

# **REQUEST FOR BIDS**

## **City-Wide Curb and Pavement Sweeping Services**

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Department of Public Services

1015 S Lincoln Avenue

Three Rivers, MI 49093

(269) 273-1845

**Table of Contents**

Bidding Information ..... 3

    Performance Bids..... 3

        I. Instructions ..... 3

        II. Conditions Applicable to Bids..... 3

        III. General..... 4

Bid Form..... 7

# Bidding Information

## Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

### *I. Instructions*

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**Sweeping Services**".
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **11:00 a.m. local time, Thursday, October 23, 2014**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, please fax your contact information to 269-273-1042 so we can place you on the bidders list for addenda.

### *II. Conditions Applicable to Bids*

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Contractor shall provide proof of Liability and Workman's Compensation Insurance and a completed W-9 form with this bid.
- G. The successful bidder shall provide the City with a copy of this liability insurance policy in the amount of \$2,000,000 (Two million Dollars) which names the City of Three Rivers as second insured.
- H. The City has adopted a local preference policy that applies to all contractual awards.

### *III. General*

The invitation for bid is for furnishing mechanical street sweeping services for the City of Three Rivers. Sweeping locations include curbed and uncurbed areas.

#### *Scope*

Furnish street sweepers with operators. The equipment used for cleaning shall be of sufficient type, capacity and quantity to safely and efficiently perform the cleaning work as specified.

The work performed under this contract consists of furnishing labor, materials, fuel, equipment, and equipment maintenance for the specified work at various locations.

Street sweeping must occur between April 1st and December 31<sup>st</sup>. Street sweeping operations are permitted between 11:00 pm Sunday and 11:00 pm Friday excluding City of Three Rivers Holidays.

Weekly downtown street sweeping services shall be completed between 3:00 am and 5:00 am on Friday mornings. This schedule must be strictly followed for this portion of the sweeping services.

Additional seasonal debris in spring and fall should be anticipated, including a fall sweep that shall be completed in coordination with the City's fall leaf pick-up schedule. This sweeping will typically occur in late November and early December and will follow the City's leaf vacuum crews. The spring sweep, and August sweep of local and major streets shall include use of a State of Michigan approved herbicide for the curb line or edge of pavement. Said herbicide shall provide long-term weed control between applications. **Please note on your bid if you are not able to provide weed control.**

A list of equipment shall be included in the bid.

The operators are to be fully qualified and properly licensed to operate sweeping equipment. Operators should also be able to make minor repairs and adjustments. Contractor personnel shall exhibit polite and professional behavior during all sweeping operations in dealing with City personnel and the public.

In the event of heavy rain or snow, no sweeping will be done.

All cleaning, greasing, and oiling of the sweeper must be done outside of the regular sweeping hours. Maintenance should be performed at the Contractor's facility and expense.

Contractor is responsible for cleanup or property damage for any repairs performed within the City of Three Rivers.

Sweepings will be dumped at the local landfill by the Contractor. No sweepings shall be dumped at a temporary location between collection and disposal. Manifests for sweeping disposal are available at the Department of Public Services during normal business hours.

Contractor will not be provided specific sweeping routes for the major and local streets, but maps of said roadways will be provided. To provide proper coordination for sweeping, the Contractor shall have AVL/GPS equipment on their sweepers to report their route. AVL/GPS reports shall be submitted with invoices, or more frequently if requested.

A fire hydrant is available at the Department of Public Services for sweeper fill-up. No other hydrants are to be used without prior permission from the DPS.

### *Traffic Control*

The Contractor is responsible for all required traffic control at no additional cost to the City.

### *Contract Length*

This contract is effective from the date of award, expected to be **Tuesday November 4<sup>th</sup>, 2014**, thru December 31<sup>st</sup>, 2015.

### *Measurement and Payment*

The measurements which shall be used for payment will be based on the curb mile. The City has Major and Local Streets, along with other locations that need to be swept. For specific events, Contractor shall be paid for the event based on the specified amount of street sweeping for each event.

### *Sweeping List*

**Major Streets** - 28 Curb miles swept on the following intervals:

- Spring sweep beginning on April 1, or later if weather does not allow
- Second sweep to be completed between June 1 and June 12
- Third sweep to be completed between August 1 and August 15
- Fourth and final sweep to be completed after the second round of leaf collection. This is typically the end of November and early December, weather permitting.

**Local Streets** - 66 Curb miles swept on the following intervals:

- Spring sweep beginning on April 1, or later if weather does not allow
- Second sweep to be completed between June 1 and June 12
- Third sweep to be completed between August 1 and August 15
- Fourth and final sweep to be completed after the second round of leaf collection. This is typically the end of November and early December, weather permitting.

**Memorial Day** – 2.2 Curb miles of State Roadway, 0.4 curb miles of local roadway, and 3.3 miles of uncurbed 12' wide roadway in the Cemetery:

- Sweeping shall occur on the Thursday night/Friday morning before Memorial Day

**Water Festival** – 2.3 Curb miles of State Roadway, and 250,000 square feet of public parking lots and roadways:

- West Parking Lot sweeping shall take place no later than the Sunday prior to Father's day.
- Sweeping shall occur on Wednesday night/Thursday morning in June before Father's Day, which is the weekend of Water Festival. This sweeping shall include all routes indicated for the Water Festival.
- Second sweeping shall occur on Thursday night/Friday morning following the parade and shall only include the parade route. If the parade is moved to

Friday evening due to weather, than the sweeping of the parade route shall take place between 11:00 pm Friday and 5:00 am Saturday.

**Harmony Fest** – 0.3 Curb miles of State Roadway:

- Harmony fest takes place on the Sunday of Labor Day weekend. Pre-festival sweeping will be taken care of with the weekly downtown sweeping.
- Post-festival sweeping shall take place between 3:00 am and 5:00 am the morning of Labor Day. This sweeping will be cleaning up the debris left from the street festival.

**Homecoming Parade** – 2.6 Curb miles of State Roadway:

- Sweeping for the Homecoming Parade shall be completed no later than the Friday morning of the parade. Homecoming parade is typically in October, but the exact date is not yet known for 2015.

**Weekly Downtown Sweeping** – 0.3 Curb miles of State Roadway:

- Sweeping shall occur every Friday morning between 3:00 am and 5:00 am.

**Airport Sweeping** – 1,015,000 square feet uncurbed pavement:

- Sweeping shall occur three times each year on the entire airport pavement.

**Emergency Sweeping**

- This line item is intended to be used for cases where sweeping services are needed with short notice due to a spill, accident, or other unexpected event.

**Additional Sweeping**

This line item is intended to be used for additional sweeping not included in the original scope of work, but in coordination with one of the work scope items. This may include sweeping an additional parking lot or street for an event, or sweeping a roadway full width for surface repair purposes.

## Bid Form

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required for paving in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

### Street Sweeping Services

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1	Major Street Sweeping	28	Curb Mile		
2	Local Street Sweeping	66	Curb Mile		
3	Memorial Day Sweeping	1	EA		
4	Water Festival Sweeping	1	EA		
5	Harmony Festival Sweeping	1	EA		
6	Homecoming Parade Sweeping	1	EA		
7	Weekly Downtown Sweeping	30	EA		
8	Airport Sweeping	3	EA		
9	Emergency Sweeping (minimum        hours)	12	Hour		
10	Additional Sweeping	12	Hour		
<b>Total bid amount</b>					