. Contractor must be licensed to do business in the State of Michigan and maintain Worker's Compensation and Employee Liability Insurance. Minimal coverage shall be at least \$1,000,000 combined single limit for Comprehensive General Liability, and statutory limits shall be maintained for Worker's Compensation. *Copies of Business License, Worker's Compensation and Liability Insurance policies must be submitted to the Facilities Management Office of Kirtland Community College **prior** to signing of contract.*
5. Proposals shall include complete information concerning guarantee and warranty on any materials provided by contractor.
6. The college shall be the sole judge in the selection of the contractor and reserves the right to accept or reject any or all proposals or any parts of a proposal.
7. **All proposals shall be made on the enclosed bid sheet and may be mailed or faxed to the Kirtland Community College, Facilities Management Office at 10775 North Saint Helen Road, Roscommon, MI 48653. Fax: (989) 563-5935 Proposals must be received by 3:30 p.m.** *Kirtland Community College is not responsible for any fax transmittal problems or any mail carrier delays.*
8. Questions in regard to the bid may be directed to the Facilities Supervisor, Ron Sharpe, at (989) 275-5000, ext. 214.

KIRTLAND COMMUNITY COLLEGE
10775 N. ST. HELEN ROAD
ROSCOMMON, MICHIGAN 48653

BID SHEET FOR SNOW REMOVAL CONTRACT

For the period of November 1, 2018 through April 30, 2020, to provide Snow Removal Service at the MTEC and University Center at Gaylord.

Company Name: _____

Contact Name: _____

Address: _____

Daytime/Evening Phone: _____

Federal Tax I.D. No.: _____

License Number: _____

BID CRITERIA

Please see Specifications Sheet

AUTHORIZED BY: _____
Signature

Please Print

Date

Specifications

Plow truck, per plow 2" – 8" _____/hr

Plow truck, per plow 9"+ _____/hr

Sanding per yard/50% salt _____/hr

Rock salt (per ton) _____/hr

Rock salt (per 50# bag) _____/hr

Calcium Chloride (per 50# bag) _____/hr

Snow drifts- sidewalks (per man hour) _____/hr

Snow drifts or clean-up (plow truck per hour) _____/hr

Front-end loader for stacking on off days (per hour) _____/hr

Dump truck hauling (per hour) _____/hr

Bobcat (per hour) _____/hr

Any additional charges (please describe)

M-TEC at Kirtland – Gaylord
University Center at Gaylord
Snow Removal and De-icing Specifications

Plowing shall begin after 2" accumulation of snow.

Snow may be hauled after consulting with owners or their designated representatives. Contractor shall notify above person(s) of location where removed snow will be deposited.

Safety of drivers and pedestrians must be considered when placing snow to stockpile. Entrance and exit drives and roads must be visible to drivers.

The school hours of business are 8:00am to 10:00pm, Monday through Friday, and 8:00am to 5:00pm on Saturday.

Contractor is to operate prior to 6:30am, Monday through Saturday. The entrance drive, parking lot, shipping/receiving area, and designated walkways shall be cleared. Contractor may be called in for additional plowing, snow removal, sanding or salting at the rate specified.

Contractor shall be responsible for all repairs or damage to MTEC/UC property caused by his/her equipment, personnel, or materials used.

Contractor shall maintain worker compensation insurance (statutory limits), property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence).

In the event the Contractor cannot meet a deadline or request, the co-owners' representatives may contract out or perform requested tasks themselves and receive credit from the Contractor, at the same rate as charged by the Contractor, for costs incurred.

The Contractor will push snow beyond the perimeters of the parking lot; the island and service road at the northeast end of parking lot shall be treated as part of the lot. Snow may be piled at the northeast or southwest ends of parking lot. The retention basin/pond should be avoided for snow piling. Safety of drivers and pedestrians must be considered when piling snow.

Contractor shall use de-icing materials as needed when potential for ice is evident. Salt shall only be used when necessary, and never on concrete; Ice Melt to be used on concrete.

Contractor shall remove ice in front of window when requested by owners or their representatives.