

***INVITATION TO BID***

**The Marquette Downtown Development Authority will receive sealed bids for parking lot snow plowing, removal, and hauling services. Bids will be received and publicly opened at the following place, and until the following time:**

**Place: 203 South Front Street, Suite 1-B  
Downtown Marquette, Michigan**

**Date: October 1, 2015**

**Time: 11:00 A.M., EST**

**Bids are to be submitted on specification/price sheets provided by the DDA. (Facsimiles not accepted). The Marquette DDA reserves the right to reject any or all bids.**

**For information, contact:**

**Mona Lang  
Executive Director, Marquette DDA  
203 S. Front Street, Suite 1-B  
Marquette, MI 49855  
(906)228-9475  
[mlang@downtownmarquette.org](mailto:mlang@downtownmarquette.org)**

## Specification/Price Sheet

### **CONTRACT:**

**Plowing and Snow Removal of Municipal Parking Lots, Parking Ramp, Designated Alleyways and Approaches Surrounding Parking Ramp and the Jackson Cut Alley.**

### **BASIS OF BIDS:**

**Bids for snow plowing and snow removal of public parking lots will be solicited on a lump-sum basis per season per parking lot, for the work specified.**

### **DESCRIPTION:**

**The work shall consist of providing all manpower and equipment required to perform the snow plowing and removal tasks specified in the Contract as required by snowfall.**

### **OWNER'S RIGHTS:**

**The DDA reserves the right to accept or reject any or all bids in the best interest of the DDA.**

### **CONTRACT CANCELLATION:**

**The DDA reserves the right to cancel any Agreement signed by the parties, by giving a 30 day notice to the successful bidder.**

## GENERAL REQUIREMENTS

### **SCOPE OF WORK:**

The work under this contract shall consist of the items contained in the proposal, including supervision, materials, equipment, labor and all other items necessary to complete said work in accordance with the Contract Document.

### **SERVICE PROVIDED:**

**PLOWING:** The Contractor shall provide snow plowing and ice control service for parking lots and areas in the City of Marquette designated in "Attachment A" each morning that a fresh accumulation of snow, more than 2" in depth, covers the parking surface at 5:00 A.M., EST, or at such additional times at the discretion of the DDA Executive Director or her appointed representative.

**REMOVAL AND HAULING:** Contractor shall provide snow hauling of snow piles resulting from the snow plowing of all lots, and designated approaches, alleys, and areas surrounding the Bluff Street Parking Ramp. The Contractor shall provide this service whenever the designated snow storage area for each lot becomes filled or within forty-eight (48) hours of notice to proceed issued by the DDA Executive Director or her designee.

**SNOW PLOWING ON THE UPPER LEVEL OF THE BLUFF STREET RAMP** shall be performed with a one (1) ton pick-up or less. The snowplow blade must not damage the deck coating system, or expansion joint assemblies. Blades of snowplows or buckets must be fitted with rubber blades or rubber sections attached to the bottom of the plow or bucket in order to protect the deck membrane. The plows or buckets should also be provided with "runners or shoes" to carry the weight of the plow. Procedures used to plow the snow should incorporate a plan to plow over the expansion joint system at a 45 degree angle. This will help to ensure that the plow blade will not get caught up in the joint opening of the system, and result in damage to the joint system or the deck coating. Further caution is advised not to use front loader type of equipment as it can cause significant damage to expansion joint systems as well as the deck surface. Avoid piling of snow on top of the expansion joint and drainage conductors. Vehicles with chains and front end loaders are prohibited.

**JACKSON CUT ALLEY:** The City of Marquette will maintain a clear path through the drivable portion of the Jackson Cut alley. The Contractor will be responsible for any additional snow clean-up in the alley as requested by the DDA Executive Director or her designee on a time and materials basis. The service will be exempt from the time constraints in the remainder of the contract. The Contractor shall provide the service within forty-eight (48) hours of request to proceed issued by the DDA Executive Director or her designee.

