

**October 2, 2009**

**Attention All Snow Removal Contractors:**

**Wayne County Community College District is hosting a MANDATORY Pre-Bid Conference on Friday, October 16, 2009 at 3:00 p.m. (See the attached first page of the Request for Proposal #001060 for more details.) The District is inviting your company to attend this meeting. It is entitled "Snow Removal and Salting Services District-wide".**

**A complete Bid Package can be downloaded from the WCCCD's website which is [WWW.WCCCD.EDU](http://WWW.WCCCD.EDU)**

**After you enter the website, please follow the directions below:**

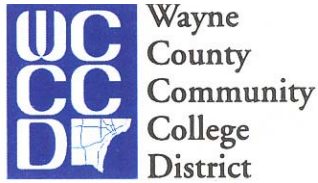
- **Place cursor on "Departments / Divisions" (a drop down menu will appear)**
- **Click on "Administration and Finance"**
- **On the far right, click on "Purchasing"**
- **Click on "Request for Quotations and Proposals"**
- **A list of all proposals will appear**
- **Click on Snow Removal and Salting Services District-wide**

**If you need further assistance please call me at 313-496-2781.**

**We look forward to seeing a representative from your company at this mandatory meeting.**

**Sincerely,**

*Joseph B. Lewis*  
**Buyer**



**REQUEST FOR PROPOSAL  
BID NUMBER  
001060**

Bids are being solicited by Wayne County Community College District for Snow Removal and Salting Services District-wide

A Pre-Bid Conference will be held at **3:00 p.m., Friday, October 16, 2009** at the following location:

**Wayne County Community College District  
Central Administration Building  
801 W. Fort Street  
Fifth Floor, Board of Trustees Conference Room  
Detroit, MI 48226**

**IMPORTANT:** Your company is responsible for knowing any changes or modifications discussed at the Pre-Bid Conference. Those bids which do not meet specifications will be rejected. (**FAXED BIDS WILL NOT BE ACCEPTED**)

The deadline for questions will be Tuesday, October 20, 2009 at 1:00 p.m.

Following the Pre-Bid Conference, bids will be received by:

**Wayne County Community College District  
ATTN: Mr. Joseph B. Lewis - Buyer  
Purchasing Department – 4<sup>th</sup> Floor  
801 W. Fort Street  
Detroit, MI 48226  
Voice: (313) 496-2781 / fax: (313) 961-7693**

The deadline for receipt of proposals will be **3:00 p.m., Friday, October 23, 2009**. At that time, the bids will be opened publicly. Indicate on the outside of your (SEALED) envelope **your company name, the Bid Number, project name and the deadline**.

**Information required from Bidders:** (*NOTE: Items 1 through 6 are required for all bids.*)

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature (if provided)
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Certificate of Awardability (available from the State of Michigan Civil Rights Office, ph. 313-456-3822; (a copy of a letter stating you have applied is sufficient)
6. Addendum to Independent Contractor Agreement (supplied by the College)
7. Financial Statement (required only if your bid is \$50,000.00 or more.)
8. Bid Guarantee (required only if your bid is \$50,000.00 or more.)
9. Outline of any suggested modifications or an explanation of any proposal suggestion submitted by you, which may not be clear.

## REQUIREMENTS IN DETAIL

### **1) PROPOSAL PAGE**

Your bid proposal **must** be submitted on 8.5" x 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversized envelopes, etc.) at the completion of the bid.

### **2) PROOF OF THREE YEARS IN BUSINESS**

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three year old document bearing the company" name. These documents may include; Articles of Incorporation, bank statement, licenses, telephone bill, etc.

### **3) PROOF OF BUSINESS INSURANCE**

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the College. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

### **4) REFERENCES**

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current phone number at each establishment.

### **5) CERTIFICATE OF AWARABILITY**

Each contractor submitting a proposal must establish if he or she is awardable under criteria established by the Michigan Civil Rights Commission. **A Certificate of Awardability** must accompany your bid. Certificates may be obtained through the Michigan Civil Rights Commission Office located at 3054 W. Grand Blvd., Suite 3-600. Detroit, MI ; (phone: 313-456-3823). A letter stating that you have applied for the certificate is acceptable until receipt of the certificate.

### **6) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College

### **7) FINANCIAL STATEMENT – *Must be submitted with BIDS OF \$50,000.00 OR MORE.*** A financial statement covering the latest complete business cycle is required.

### **8) *BID GUARANTEE***

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid submitted over \$50,000.00. The items should be made payable to **Wayne County Community College District**. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

A performance Bond and Labor and Material Bond for (100%) of the contract may be required for construction projects.

