



**CITY OF SCOTTVILLE
REQUEST FOR BIDS - SNOW REMOVAL SERVICES**

Issued: October 9, 2020
Bids Due: October 23, 2020

OVERVIEW

The City of Scottville is seeking bids for snow removal service for the 2020-2021 winter season, with possibility of two additional one-year extensions. Specifically, we are seeking contract services for snow removal from Main Street and the adjoining sidewalks and our City parking lots in the downtown area. The City of Scottville Department of Public Works (DPW) handles snow removal from State Street and all other local roads, including clearing of the State/Main intersection by 6:00am. Respondents must furnish all necessary equipment and personnel to provide services. All responses should include a per hour rate, with a not to exceed for each time plowed, separated between "Part One: Streets and Parking" and "Part Two: Sidewalk Snow Removal" below. If equipment storage area is needed, this must be identified in the bid document and additional liability waivers may be required for any City-provided location.

PART ONE: STREETS AND PARKING

Snow removal on Main Street from curb to curb (including on-street parking areas) from Broadway (north) to First Street (south). Plowing shall be done weekdays after any snowfall of 3 or more and shall be completed prior to 7:00am. Weekend plowing is generally not required, except by request for excessive snowfall conditions. Salt/sand application is separately managed by the Department of Public Works.

Snow removal from City Parking Lots located east of Main Street and west of Main Street (not including the adjoining West Shore Bank parking). Plowing shall be done weekdays after any snowfall of 3 or more inches and shall be completed prior to 7:00am. Weekend plowing is generally not required, except by request for excessive snowfall conditions. Salt/sand application is separately managed by the Department of Public Works.

All snow removed from the parking lots and streets will need to be taken to and stored in the southwest quadrant of the City's western parking lot (closest to the Optimist Building). If that site fills up, the snow will need to be taken to be stored at an alternate location, as identified by the contractor. Snow can no longer be stored on the vacant lot behind the Stallion Mill owned by the railroad, as it is no longer under lease by the City.

PART TWO: SIDEWALK SNOW REMOVAL

Snow removal on the sidewalks adjacent to Main Street, from Maple Street (north) to the Railroad tracks (south). Plowing shall be done on all weekdays after any snowfall of three or

more inches, and shall be completed prior to 7:00am. Salt/sand should be applied as needed to address icy conditions.

BID PROCESS

Any questions regarding the scope of services or the bid process should be directed to Courtney Magaluk, City Manager by e-mail (citymanager@cityofscottville.org) or phone ((231) 757-4729). Bids must be received by no later than 5:00pm on Friday, October 23rd. Bids may be mailed or hand delivered to City Hall at 105 N Main Street, Scottville, MI 49454 or e-mailed to citymanager@cityofscottville.org.

Bid will be opened and reviewed by the City Manager and forwarded to the City Commission for final selection on November 2, 2020. Bid not addressing the items noted above may be rejected. The selected respondent shall enter into agreement with the City of Scottville as an Independent Contractor. The Independent Contractor shall be required to obtain and furnish proof that they are covered by Workman's Compensation Insurance (statutory limits); General Comprehensive Commercial Liability (liability amounts shall not be less than \$1,000,000 per occurrence, and/or aggregate combined single limit for personal injury, bodily injury and property damage); Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage (limits of liability not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage); and the Independent Contractor shall name the City of Scottville as an additional insured on all policies. Further details shall be outlined in the final contract, as mutually agreed between the City of Scottville and the selected respondent/Independent Contractor.