

Calhoun County Land Bank Authority

Request for Proposal: Snow and Ice Removal Services primarily within the City of Battle Creek and the City of Albion

BID NUMBER: #01-CCLBA-2015

DATE ISSUED: December 30, 2014

DATE DUE: January 21, 2015; 3:00 PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859

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REQUEST FOR PROPOSALS – SNOW and ICE REMOVAL SERVICES

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA). The CCLBA invites the submission of proposals for snow and ice removal services on CCLBA owned properties; please note ice removal is accomplished by the application of salt. Contractors that provide snow and ice removal services with demonstrated experience and an interest in making their services available to the CCLBA are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, has applicable federal, state, and local licenses. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any Respondents. The CCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted purchasing policies and procedures for the procurement process. For further information on this requirement, contact Leslie Obrig at the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work as outlined in the Scope of Services. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for snow and ice removal.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of eighteen (18) months (defined by 2014-2015 and 2015-2016 seasons), with the option of an extension for an



additional twelve (12) months (2016-2017 season), and the additional extension for a 2nd additional twelve (12) months (2017-2018 season) – potentially four (4) seasons; at the discretion of the CCLBA. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions and shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

D. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person , if that person will use the credit to engage in investment activities in the energy sector of Iran.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The CCLBA seeks sealed proposals from Respondents to remove snow and ice on properties owned by the CCLBA. The CCLBA anticipates up to 50-100 properties will need snow and ice removal services primarily in the City of Battle Creek and City of Albion and urban townships (Bedford, Emmett and Pennfield). The CCLBA does own properties throughout the County, if snow removal is needed in those areas it will be handled on a case by case basis with selected contractor(s).

Contractor shall service properties as needed based on weather and service shall comply with local snow and ice removal ordinances. Additional information about the scope of work detail and sample list of properties is also provided in Appendices A and B. The successful Respondent shall document this by providing a monthly invoice for each property serviced to the CCLBA. The CCLBA will coordinate with successful Respondent on invoice format and will provide a property spreadsheet for itemized detail.

Contractors shall begin services within 24 hours upon request of the CCLBA staff request. Request shall be made via phone or email or text message.

ALL WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors



24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

Executive Order 11246

Services shall be provided on an “as needed” basis depending on weather, and shall comply with local ordinances. Snow removal will commence when a minimum of four (4) inches of snow have accumulated. At the time of a snow storm or major snow event with an accumulation of more than 4" of snow, the Respondent will be advised by CCLBA to remove/service according to the needs of that event and invoice according to directed instructions from CCLBA. The CCLBA understands that more than one service may be needed during events with significant accumulations. Instructions will be communicated in writing via email. The CCLBA does not guarantee a minimum quantity. The CCLBA expects to require snow and ice removal services for approximately 50-100 properties. The CCLBA reserves the right to increase or decrease the quantity based on available funding or other needs during the term of the contract. Prices shall remain the same during the extended term. If the Contractor believes that there is a significant change in the condition of a lot that merits a change in pay, staff would evaluate the request to determine appropriateness.

The CCLBA reserves the right to select the contractor that best meets the CCLBA’s goals and objectives, quality levels, and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

Respondent shall utilize sample list of properties including a site visit to same (Appendix B) to accurately complete the general pricing chart (Appendix A), which will be the price point basis for the Respondent’s RFP submission.

B. Evaluation Criteria and Scoring

In evaluating responses to this Request for Proposal, the CCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the Respondent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Experience Providing Snow and Ice Removal Services

Capability and Capacity of Contractor and its Personnel

General Price (See Appendix B)

Qualifications

Completeness of Response



Locality of Business

A point system to evaluate the bid submission of the Respondent is based on the Evaluation Criteria including locality and local business enterprise (Appendix C).

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent or hand delivered to the Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #01-CCLBA-2015. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5" x 11" format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The CCLBA reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

1. These documents must be submitted along with your proposal:
 - a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or
 - b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
 - c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; Or
 - d. "Doing Business As" documentation and certificates for all other types of businesses.
2. Evidence of Insurance: Commercial General Liability with limits not less than \$500,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability



with limits not less than \$500,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, or its officer, agents, or employees in connection with said contact.

3. Three (3) references from related work, including date of contract, contact person and phone number, and a brief description of the scope of work. (Please see and complete Appendix D)
4. Non-collusion Affidavit: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (Please see and complete Appendix E)

C. Main Proposal

Please provide the following information:

1. Years of experience providing snow and ice removal services, and capacity to provide services on an as needed basis determined by weather.
2. List of related equipment to be used (plow vehicles, snow blowers, etc.)
3. Pricing proposal on a per lot basis (Please see and complete Appendix A).
4. Respondents should state whether they are a local business enterprise.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **5:00pm Friday, January 9, 2015**. Written answers will be provided to all potential bidders via email and posted on the Calhoun County website (www.calhouncountymi.org) by **5:00pm Thursday, January 15, 2015**.



SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00pm (local time) on Wednesday, January 21, 2015. The prevailing clock shall be www.time.gov.

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Calhoun County
Purchasing Department
ATTN: Leslie R. Obrig
315 W. Green St.
Marshall MI 49068

LATE PROPOSALS WILL NOT BE CONSIDERED



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)



RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- RFP Submittal Requirements Checklist
- Letter of Interest
- Certification
- Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents "Doing Business As."
- Evidence of Insurance
- Capacity of Company (Please see and complete Appendix A)
- General Pricing (Please see and complete Appendix A)
- References (Please see and complete Appendix D)
- Non-collusion Affidavit (Please see and complete Appendix E)



APPENDIX A – General Pricing

Definitions for bid purpose are as follows:

Standard lot – City lot that has public sidewalk in front

Corner lot – City lot that has public sidewalk in front and side.

Public – City sidewalk only

Private – sidewalk leading to the house

Snow Removal	City of Battle Creek	City of Albion
Standard lot – public	\$	\$
Standard/Corner lot – private	\$	\$
Corner lot – public	\$	\$
Driveway – private	\$ /sq. ft.	\$ /sq. ft.

Ice Removal	City of Battle Creek	City of Albion
Standard lot – public	\$	\$
Standard/Corner lot – private	\$	\$
Corner lot – public	\$	\$
Driveway – private	\$ /sq. ft.	\$ /sq. ft.

CAPACITY OF COMPANY

The CCLBA currently has 50-100 properties listed to be maintained. The total number of properties will increase/decrease and based on funding sources as homes sell or are acquired.

Number of properties that can be completed within a 24 hour period: _____



APPENDIX B – Sample List

Property Address	City	Lot Type/Public or Private +
107 Virginia	Battle Creek – Bedford Twp	Standard Public and Private sidewalk with Driveway
22 Battle Creek	Battle Creek	Standard Public sidewalk
42 McKinley N	Battle Creek	Standard Public sidewalk
72 Lathrop	Battle Creek	Corner Public sidewalk
158 Meachem	Battle Creek	Corner Public sidewalk
216 Austin	Albion	Standard Public sidewalk
306 Eaton N	Albion	Standard Public sidewalk
219 Michigan E	Albion	Standard Public sidewalk
902 Superior N	Albion	Standard Public and Private sidewalk with Driveway



APPENDIX C - Evaluation and Scoring Matrix

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria point system will be considered in reviewing submittals:

1. Experience in providing snow and ice removal services

One (1) to three (3) years of experience providing snow and ice removal services.	5 Points
Greater than three (3) years of experience providing snow and ice removal services.	10 Points

2. Capacity to provide snow and ice removal services and ability of the firm to meet timelines.

Demonstrated capacity and experience to service less than 50 properties within a 24 hour period.	5 Points
Demonstrated capacity and experience to service up to 50-75 properties within a 24 hour period.	10 Points
Demonstrated capacity and experience to service more than 75 properties within a 24 hour period.	15 Points

3. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	55 Points
Each additional lowest bid amount will be reduced by 5 points	

4. Local Preference

Principal Business Office Location within Calhoun County	10 Points
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APPENDIX D – Reference list

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____



APPENDIX E – Non-collusion affidavit

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*