

Arenac County Road Commission

REQUEST FOR BID

FOR

WINTER ROAD MAINTENANCE

**1st STREET, 7th STREET, 8th STREET, 10th STREET, 14th STREET,
CENTER STREET & LAKE AVENUE, SIMS TOWNSHIP**

AND OR

WHITES BEACH DEVELOPMENT, STANDISH TOWNSHIP

BOARD OF COUNTY ROAD COMMISSIONERS

ARENAC COUNTY

4271 AIR PARK DR.

STANDISH, MICHIGAN 48749

(989) 718-3250

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INVITATION TO BID

The Arenac County Road Commission is requesting written bids at their office at 4271 Air Park Drive, Standish, Michigan 48658 until **2:00 P.M. Friday, December 13, 2024**. Bids will be publicly opened and read aloud at **2:00 P.M. Friday, December 13, 2024** for the following:

WINTER ROAD MAINTENANCE

7th STREET, 8th STREET, 10th STREET, 14th STREET, CENTER STREET & LAKE AVENUE, SIMS TOWNSHIP, Route #1

and or

WHITES BEACH DEVELOPMENT, STANDISH TOWNSHIP, Route #2

Interested parties should contact the Arenac County Road Commission for instructions, specifications, and quote proposal. Telephone (989) 718-3250

The Board reserves the right to reject any or all quotes to waive any informality in any quote should it be deemed in the best interest of the Arenac County Road Commission to do so.

Brad Stauffer, Managing Director

INSTRUCTIONS

The Bid Proposal shall be in ink and proposals prepared with pencil will be rejected.

This proposal shall be legibly prepared in ink or typed. Any corrections shall be crossed out with ink, the new price entered above it with ink and initialed by the quoter, also in ink. The Bid Proposal shall be legally signed and the complete address and telephone number of the company given the quote.

All proposals must be submitted to Arenac County Road Commission, bearing the name of the company and a notation indicating "Bid – Winter Maintenance for Sims Township, Rt. #1 and Whites Beach Rt. #2".

NOTE

Any financial or proprietary information submitted in response to bid proposal will become a public record subject to disclosure under Freedom of Information Act.

THE INFORMATION WILL NOT BE TREATED AS CONFIDENTIAL.

THE RIGHT IS RESERVED TO REJECT ANY AND/OR ALL BIDS.

SPECIFICATIONS FOR WINTER ROAD MAINTENANCE

**1st Street, 7th Street, 8th Street, 10th Street, 14th Street, Center Street & Lake Avenue,
Sims Township, Route #1**

and

Whites Beach Development, Standish Township, Route #2

REQUIREMENTS:

Required is the provision of personnel and equipment to furnish winter road maintenance or snow plowing for 1st Street, 7th Street, 8th Street, 10th Street, 14th Street, Center Street & Lake Avenue, Sims Township, Route #1 and Whites Beach Development in Standish Township, Rt. #2, Arenac County, Michigan, beginning, December 15, 2024 through April 15, 2025.

The Arenac County Road Commission will expect the successful quoter to enter into Contract with the Arenac County Road Commission within 10 days of acceptance of their bid.

The Contract will be for 2024-2025 winter season **with the option to negotiate an extension** for future winter seasons of service. On or about May 15 of each year, there will be an annual review of the Contract by the Arenac County Road Commission of the Contractor's performance.

The Contract price will be based on equipment, labor and material to remove snow and ice from 1st Street, 7th Street, 8th Street, 10th Street, 14th Street, and Center Street & Lake Avenue, total of 1.22 miles, Route #1 in Sims Township, and, 2.25 miles of roads in Whites Beach Development, Standish Township, Route #2, for each snow event or as directed by the Arenac County Road Commission. The quote amount is to be based on the total cost to remove snow and ice per snow event and invoice, and a guarantee amount based on a total of four (4) snow events, for the winter season beginning December 15, 2024 through April 15, 2025.

Provider of services shall be referred to as the "Contractor" and the Board of County Road Commissioners of the County of Arenac shall be referred to as the "Commission" for sake of convenience.

TAXES:

The Commission is exempt from Federal and State taxes.

INSURANCE:

The Contractor shall take out and maintain during the life of this contract the statutory Workmen's Compensation and Employer's Liability Insurance, Bodily Injury Liability and Property Damage Liability Insurance other than Automobile and Bodily Injury Liability, Automobile and Property Damage Liability Insurance Automobile. The Contractor shall save

harmless and indemnify the Owner of this project and any of its officers, agents, servants or employees, individually and in their official capacity, also the Engineer and any of its officers, agents, servants or employees, individually and in their official capacity, assigned to this project, from all claims for damages to public or private property and for injuries to persons including death, arising out of the operations of the Contractor, or any subcontractor or any agent, servant or employee of either, during the progress of and to one year after completion of the work.