### **HOURS OF OPERATION:**

The services provided shall have no restriction on hours of operation except that plowing of the parking lots shall be completed prior to 9:00 a.m., EST, each day that plowing is required. The Contractor(s) shall be required to provide service on weekends and holidays, as well as regular business days.

**EQUIPMENT:**

The Contractor(s) shall supply all equipment needed to perform the work described in this Contract including plowing naturally accumulated snow, and snow that is deposited by others. All equipment used to perform the work described in the Contract shall be rubber-tired and shall meet all applicable State and Local Regulations.

**PERFORMANCE STANDARDS:**

In addition to mobilization and completion of contracted service, the DDA will use the following criteria for satisfactory performance:

A. All designated parking areas shall be plowed with no more than one (1) inch of snow remaining on paved surfaces.

B. All designated parking lots other than the Bluff Street Ramp shall have application of ice control material after each plowing.

The following de-icers may be used to melt snow and ice at the Bluff Street Ramp:

-sodium chloride

-calcium chloride

Sand or other types of grits are prohibited at the Bluff Street Ramp.

C. Plowing is to be completed by 9:00 a.m., EST, of the day following snow accumulation.

D. Plowed snow is to be stored in the designated area of each lot. Snow is not to be stored outside the designated storage area at each lot.

E. Equipment used on the upper level of the Bluff Street Ramp shall not exceed weight restrictions that apply for the Ramp which are 2,000 lbs. wheel load and 4,000 lbs. axle load. Blades of snowplows or buckets must be fitted with rubber blades or rubber sections attached to the bottom of the plow or bucket in order to protect the deck membrane.

F. In order to maintain adequate storage in the parking lots the Contractor will remove accumulated snow piles frequently and when the snow storage area overflows outside of the designated storage area at each lot or as requested by the DDA Executive Director or her designated representative.

G. Snow removal shall be accomplished with a minimum of interference with access to rental parking stalls during the hours of 8:00 a.m. to 5:30 p.m., EST. There may be some "24-hour parking" in designated lots. The parking stalls assigned for overnight parking will be coordinated between the DDA and the Contractor.

H. The Contractor will be responsible for damage to private or public property which was caused by negligent operation of equipment by the contractor. The contractor shall save harmless and indemnify the DDA or the City of Marquette against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of the work. The DDA shall be named as an additionally insured and provided with proof of coverage minimally as shown below.

**WORKMEN'S COMPENSATION INSURANCE:**

The Contractor shall file a certification that he carries Workmen's Compensation Insurance meeting State requirements prior to the execution of the contract.

**BODILY INJURY AND PROPERTY DAMAGE:**

Prior to execution of the Contract the Contractor shall file with the DDA Executive Director copies of completed certificates of insurance.

**A. Bodily Injury and Property Damage Other than Automobile:**

	<u>Each Person</u>	<u>Each Occurrence</u>
Bodily Injury Liability	\$500,000	\$500,000
Property Damage Liability	\$500,000	\$1,000,000

**B. Owner's Protective Liability:** The bodily injury and property damage protection specified in A shall be extended to cover the DDA for injuries or damages arising from work covered by the Contract:

**C. Bodily Injury Liability and Property Damage Liability Automobiles:**

Bodily Injury Liability	Property Damage Liability
<u>Each Person</u>	<u>Each Occurrence</u>
\$500,000	\$500,000

The Executive Director shall be the DDA's representative and contract administrator. She may designate the DDA Maintenance Coordinator as the DDA's representative. The Contractor shall appoint a designated representative to adequately supervise the work. The contractor shall provide the name and how to contact its designated representative at all times including phone, cell phone, and fax numbers.

Mechanical failures do not relieve the Contractor from responsibility to perform contract requirements. Stand-by equipment will be required to perform the snow plowing and removal services if repairs cannot be made within specified hours of mobilization and completion of work. Performance bonds will not be required by the DDA. The DDA however, reserves the right to give notice to proceed to other competent and willing contractors should the successful bidder not be able to perform.

