



REQUEST FOR PROPOSAL

RFP #DPL-CL-1903

Issued: September 13, 2018
Due Date: October 4, 2018 at 2:00 p.m.

**Snow Removal Services and De-Icing of All
Exterior Sidewalks, Parking Lots, and
Driveways at Detroit Public Library Eastside
Branches for a One Year Period with an Option
to Renew for an Additional Two (1) One-Year
Periods**



RFP #DPL-CL-1903

Snow Removal Services and De-Icing of All Exterior Sidewalks, Parking Lots, and Driveways at All Detroit Public Library Eastside Branches

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I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide Snow Removal Services and De-Icing of All Exterior Sidewalks, Parking Lots, and Driveways at Detroit Public Library Eastside Branches

This Request for Proposal, and any subsequent addenda, is being issued by the Purchasing Department and this department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in the RFP. The Procurement Department is the only office authorized to modify, change, and clarify the requirements of this RFP and any contract awarded as a result.

II. INSTRUCTIONS

1. Firms responding to this Request for Proposal shall submit their proposals in the overall format as outlined.
2. All questions shall be submitted, in writing, as follows:

Christina Ladson, Purchasing Manager
cladson@detroitpubliclibrary.org

Questions are due on or before 4:00 p.m. on September 20, 2018. Responses to the questions submitted by the deadline will be distributed at the pre-proposal conference, as well as posted on the DPL and MITN website.

3. There will be a Mandatory Pre-Proposal conference held at 10:00 a.m. on September 25, 2018 at:

Detroit Public Library
5201 Woodward Avenue
Administrative Offices-2nd Floor
Detroit, MI 48202

Proposals will not be considered from companies that did not attend the Pre-Proposal Conference.



4. Firms shall submit one original and three (3) copies in a sealed package or envelope to the following address:

Detroit Public Library
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

Proposals shall be submitted in a sealed package or envelope listing the following information on the outside:

- Title: RFP #DPL-CL-1903
Snow Removal Services and De-Icing of All Exterior Sidewalks, Parking Lots, and Driveways at All Detroit Public Library Eastside Branches for a One Year Period with an Option to Renew for an Additional Two (2) One-Year Periods
- Due Date/Time: October 4, 2018
2:00 p.m., Local Time
- Company's Name And Address

No telephone, electronic, or facsimile proposals will be considered.

To facilitate distribution and evaluation, the proposals shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

Please note: The Library is closed to patrons on Monday however, the business offices are open. Access to the building on Monday is through the Staff Entrance on Putnam Street.

5. **Late Proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal arrives at the Detroit Public Library's Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and proposals submitted electronically are not acceptable. Proposals must be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation shall occur in the Purchasing Department. All proposals received after the deadline will not be accepted and will be returned to the proposer unopened.

6. SUPPLIER CHANGES OR ALTERATIONS TO PROPOSAL DOCUMENTS INCLUDING SCOPE OF WORK MAY RESULT IN A PROPOSAL BEING CONSIDERED NON-RESPONSIVE. The only authorized supplier changes to a proposal document will be in the areas provided for a proposer's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the proposer is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the proposal document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the proposal document made by the Supplier unless those changes are set out in the "Exceptions" provision of the Authorized Version of the proposal document. It is the Supplier's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. Any Supplier who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the

proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Supplier who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal, and that Supplier fails to accept the proposal award, the Detroit Public Library may pursue costs and expenses to re-solicit the requirements.

The Authorized Version of the proposal document shall be that proposal document appearing on the Detroit Public Library or MITN website with any amendments and updates. The official proposal documents may be obtained from the Detroit Public Library's website, www.Detroitpubliclibrary.org or through the Michigan Intergovernmental Trade Network (MITN) website, www.bidnetdirect.com/MITN. Copies of proposal documents obtained from any other source are not considered official copies. Only those suppliers who obtain proposal documents from either the Library's website or the MITN website are guaranteed access to receive any addenda, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.bidnetdirect.com.

