

Sealed Bid Notice
Private Snow & Ice Removal
Bid Year 2016-2017

Purchasing Office
City of Adrian
November 4, 2016

Sealed bids will be received until 2:00 p.m. E.D.T. on Tuesday, November 22, 2016, at the Purchasing Office, City Hall, 135 E. Maumee Street, Adrian, Michigan 49221, for the clearing of snow and ice from sidewalks in the city limits. Specifications are attached.

A list of properties to be cleared will be provided to the successful contractor by the Supervisor of the Public Works Department. All bidders must supply the following information.

A. 13 Rail Road Properties

See Attached Map

Price Per Square Foot \$ _____

B. Private Walks

Price Per Square Foot \$ _____

Photos, on paper with electronic media \$ _____ each

Must have both before and after pictures, dated and time imprinted on photo's to be paid.

The successful bidder will be expected to provide the following before work can begin:

A. Proof of Michigan Workers Compensation coverage

B. Proof of Liability Insurance coverage

\$1,000,000 Property Damage

\$3,000,000 - \$5,000,000 Bodily Injury

Upon submitting an invoice to the city for payment, the invoice must be broken down by the square footage of each address.

The City of Adrian has a local preference policy.

No contract shall be made with any person, firm or corporation in default of the city.

The City of Adrian reserves the right to accept or reject any or all bids and to waive any irregularities.

All bids must be firm for not less than 60 days after official opening of bids.

Any questions may be directed to the City Engineer, Todd Brown, at (517) 264-4829.

All bids must be submitted in a sealed envelope clearly marked on the outside, "Sealed Bid – Sidewalk Clearing."

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NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BY _____

TITLE _____

TELEPHONE _____

DATE _____

**SPECIAL PROVISIONS
SNOW AND ICE CLEARING**

1. This bid is being solicited to provide supplemental service to the city in the clearing of public sidewalks in the event city crews become unable to do the work due to other demands on their time.
2. Should contractor service be required, contact will be made by a representative of the City of Adrian Public Works Department indicating the need for the contractor's service.
3. Contractor shall commence accumulation removal within 24 hours of being delivered a list of locations to be cleared.
4. Contractor's square footage price is to include Labor, equipment and materials. No calcium chloride.
5. Contractor to have minimum contact with owner of property adjacent to the work. Workers are to be polite. Argumentative or abusive behavior by workers will be cause for immediate dismissal of the contractor. Definition of this behavior will be at the sole discretion of the city.
6. Two digital photographs, with date and time imprint, shall be provided with each property bill, indicating before and after conditions of the sidewalk being cleared. No payment shall be made for any work not documented by before and after photos with date and time imprinted on photos.
7. If the property owner clears the public walk adjacent to his property in the time period between "assignment" and "show up" for work, the assignment will be considered voided, and a digital photo shall be submitted documenting the property owners actions. Payment for the digital photograph will be made.
8. "Before and After" photographs shall be submitted on plain paper and on electronic media.

Basis for Payment:

1. Machinery and equipment shall be paid as part of the square footage price in the proposal.
2. Manpower shall be paid as part of the square footage price listed in the proposal.
3. Salt shall be paid as part of the square footage price listed in the proposal. **No calcium chloride is to be used.**

Basis for Payment (continued):

4. Photographs shall be paid “each”. **A minimum of two shall accompany each property reference, indicating “before” and “after” conditions with date and time imprinted on each photo.** Should work span more than one day for an individual property, daily “before” and “after” photos shall be submitted. In the event a sidewalk is cleared between job assignment and crew arrival, one documenting photo shall be submitted as “miscellaneous photographs”, with some property reference.
5. Photographs will include the addresses ledge able for reading on a white background board using a black marker. To include address and street.