### **OTHER INFORMATION**

#### ***ADDENDA***

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than (24) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

#### ***EXPLANATION OF BID DOCUMENTS***

Any bidders requesting clarifications or corrections to bid documents must put +their requests in writing and fax them to WCCCD Purchasing Department at 313-961-7693. Clarification requests must be received no later than 3 days prior to the bid opening date.

#### ***BIDS EXCEEDING \$50,000.00***

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled "Information Required from Bidders" be included in your bid package at the time of the bid opening to insure that your bid be considered.

#### ***WITHDRAWAL OF BIDS***

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

### ***SUBMISSION OF FORMS***

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

### **TERMS**

The College's terms are net 30, unless otherwise negotiated.

### ***ACCEPTANCE OF BID PROPOSAL(S)***

The College reserves the right to reject any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. **The College also reserves the right to award the contract to other than the low bidder.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due**. The College accepts no responsibility for bids, which do not meet the deadline because they were improperly labeled.

### ***“LOWEST RESPONSIBLE BIDDER”***

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College's needs; (6) the vendor's past relationship with the College; (7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgement and performance; (10) in form and substance, a commitment to MBE, WBE, and WCBE goals.

**ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

This will confirm that I have informed Wayne County Community College District that I meet the four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor.

1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.
2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.
3. I have the risk of suffering a loss as well as the opportunity of making a profit, and
4. I hold myself out in my own name / Company name as self-employed and make my services generally available to the public.

In addition to meeting the above basic tests, I hereby certify to Wayne County Community College District that I generally meet the Internal Revenue Service criteria set forth in the 20 rules used to determine whether an individual is an employee.

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Name of Independent Contractor

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Name of Firm (if applicable)

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Employer Identification Number

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Date

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Date received by WCCCD

## **SNOW REMOVAL SPECIFICATIONS**

These specifications will apply to ALL campuses listed on pg. ten (10) of this bid package.

The removal of snow in each area will cover:

- 1) All entrance and exit ways.
- 2) Any and all driveways.
- 3) Parking lots and approach areas. (do not pile snow in center / push complete off lot)
- 4) Receiving area lots. (dock areas must be cleared)
- 5) All shop access lot and associated areas.
- 6) Building entrance ways (including partially covered areas).

- All areas must be salted where snow was removed.
- The CONTRACTOR will have to perform lot plowing as well as sidewalk clearing at the same time.
- Snow removal will be for all parking lots, driveways, approaches, asphalt pavements, and all sidewalks which can be cleaned by snow removers or snow blowers.
- Repair lawn and/or lawn edge damaged by snow plowing prior to the lawn cutting season which begins second week of April. Example of damaged - holes and/or gouges caused by wheels, tires, shovels, blades, etc.) Also, an abundance (such as a pile) of salt that damages the grass must be repaired by the snow plow CONTRACTOR.

When two (2) inches of snow or more has accumulated on the ground, snow removal will be AUTOMATIC. After plowing, salting must be done and salting must be included in the **PER PUSH PRICE**. Salting for less than two (2) inches will be on a CALL basis only and will be quoted and paid separately as per campus.

Plowing at less than two (2) inches will be determined by a CALL from an authorized Wayne County Community College District employee (Chief Operating Officers for Facilities) During the holiday periods (Thanksgiving, Christmas, New Years), plowing and/or salting will be by an **"ON CALL BASIS ONLY"**.

## **SNOW REMOVAL SPECIFICATIONS (Cont'd)**

Snow removal operations are to take place PRIOR to school hours (7:30 a.m.) for any snowfall received. For a continuing snow / ice storm, the CONTRACTOR will be notified by a school official (Chief Operating Officer for Physical Plant and Facilities) as to perform additional plowing within the same day of CONTRACTOR'S initial plowing done earlier that day.

All snow removal equipment, material and supplies shall be provided by the CONTRACTOR.

NO heavy duty equipment shall be allowed on sidewalks and entry ways.

The CONTRACTOR shall provide the name, address and phone number of the person responsible for the snow removal operations. This person shall be available on a 24-hour on CALL basis during the life of this contract. The CONTRACTOR must have sufficient staff to perform lot plowing as well as sidewalk clearing at the same time.

CONTRACTOR must have each invoice for work performed signed by a designated College employee (Facilities Department Supervisor) on the day the work is performed or as soon as practical thereafter.

- Billings must be submitted on a monthly basis.
- Billings will not be paid unless one of these authorized signatures are obtained.
- Contractor must include purchase order number on invoice when submitting.

### **SALTING FOR ICE STORM EMERGENCIES**

\* CONTRACTOR shall provide salting services for ice storm emergencies or icy conditions on an "ON CALL BASIS ONLY" after being notified by the Chief Operating Officer for Physical Plant and Facilities.

## ARTICLE II INSURANCE

1) **Workmen's Compensation Insurance** - The CONTRACTOR must maintain, during the life of the contract, workman's compensation insurance, as required by the State of Michigan for all of its employees. The CONTRACTOR shall also take out and maintain during the life of the contract insurance in amounts to adequately protect itself from damage claims (over and above those covered by its regular compensation insurance) resulting from injuries to any of its employees.

2) **Public Liability and Property Damage Insurance** - The CONTRACTOR shall maintain, during the life of the contract, public liability and property damage insurance (including CONTRACTOR'S contingent or protective insurance to protect the CONTRACTOR from damage claims arising from operations under the contract) whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. All liability insurance required herein shall be under comprehensive general and automobile bodily injury and property damage from policy.

### **CONTRACTOR'S LIABILITY INSURANCE**

Bodily Injury	Each Person	\$ 1,000,000.00
Personal Injury	Each Person	\$ 1,000,000.00
Property Damage	Each Occurrence	\$ 1,000,000.00
	Aggregate	\$ 500,000.00

### **WORKER'S COMPENSATION**

	Each Person	\$ 1,000,000.00
	Employer Each Occurrence	\$ 500,000.00

### **AUTOMOBILE INSURANCE**

	Each Person	\$ 1,000,000.00
	Each Occurrence	\$ 1,000,000.00

### **PROPERTY DAMAGE**

	Each Occurrence	\$ 1,000,000.00
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## **WORK PERFORMED AT THESE LOCATIONS**

**1a. WCCCD Central Administration Building**

801 West Fort Street  
Detroit, MI 48226

**1b. WCCCD Downtown Campus**

1001 West Fort Street  
Detroit, MI 48226

Contact person: Facilities Department

Chief Operating Officer for Physical Plant and Facilities – Mr. Sammie Rice – (313) 496-2561

**2. WCCCD Downriver Campus**

**21000 Northline Road  
Taylor, MI 48180**

Contact person: Facilities Department

Chief Operating Officer for Physical Plant and Facilities – Mr. Sammie Rice – (313) 496-2561

**3a. WCCCD Eastern Campus**

5901 Conner  
Detroit, MI 48213

**3b. University Square Campus**

19305 Vernier Road  
Harper Woods, MI 48225

Contact person: Facilities Department

Chief Operating Officer for Physical Plant and Facilities – Mr. Sammie Rice - (313) 496-2561

**4. WCCCD Northwest Campus**

8200 W. Outer Drive  
Detroit, MI 48219

Contact person: Facilities Department

Chief Operating Officer for Physical Plant and Facilities – Mr. Sammie Rice – (313) 496-2561

**5. WCCCD Western Campus**

**9555 Haggerty Rd.  
Belleville, MI 48111**

Contact person: Facilities Department

Chief Operating Officer for Physical Plant and Facilities – Mr. Sammie Rice – (313) 496-2561

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## SNOW REMOVAL PROPOSAL

The Wayne County Community College District Snow Removal Services may be awarded individually by Campus or College wide.

Submit on company stationery a list of all machinery that will be used to perform these services by commercial standards.

Each vendor will present their bid for three (3) years.

The awarded vendor will be notified by mail.

NOTE: The price submitted below for snow removal and salting will be at a **PER PUSH PRICE**. This is considered as one (1) operation which equals one (1) price per campus.

<b>Cost Location Individually</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Central Administration Building			
Downtown Campus			
Downriver Campus			
Eastern Campus			
University Square			
Northwest Campus			
Western Campus			

LIST OF EQUIPMENT: \_\_\_\_\_

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NOTE: The awarded vendor will receive a **one year contract**. Annual renewal will be based upon performance from the previous year. The Campus President and the Chief Operating Officer for Physical Plant and Facilities will approve the performance.

AUTHORIZED SIGNATURE \_\_\_\_\_

Title and Date

# WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

## SALTING / ICE REMOVAL PROPOSAL

Submit on company stationery a list of all machinery that will be used to perform these services by commercial standards.

Due to an ice storm and / or icy conditions - submit a price for salting **ONLY** per campus. YOUR PRICE IS BASED ON A **“PER SALTING” / “PER CALL BASIS ONLY”**.

<b>Cost Location Individually</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Central Administration Building			
Downtown Campus			
Downriver Campus			
Eastern Campus			
University Square			
Northwest Campus			
Western Campus			

LIST OF EQUIPMENT: \_\_\_\_\_

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NOTE: The awarded vendor will receive a **one year contract**. Annual renewal will be based upon performance from the previous year. The Campus President and the Chief Operating Officer for Physical Plant and Facilities will approve the performance.

AUTHORIZED SIGNATURE \_\_\_\_\_  
 Title and Date