**PAYMENT:**

Lump-sum basis for each parking lot for work performed according to the specifications. Six equal payments will be made December 15, 2015 through May 15, 2016. Contractor shall bill monthly for work performed in the Jackson Cut Alley. Retention of five (5) percent of each payment will be made until the contract terminates. Upon termination and satisfactory performance by the Contractor, all of the retention monies will be released by the DDA.

**TERM:**

Contract shall commence upon approval of DDA Board of Directors. Termination date will be May 15, 2016. The DDA Board reserves the right to extend the contract for one additional year at the discretion of the Board and in agreement with the Contractor.

**CLARIFICATIONS:**

Questions regarding ambiguities or the propriety of these specifications shall be addressed, in writing, to the DDA Executive Director prior to the formal bid opening. Such questions will not be entertained after said bid opening.

**P R O P O S A L**

**Snow plowing and Snow Hauling for the following parking lots:**

**A. Main Street Lot, South (S.E. corner of Main and Third)** \_\_\_\_\_

**B. Spring Street Lot (South of 100 Block of West Spring)** \_\_\_\_\_

**C. East Baraga Avenue Lot (S.E. corner of Baraga and Front)** \_\_\_\_\_

**D. Main Street Lot, North (North of 100 Block of West Main)** \_\_\_\_\_

**E. Lakeshore Boulevard Lot (Lakeshore Blvd. and East Main)** \_\_\_\_\_

**F. Rock Street Lot, corner of Rock and Front Street** \_\_\_\_\_

**G. Bluff Street Ramp, Alley, Approaches, and Designated Areas** \_\_\_\_\_

**H. Marquette Commons Parking Lot** \_\_\_\_\_

**Total to provide specified maintenance for all lots and areas listed above** \_\_\_\_\_

**I. Jackson Cut Alley, hourly rate** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**BIDS SHALL BE IN SEALED ENVELOPES, CLEARLY IDENTIFYING THE BID TITLE.**

**PROPOSAL**

Proposal of \_\_\_\_\_ (hereinafter called Bidder), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_ to the Marquette, Michigan, Downtown (corporation, partnership, individual) Development Authority, herein-after called DDA).

1. In compliance with the DDA's Invitation to Bid, Bidder hereby proposes to perform all work in accordance with the Contract Documents for the unit prices submitted herein, for the several parts of this contract.
2. The undersigned, as Bidder, hereby declares that the Proposal is made in good faith, without fraud or collusion with any person or persons bidding on the same contract, that he has read and examined the Invitation to Bid, Proposal, General Conditions, Agreement, Forms of Bonds, and Plans and Specifications as prepared by the Engineer, and understands all of the same; that he or his representative has made personal investigation at the site and has informed himself fully with regard to conditions to be met in executing this Contract, and the undersigned agrees to furnish all labor, materials, power, transportation, and equipment necessary for the Contract.
3. Bidder acknowledges receipt of the following Addenda:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Respectfully submitted;**

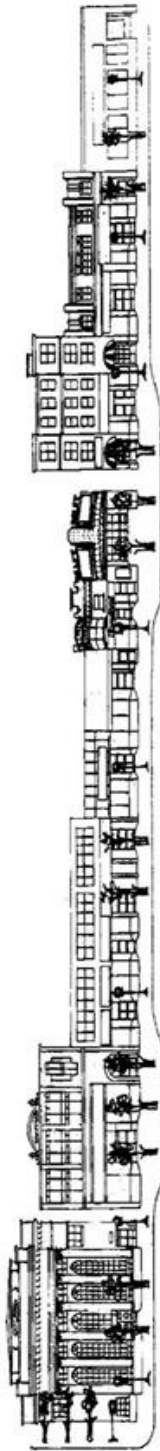
**ATTEST:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

ATTACHMENT A



DOWNTOWN MARQUETTE  
PARKING MAP