- (1) The minimum limits of liability coverage for Bodily Injury and Property Damage other than automobile required under this contract shall be:

Bodily Injury Liability:

Each Person	\$500,000
Each Accident	\$1,000,000
Aggregate	\$2,000,000

Property Damage Liability:

Each Occurrence	\$1,000,000
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- (2) The minimum limits of liability coverage for Bodily Injury Liability and Property Damage Liability Automobile required under this contract shall be:

Bodily Injury Liability:

Each Person	\$500,000
Each Accident	\$1,000,000

Property Damage Liability:

Each Occurrence	\$1,000,000
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Combined Single Limit for Bodily Injury and Property Damage Liability:

Each Occurrence	\$2,000,000
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All insurance policies and certificates must include an endorsement providing thirty (30) days prior notice to the Owner of cancellation of reductions of coverage. The Contractor shall cease all operations on occurrence of any such cancellation or reduction, and shall not resume any operations until new insurance is in force.

A certificate of said insurance covering Workers Compensation and Employer's Liability Insurance, Bodily Injury Liability and Property Damage Liability other than Automobile and Bodily Injury Automobile and Property Damage Liability Automobile, showing thereon the policy number, policy, the aforesaid thirty (30) days notice provisions and limits of liability is to be presented by the Contractor to the Commission prior to the signing of this Contract and it shall become a part thereof.

INDEMNIFICATION:

The Contractor hereby agrees to indemnify, hold harmless the Arenac County Road Commission, its commissioners, employees, and agents, from and against any and all claims,

damages, demands, litigation and legal expenses, which arise out of and or pertains to any work performed by this contract, which may be brought against the Arenac County Road Commission, its commissioners, employees, and agents. The Contractor shall not, however be obligated to indemnify the Arenac County Road Commission for any damages or injuries caused by or resulting from the sole negligence of the Arenac County Road Commission, its commissioners, employees, or agents.

The Arenac County Road Commission will indemnify and hold harmless, contractor & operator while working under the sole direction and control of the Commission for gross negligence or acts directed by the Commission of its employees, which directly caused such incident.

CONTRACTOR'S RESPONSIBILITY FOR WORK:

Contractors are notified to investigate and become familiar with conditions relating to the work to be performed according to the contract and specifications. Failure on the part of the Contractor to investigate or inspect will not be grounds for additional compensation under the contract. Advanced inquiry may be made to Brad Stauffer, Managing Director, at (989) 718-3250.

The Commission shall have the right to inspect any material and equipment to be used in carrying out the terms of this contract. A list of the equipment being used in carrying out the terms of this contract must be listed on the attached form. Contractor shall notify the Commission of any additions or deletions of equipment during the life of the Contract.

The Commission reserves the right to supply the contractor with materials at Road Commission's cost for materials.

SPECIFIC REQUIREMENTS:

Contractor is to furnish equipment unit (s) which have been found to be acceptable to the Commission, and operators for these units. The Contractor will supply equipment that is accessorized for snow plowing and capable of spreading salt and sand. Commission shall have the right to inspect any material and equipment to be used in carrying out the terms of this Contract.

Contractor shall maintain these units and all related equipment in good operating condition.

Contractor shall provide all required fuel, fluids, lubricants and blades necessary to the operation of its units to be used in carrying out the terms of this contract. Each snowplowing event would include a salt or sand/salt application of five (5) cubic yards of material or less to be supplied by the Commission. Any additional salt or sand/salt material supplied by Commission and associated cost of application above the five (5) cubic yards, must be approved by the Commission, identified and recorded separate from bid on the Winter Event Report and Invoice.

Contractor agrees to have her/his equipment and operators available to the Commission at all times during the life of this contract.

Contractor's units shall be operated under the supervision of the Commission at all times during the life of this contract.

In the event the Contractor fails to provide service within a timely, proper and workmanlike manner, fails to meet minimum equipment requirements, fails to maintain equipment, or fails to have qualified operators, the Commission may terminate this Contract, whereupon the Contractor shall cease all activities.

Contractor shall, on request by the Commission, maintain any information forms that must be completed and forwarded to the Commission. **The Contractor will submit an invoice along with a Winter Event Work Sheet Form provided by the Commission, before payment will be made to the Contractor.**

The Contractor shall notify the Commission of any road defects or safety issues observed during winter maintenance operations.

Mailboxes damaged by the Contractor during snowplowing or winter operations will be the Contractor's responsibility to repair or replace.

The Commission and Contractor will exchange supervisors and employee's telephone numbers where they can be contacted at all times during the duration of this contract. Contractor will attend a pre-work meeting with the Arenac County Road Commission before proceeding with the winter maintenance contract for the Sims Township Rt. #1, and Whites Beach Development Rt. #2.

