

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: #13-CCLBA-2016

DATE ISSUED: November 3, 2016

DATE DUE: November 18, 2016; 3:00PM (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

BACKGROUND

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.

IMPORTANT DATES

RFP Issue Date: November 3, 2016

Questions Due: November 7, 2016 at **12:00pm**

Answers Available: November 8, 2016 at **5:00pm**

Proposal Due Date: November 18, 2016 at **3:00pm**

Tentative Award Date: November 22, 2016

SCOPE OF WORK/DELIVERABLES

The CCLBA seeks sealed proposals from Respondents to remove snow and ice on properties owned by the CCLBA. The CCLBA anticipates that between 50-100 properties will need snow and ice removal services primarily in the City of Battle Creek and City of Albion. 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).

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 service identified properties according to the needs of that event; invoices shall be in-line with CCLBA approved work order. The CCLBA understands that more than one service may be needed during events with significant accumulations. Instructions will be communicated in writing via email or text. The CCLBA does not guarantee a minimum quantity. 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.

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.



The use of weather websites such as National Oceanic and Atmospheric Administration's Interactive Snow Information <http://www.nohrsc.noaa.gov/interactive/html/map> will be used to determine snow fall measurements for request for snow removal and for billing purposes/confirmation.

Respondent shall utilize Appendix A & B (list of properties for site visits) to accurately complete the pricing proposal chart, which will be the price point basis for the Respondent's RFP submission.

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.

THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. Letter of Interest

- a. Name of lead firm and any subcontractors as well as relevant contact information (including email address).
 - i. Names and contact information of all persons with an ownership interest in said organization.
- b. Description of organization (e.g. Corporation, Limited Liability Company, or Joint Venture)
- c. A summary of the qualifications of the Respondent and team
 - i. Years of experience providing snow and ice removal services, and capacity to provide services on an as needed basis determined by weather
 - ii. Respondents should state whether they are a local business enterprise.
- d. List of related equipment to be used (plow vehicles, snow blowers, etc.)

2. Submit one of the following:

1. Certificate of Good Standing for Corporations Companies issued by the Michigan State Department of Licensing & Regulatory Affairs; or
2. Certificate of Existence for Limited Liability Companies issued by the Michigan State Department of Licensing & Regulatory Affairs; or
3. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
4. "Doing Business As" documentation and certificates for all other types of businesses.

3. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 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.



1. **Additional Insured** – the CCLBA, whichever appropriate, shall be added as an additional insured with the following language: “Additional Insured: CCLBA, all its elected and appointed officials, all its employees, agents and its volunteers, all its Boards, Commissions and/or authorities and Board members including employees, agents and volunteers thereof.”
4. **Pricing Proposal** (see Appendix A)
5. **Three References and project overview for similar agencies for which you have done similar work** (see Appendix C)
6. **Non-Collusion Affidavit** (see Appendix D)
7. **W-9 Form** (see Appendix E)

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

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
- Pricing Proposal (See Appendix A)
- Qualifications
- Completeness of Response
- Locality of Business

Other Aspects to Consider

1. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP.

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 right, 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 or responding to it. All supporting documentation submitted in response to this bid 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; however, submissions 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](#) available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall MI 49068, or via phone at 269-781-0981.

2. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of eighteen (18) months (defined by 2016-2017 and 2017-2018 seasons), with the option of an extension for an additional twelve (12) months (2018-2019 season), and the additional extension for a 2nd additional twelve (12) months (2019-2020 season); 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.

3. 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.

D. All work shall confirm 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

RFP SUBMITTAL GUIDELINES

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.



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.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **12:00pm Monday, November 7, 2016**. Written answers will be provided to all potential bidders via email by **5:00pm Tuesday, November 8, 2016**.

SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00pm (local time) on Friday, November 18, 2016. 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. Three (3) **unbound** 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
- Certification Form Note
- Letter of Interest
- Certificate of Good Standing for Corporation issued by the Michigan State Department of Licensing & Regulatory Affairs; or Certificate of Existence for Limited Liability Companies issued by Michigan State Department of Licensing & Regulatory Affairs; 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
- Pricing Proposal (Please see and complete Appendix A)
- References (Please see and complete Appendix C)
- Non-collusion Affidavit (See and complete Appendix D)
- W-9 Form (See and complete Appendix D)

Respondent

Name: _____

Company Name: _____

Date of submission: _____



APPENDIX A – Pricing Proposal

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 frontage (public sidewalk)	\$	\$
Standard path – walk to house	\$	\$
Corner lot frontage (public sidewalk)	\$	\$
Driveway	\$ /sq. ft.	\$ /sq. ft.

Ice Removal	City of Battle Creek	City of Albion
Standard lot frontage (public sidewalk)	\$	\$
Standard path – walk to house	\$	\$
Corner lot frontage (public sidewalk)	\$	\$
Driveway	\$ /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 Details
56 Latta	Battle Creek	Standard public sidewalk, walk to house and a driveway – House for sale
11 Cliff	Battle Creek	Standard - public sidewalk
42 McKinley N	Battle Creek	Standard - public sidewalk
26 Fremont	Battle Creek	Corner - public sidewalk
435 Cornell	Battle Creek	Standard public sidewalk, walk to house and a driveway – House for sale
1116 Terpenning	Albion	Corner - public sidewalks
223 Cass St W	Albion	Standard - public sidewalk
200 Superior St S	Albion	Standard - public sidewalk
403 Ionia St S	Albion	Corner public sidewalk, walk to house and a driveway – House for sale



APPENDIX C – 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 D – 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 or representative of the 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 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 the 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. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: _____
Signature Date

Printed Name

Title

Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2016 in _____ County, Michigan.



_____, Notary Public
Acting in _____ County, Michigan
My Commission Expires: _____, 20__



APPENDIX E – W-9

<p>Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>				
<p>Print or type See Specific Instructions on page 2.</p>	Name (as shown on your income tax return)					
	Business name/disregarded entity name, if different from above					
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate					
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶					
	<input type="checkbox"/> Other (see instructions) ▶					
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)				
City, state, and ZIP code						
List account number(s) here (optional)						
<p>Part I Taxpayer Identification Number (TIN)</p> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.						
		Social security number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table>				
<p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>		Employer identification number <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table>				
<p>Part II Certification</p> Under penalties of perjury, I certify that:						
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and						
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and						
3. I am a U.S. citizen or other U.S. person (defined below).						
<p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.</p>						
<p>Sign Here</p>	Signature of U.S. person ▶	Date ▶				

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



APPENDIX F - Evaluation and Scoring

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	65 Points
Next lowest bid amount	60 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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