

# Request for Proposal

Snow Removal and Salt Application Services for  
2018-19 Season

SEPTEMBER 2018

**ISSUED BY**

FRANKLIN CORNERS ASSOCIATION

WEST BLOOMFIELD, MICHIGAN

**REPRESENTATIVE**

Courteney Gettel

FRANKLINCORNERS@GMAIL.COM

# Introduction & Background

Franklin Corners Association (herein referred to as “FCA” or “Purchaser”) is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide **Snow Removal and Salt Application Services** for our subdivision located at:

Franklin Corners (Road List in Project Scope). East off Middlebelt Road between 14 Mile Road and 15 Mile Road in West Bloomfield, MI.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to FCA. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

# Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. FCA reserves the right to waive any informalities or immaterial omissions or defects in any proposal. In the case of error in the extension of prices in the bid or other arithmetical error, the unit (line item) price shall govern.
3. FCA will not pay any costs associated with the preparation of submission of any bids in response to the RFP.
4. FCA reserves the right to reject any and all bids or accept part and reject part of any bid, with or without cause for any reason.
5. Sales tax must be included in the bid and invoices should show sales tax as a separate line item.
6. A technical proposal must be provided if the work pertains to electrical; plumbing; structural engineering; roofing; or the servicing, replacement, or certification of life safety equipment or fixtures. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work.

In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.

7. A price proposal must be provided and should indicate the overall fixed price for the project.
8. Proposals must be signed by a representative that is authorized to commit bidder's company.
9. Proposals must be received prior to the RFPs due date to be considered. No late proposals will be considered.
10. Proposals must remain valid for the duration of the project term.
11. Proposals must include email address, mailing address, and local telephone number of the bidder.
12. Proposals must include ACORD documents proving the insurance requirements are met.
13. Proposals must be submitted electronically by the due date to franklincorners@gmail.com.

## **Project Scope**

The scope of the project entails **Snow Removal and Salt Application Services** at our subdivision located at:

Whispering Oak Lane  
Woodside Trail  
Candlewood Trail  
North Springridge Road  
Corners Drive

East off Middlebelt Road between 14 Mile Road and 15 Mile Road in West Bloomfield, MI.

The successful bidder will be responsible for removal of snow and application of salt or de-icing agent in the following areas of the building using the best method possible to avoid damage, reduce cost, and ensure completion of the project.

Optionally include in your proposal pricing for snow removal around fire and life safety equipment such as fire hydrants pursuant to NFPA 18.5.7. This is not a requirement for the RFP.

Optionally include pricing for snow removal and salt application for the gazebo on Whispering Oak Lane. This is not a requirement for the RFP.

**The criteria set forth below should be met to achieve successful completion of the project:**

1. Snow removal or plowing of all streets included in the RFP
2. Salt or de-icing agent applied to surfaces to prevent slippery conditions at the discretion of the selected contractor
3. Pre-salting surfaces to prevent buildup of snow or icy accumulation
4. Plowing to be done to the edges of the road with caution taken to avoid damage to mailboxes and driveway aprons
5. Timely response for service (less than 2 hours after the conditions listed below)
6. The ownership and maintenance of two (2) or more vehicles capable of being used to remove snow and apply salt
7. Staff required to complete the project and offer 24/7 availability when needed
8. On-call emergency snow removal if necessary as determined by FCA
9. Individual household snow removal is out of scope for this RFP

**The Contractor shall be responsible for executing snow removal operations as the following conditions develop:**

1. Whenever two (2) inches or more of snow accumulation occurs during the day.
2. Whenever two (2) inches or more of snow accumulation occurs during the night.
3. Whenever deemed necessary by FCA to avoid damage to property, injury to people, or municipal fines, fees, or citations.

**Safety**

Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the Contractor.

**Insurance**

Contractor shall maintain, for the duration of the project, General Liability insurance from an insurance carrier doing business in the State of Michigan in the amount of \$1,000,000 per occurrence, \$2,000,000 in the aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then Contractor must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. In addition, Contractor shall include the following as Additional Insured:

Franklin Corners Association

**Invoicing**

Invoicing shall be done on a monthly basis and shall include line items for labor, equipment, materials, and supplies separately. Invoices shall be submitted via mail to:

FRANKLIN CORNERS ASSOCIATION  
ATTN: ACCOUNTS PAYABLE  
6914 Woodside Trail  
West Bloomfield, MI 48322

Net 30 terms are desired but other terms may be acceptable. Providers of ongoing services shall not request COD terms. All freight shall be FOB destination unless otherwise stated. Invoice numbers shall be unique; submission of a duplicate invoice number may result in delay of payment.

# RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	9/25/2018
Pre-bid Walkthrough	N/A
Proposal Due Date	10/9/2018 10:00 AM
Contract Award / Notification to Unsuccessful Bidders	10/25/2018

## Evaluation Factors

FCA will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership.
5. Technical expertise/experience of bidder and bidder's staff

FCA reserves the right to award to the bidder that presents the best value to FCA as determined solely by FCA in its absolute discretion.