To: Arenac County Road Commission,
Arenac County, Michigan

The undersigned has examined the plans, specifications, and location of the work described herein and is fully informed as to the nature of the work and conditions relating to its performance and understands that the quantities shown are approximate only and are subject to either increase or decrease.

The undersigned hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction, to do all work, furnish all materials except as otherwise specified herein; and for the unit prices or lump sums named in the bid, to complete the work herein described in strict accordance with plans, specifications and other special provisions and supplemental specifications as may be part of this proposal.

The undersigned agrees not to subcontract any work described herein unless authorized in writing by the Arenac County Road Commission before subcontracted work is begun.

The undersigned further proposes to do extra work as may be authorized by the Arenac County Road Commission; at prices that are not included in the bid. Compensation shall be made on the basis agreed upon in writing before extra work is begun.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE ARENAC COUNTY ROAD COMMISSION RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND NO CONTRACTUAL RELATIONSHIP EXIST BETWEEN THE UNDERSIGNED AND THE ARENAC COUNTY ROAD COMMISSION FOR THE WORK DESCRIBED HEREIN UNTIL SUCH TIME AS THE CONTRACT DOCUMENT FORM FURNISHED BY THE ARENAC COUNTY ROAD COMMISSION HAS BEEN FORMALLY EXECUTED BY BOTH THE UNDERSIGNED AND THE ARENAC COUNTY ROAD COMMISSION.

THE COMMISSION MAY REJECT PROPOSALS, WAIVE IRREGULARITIES ACCORDING TO SUBSECTION 102.3, ADVERTISE FOR NEW PROPOSALS, OR PROCEED TO DO THE WORK IN OTHER WAYS AS IT DETERMINES TO BE IN ITS BEST INTEREST. THESE ACTIONS WILL NOT ENTITLE BIDDERS TO PAYMENT FOR COSTS OF PREPARATION OF THE PROPOSAL OR ANTICIPATED PROFITS.

COMPANY: _____

AGENT/TITLE: _____

BID PROPOSAL

WINTER ROAD MAINTENANCE

FOR

**1st STREET, 7th STREET, 8th STREET, 10th STREET, 14th STREET, CENTER STREET
& LAKE AVENUE, SIMS TOWNSHIP, Route #1
and or**

WHITES BEACH DEVELOPMENT, STANDISH TOWNSHIP, ROUTE #2

To: Arenac County Road Commission Board
4271 Air Park Drive
Standish, MI 48658

For: Equipment, labor, and material to remove snow and ice from 1st Street, 7th Street, 8th Street, 10th Street, 14th Street, and Center Street & Lake Avenue, total of 1.22 miles, Route #1 in Sims Township, Arenac County, Michigan; and 2.25 mile of roads in Whites Beach Development, Route #2 in Standish Township, Arenac County, Michigan.

Ladies and Gentlemen:

The undersigned bidder, having thoroughly familiarized herself/himself with the work requirements, local conditions affecting the work in each case and with all the bidding documents, including the instructions and information for the bidders and specifications, hereby proposes to perform everything required to be performed, and except as may otherwise be provided, to furnish all equipment, labor and materials, except as otherwise specified and all services necessary to complete in a workmanlike manner, all of the work required to properly and adequately provide working units for maintenance services for the period of the Contract. The proposal is in all respects fair and without any collusion or fraud.

I will perform the winter maintenance in Sims Township for Each Winter Event for 1st Street, 7th Street, 8th Street, 10th Street, 14th Street, and Center Street & Lake Avenue, total of 1.22 miles, Route #1, Sims Township, Arenac County, Michigan for \$ _____ (per winter event) and \$ _____ (sum based on a total of four (4) winter events a season) for the duration beginning December 15, 2024 through April 15, 2025;

and or

I will perform the winter maintenance in the White Beach Development for Each Winter Event for 2.25 miles of road within the Whites Beach Development Route #2, Standish Township, Arenac County, Michigan for \$_____ (per winter event) and \$_____ (sum based on a total of four (4) winter events a season) for the duration beginning December 15, 2024 through April 15, 2025.

COMPANY: _____ **DATE:** _____

BY: _____
(SIGNATURE/TITLE)

ADDRESS: _____

CITY: _____ **STATE:** _____

ZIP: _____ **PHONE:** _____ **FAX:** _____

NOTE: If the bidder is a co-partnership, each member must sign the proposal. Corporation must execute the proposal by duly authorized officers in accordance with Articles of Incorporation.

EQUIPMENT LIST

UNIT NO. MAKE MODEL/YEAR POWER TRAIN/ACCESSORIES

The Arenac County Road Commission shall have the right to inspect any material and equipment to be used in carrying out the terms of this contract. A list of equipment to be used in carrying out the terms of this contract must be listed on above form. Contractor shall notify the Arenac County Road Commission of any additions or deletions of equipment during the life of the Contract.

COMMENTS:
