



Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742
Email: milton@miltontwp.org Website: www.miltontwp.org

REQUEST FOR PROPOSAL

2017-2018 Snow Removal

The Township of Milton, Cass County Michigan, is requesting proposal from qualified contractors for Snow Removal services for the 2017-2018 season.

Proposals must be completed on the **Contractor Proposal Form** provided by Milton Township (attached). Additional copies of the proposal forms are available at the Milton Township Hall at 32097 Bertrand Street, Niles, MI 49120 or at www.miltontwp.org.

Milton Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals and to award the contract in a manner which it considers to be in the best interest of the township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

SECTION 1 – Snow Removal Service Specifications

The prices submitted on the **Contractor Proposal Form** should be calculated on a “per service” basis. After a Contractor has been selected, said Contractor and Township may jointly determine any changes to the components of each type of service. The Contractor and the Township may also jointly define and determine additional service arrangements as necessary.

Snow Removal

- A. Milton Township Hall and SMCAS Building 32097 Bertrand St. Niles, MI 49120
 - Plow and salt main parking lot and driveway only if **3 or more inches** of snow have accumulated in a 24-hour period.
 - Clear and salt all sidewalks and walkways including the SMCAS Building.
 - Plow the area directly behind the SMCAS Building to access overhead door.

- B. Smith’s Chapel 29858 Redfield Street Niles, MI 49120
 - Plow Parking lot and driveways (but not the cemetery road) and salt all walkways upon request only.
 - Requests are made by Kelly Sweeney.

SECTION 2 – General Requirements & Payments

- Must provide proof of general liability. In addition, Contractor shall carry Workers Compensation Insurance and provide evidence of said coverage to the Township. The Contractor shall also carry comprehensive property damage insurance coverage and shall provide evidence of said coverage to the Township.
- Invoices shall be submitted monthly. If received the second Tuesday, no later than 5:00 PM to the Clerk's office, your invoice will be considered submitted for payment. The board approves and pays vendors at the monthly meeting, usually occurring on the 3rd Tuesday of the month.
- Invoices shall have dates, times and services performed
 - If special request are requested, the name of the person shall be included on the invoice.
 - Extra services requested by the Township will be itemized separately.
- Prices which differ from those quoted will not be paid unless prior consent is given in writing by the Township.
- The Township is classified as a tax-exempt governmental organization, and as such does not pay sales tax.
- The contractor shall take all necessary precautions to conduct the work in a safe manner, to prevent injury to persons or damage to property. Any damage caused by the contractor to the Township's property, will require restitution for repairs to same. This shall include, but not be limited to, such items fences, signs, posts, buildings, automobiles, etc.
- The contractor agrees to hold harmless and indemnify the Township for all damage, costs, and attorney fees that arise out of harm caused to the contractor's employees, subcontractor's employees, and other third parties, known and unknown, by the performance or lack of performance of the specified work.
- Township hours: Monday through Friday 9am-5pm.
- Smith Chapel hours are as needed depending on events booked.
- The contract may be cancelled by either party upon 30 days written notice.

SECTION 3 – Bid Process

- The Township will select a vendor through a review of: RFP submittals; reference verification; total estimated costs; and/or interviews prior to the selection.
- Proposals must include a per plowing fee for the Township Hall and Smith Chapel Properties.
- The Township Board is the only body who may legally commit the Township to the expenditure of funds for a contract resulting from this solicitation. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

- The Township also reserves the right at its sole discretion, to waive informalities and/or errors in the bidding process.
- The Township reserves the right to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.
- Faxed proposals are not acceptable. The vendor is responsible for the timely delivery of the proposal.
- Any proposal received after the deadline will not be considered.
- Sealed bids shall be submitted to the Milton Township Clerk at the Milton Township Hall, 32097 Bertrand St., Niles, MI 49120.
- **Sealed bids shall be marked on the outside, “Sealed Bid for Milton Township Snow Removal”.**

Hold Harmless

The Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the Township and its elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all cost from administrative proceedings, court costs and attorney fees that the Township and its elected and appointed officers, employees and agent may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement.

Deadline for submission

Sealed Proposals must be submitted to, and be on file with the Milton Township Clerk on or before Friday, November 17th, 2017 at 4:30pm Bids will be opened on November 21st, 2017 by the Board of Trustee. Late bids will not be accepted.

Attachments

1. Provide the name and credentials of all personnel employed by the contractor.
2. Provide at least two (2) client references for similar work.
3. Provide certificates of insurance for liability and workers compensation coverage.

MILTON TOWNSHIP, CASS COUNTY, MICHIGAN

CONTRACTOR PROPOSAL FORM

Snow Removal Services

Proposal Submitted by Name: _____

Address: _____

Phone: _____

The undersigned (individual) (partnership) (corporation), duly organized under the laws of the State of Michigan), having carefully read and considered the terms and conditions of the Request For Proposal (RFP) for Snow Removal Services, does hereby offer to perform such services on behalf of the Township of Milton. The type of service and quality of service performed in the manner described is the RFP and subject to and in accordance with the terms and conditions set forth in the RFP at the rates hereinafter set forth.

Further, the undersigned:

- a) Proposes to furnish all labor, equipment and materials necessary to perform the Contract requirements.
- b) Agrees to perform all required work in accordance with all elements of this Proposal.
- c) Submits this Proposal in good faith and without fraud or collusion.
- d) Submits the Proposal based solely upon the undersigned own independent business judgment.

The undersigned submits the Unit Prices herein for contracted Snow Removal services for the Township of Milton.

Plowing Service	Plow Parking Lot and Driveways	Salt Parking Lot and Driveways	Clear Sidewalks and Walkways	Salt Sidewalks and Walkways
Milton Township Hall and SMCAS	\$	\$	\$	\$
Smith's Chapel	\$	\$	\$	\$

IRAN ECONOMIC SANCTIONS ACT

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are not the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

_____ Is not providing goods or services of \$20,000.00 or more in the energy sector of Iran, including a person or entity 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

_____ is not a financial institution that extends \$20,000 of more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided to the Township Board, under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

UNDERSIGNED PROPONENTS SIGNATURE
By:
Date:
Title:
Company Name:
Address:
Telephone Number: