

WHITEFORD AGRICULTURAL SCHOOLS

SNOW REMOVAL BID

The Whiteford Agricultural Schools Board of Education is requesting sealed bids for snow removal for the **2018-2019 and 2019-2020** fiscal years in accordance with the following instructions and specifications:

INSTRUCTIONS:

1. Sealed bids must be received at the Whiteford Agricultural Schools Buildings & Grounds Office, 6655 Consear Rd., Ottawa Lake, MI on or before **12:00 p.m., Monday, November 5, 2018.**
2. All bids must be clearly marked **"SNOW REMOVAL BID"** on the face of the envelope.
3. Bids must be submitted on the attached bid form.
4. A pre-bid meeting is scheduled for **Monday, October 22, 2018 at 10:00 AM** in the Middle/High School Room 4. Charlie Butz, Director of Transportation, Buildings & Grounds will review the specific requirements of all services needed **prior to a Contractor submitting a bid.** If needed, he may be contacted at (734) 856-1443 ext. 107.
5. **At a minimum**, on school days, plowing will be done if there is at least two (2) inches or more of snow fall. On Saturdays, Sundays and holidays, plowing is to be done only to keep fire lanes open and/or if the snow fall is five (5) or more inches. **Contractor will be contacted by Director of Transportation, Buildings & Grounds when snow removal is necessary during the school day or on days in which there are weekend activities at the school.** On days that school is open, plowing needs to be completed by 6:00 AM. If school is closed, the drive in front of the elementary building and the parking areas and driveways in front of the middle/high school must be completed by 7:30 AM.
6. The contractor will be held responsible for any unnecessary damage to buildings and grounds (including shrubs, lawn and fencing) due to snow removal activities.
7. Payment of contract shall be paid within 45 days of invoice for services. It is up to contractor to invoice the district monthly for services.
8. The Whiteford Agricultural Schools' Board of Education reserves the right to reject any or all bids, and is not bound to accept low bids. The award will be made in the best interest of the district.
9. Continuation of the contract in subsequent years is dependent upon satisfactory services provided in completed contract years.
10. The Board of Education and the contractor both have the right to terminate the contract with a 60-day notice prior to July 1 of each contract year.
11. The Board of Education is expected to award the bid at its November 12, 2018 regular monthly meeting.

CONTACT PERSON:

Mr. Charlie Butz
Director of Transportation, Buildings & Grounds
6655 Consear Road
Ottawa Lake, MI 49267
(734) 856-1443 ext. 107
butz@whiteford.k12.mi.us

SPECIFICATIONS

It is expected that the Contractor assumes the responsibility and possesses the proper equipment to keep the listed areas clear of snow and ice whenever it is necessary during the snow season. In addition the Contractor must have the ability to salt. The Contractor is to maintain a minimum of snow and ice surface and maximum flat road bed so as to assure that the school buses will not be on an angle while parked. If the school district finds it necessary to hire additional equipment to remove excess snow build up, that cost will be deducted from the contracted bid price on the final payment.

This bid is for the snow removal for the following areas:

- parking lots between the middle/high school and elementary buildings and in front of and next to the middle/high school
- all sidewalks in front, behind and around the buildings
- the drives leading to parking areas in front of the middle/high school and elementary buildings
- the asphalt pad/basketball court area in the rear and sides of the elementary building

This bid also includes salting all sidewalks and the walkway between the elementary and MS/HS buildings. **Salting of parking lots will be at the request of the district.**

Only small equipment can be used on sidewalks and playground surfaces (no pickup trucks).

INSURANCE

The Contractor shall not commence work under this contract until he/she has obtained and submitted to Whiteford Agricultural Schools the insurance required under this paragraph. All coverages shall name Whiteford Agricultural Schools as certificate holders and shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Whiteford Agricultural Schools.

1. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of the contract Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:
 - (A) Contractual Liability
 - (B) Products and Completed Operations
 - (C) Independent Contractors Coverage
 - (D) Broad Form General Liability Extensions or equivalent
2. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employer's liability coverage, in accordance with all applicable statutes of the State of Michigan. Sole Proprietors, not subject to the Workers' Disability Compensation Act of the State of Michigan, may submit a certificate of exemption from the state.

4. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insured: "Whiteford Agricultural Schools", all elected and appointed officials, all employees and volunteers, commissions and/or authorities, and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insured, and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage is primary, contributing or excess.
5. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following. "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 60 days written notice to the certificate holder named to the left."

VENDOR BACKGROUND AND REFERENCES

In the bidding documents, vendor shall provide:

- Short business history
- Number of years in business
- Number of Employees
- Provide three (3) business references, including contact name and phone number.

**2018-2019 and 2019-2020
BID FORM**

Sealed bids must be received at the Whiteford Agricultural Schools Buildings & Grounds Office, 6655 Consear Rd., Ottawa Lake, MI on or before 12:00 p.m., Monday, November 5, 2018.
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The bid price(s) quoted below must be firm. No additional payment can be expected for performing any of the above work.

The Contractor must be fully covered by general liability and workers' compensation insurance. **The current certificate of insurance must be attached to the bid.**

I hereby offer a quotation for snow removal and salting for Whiteford Agricultural Schools in the amount of:

Snow removal (parking areas/driveways): \$ _____/per hour

Approximate time needed to complete snow removal: _____ hours

Snow removal (sidewalks/playground areas): \$ _____/per hour

Approximate time needed to complete sidewalks: _____ hours

Salting (as needed): \$ _____/ per ton

Front End Loader (if needed): \$ _____/per hour

- **Salting will only be done at the direction of the Director of Transportation, Buildings & Grounds for the school district.**

Name: _____

Date: _____

Address: _____

Phone: _____

Signature: _____

Since it is expected that the Contractor possesses the proper equipment to keep the above listed areas clear of snow and ice during the snow season, **please attach a list of the equipment** (and any backup equipment) you would be using to comply with this contract.

Attach vendor background and references to bid document.

Attachment 1

Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of _____ (the "Bidder"), certifies to Whiteford Agricultural Schools (the "School District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District Property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within 3 business days to the School District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code 2 or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

Bidder: _____

By: _____

Its: _____

Date: _____

¹ The term listed offenses means those defined in Section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

² MCL.380.1535a(1).

Attachment 2

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Whiteford Agricultural Schools (the "School District") Request for Proposals for Snow Removal, hereby represent and warrant, except as provided below, that no familial relationships exist between Bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

Bidder: _____

By: _____

Its: _____

Date: _____

Attachment 3

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company") hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Whiteford Agricultural Schools as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Whiteford Agricultural School's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date