7. Proposals shall be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the proposal document.

8. The Detroit Public Library reserves the right to:
 - Reject any and all proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any proposal received.
9. The selected supplier will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected supplier shall be the sole point of contact and responsibility with regard to all matters, including payment of any and all charges resulting from the contract.
10. All proposals and other materials submitted shall become the property of the Detroit Public Library.
11. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal. Addenda and updates will **NOT** be sent directly to suppliers. It is recommended that participating suppliers check the websites (www.Detroitpubliclibrary.org and www.bidnetdirect.com) daily for addenda and updates after release date. Suppliers shall print out, sign, and return addenda acknowledgement(s) with their proposal response. Failure to do so may be grounds for rejection.
12. Any questions concerning this RFP shall be submitted, in writing to:

Christina Ladson, Purchasing Manager
Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202
Email: Cladson@detroitpubliclibrary.org



III. QUALIFICATIONS

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to provide Snow Removal and De-Icing Services. DPL wants to provide a uniform distribution of information to firms and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

The Detroit Public Library reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the best interest of the Library. It is the intent to award this RFP to the highest ranked proposal, meeting the outlined Scope of Work and the following minimum qualifications:

1. Proposer shall have a minimum of five (5) years' experience providing these services of a similar size and scope as the Library.
2. Proposers shall have adequate equipment and staffing to meet the service requirements of the Library. In a separate document, attach a list of the manufacturer and model of all equipment that will be used in providing snow removal services under the proposed contract. Additionally, please indicate the number of full time/part time employees at the company. Be sure to indicate the employees that are only seasonal.

The Evaluation Committee Members will conduct a site visit of the proposer's facilities to inspect the company's facility and equipment to ensure that this qualification is met.

IMPORTANT: The site visits will be scheduled with your company representative during the week of October 1st, 2018.

Please be advised that failure to allow inspection of the equipment at these times may be grounds for rejection of your proposal.

3. Proposers shall provide three references for the services outlined in this RFP. These services should have been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

IV. SCOPE of SERVICES

1. **SNOW PLOWING OF WALKS (around buildings and up to front door), DRIVEWAYS AND PARKING LOTS (including alley entrance to parking lots).**

This includes the snow removal for all Eastside branches and properties for the 2018-2019 winter season at all sites specified, within each group. Snow plowing/removal is to include all sidewalks, steps, landings, ramps, parking lots, driveways, alleyways and one-city street lanes adjacent to Library property, as indicated.

Snow plowing/removal to be initiated for any snowfalls, as follows:

- One (1) inch of accumulation or greater provided the snowfall and/or accumulation of ice occurs during business hours
- Snow removal shall be completed by 8:00 a.m. for a snowfall occurring after 11:00 p.m. on the preceding night
- All plowed areas will need to remain clear throughout the day
- Snow is not to be piled into parking spaces or walkways and shall not be left in areas that have already been cleared (e.g. driveway, walkways, etc.)
- Snow shall be pushed into piles as far away from the building and parking spaces, as possible
- Supplier shall coordinate location for large snow piles with the Facilities Department
- Supplier shall be on-site within 1 hour of call from Facilities Department representative, in the event of drifting, freezing, etc.
- The proposed contract is based on twenty (20) snow pushes for the season per location

2. **SALT AND ICE MELTER APPLICATION**

The application of ice melter and salt is to occur upon the accumulation of any snowfall or ice to either sidewalks and/or driveways. The supplier shall perform complete salting of streets, driveways, alleyways, and parking lots; and apply ice melter to sidewalks, steps, ramps, landings, terraces, patios at all sites, as follows:

- Ice-Melt (or a similar, approved de-icing agent) must be used in lieu of traditional de-icing salt for all sidewalk application
- In the event of thawing and freezing, freezing rain, or drifting snow contractor will be required to apply additional Ice-Melt upon all listed sidewalks and walkways
- Supplier shall be on-site within 1 hour of call from Facilities Department representative, in the event of drifting, freezing, etc.
- The proposed contract is based on thirty (30) applications of salt/ice-melt, per location



Branch Location Site Visits

The branch locations have been separated, to the greatest extent possible, based upon geographic location. Each bidder is required to perform a site inspection of the branches prior to submitting a bid. No adjustments to the bid will be considered due to the Bidder's failure to visit the specified locations.

Acknowledgement:

I, _____, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Prices

Prices shall be listed separately for each location on the attached form. Pricing shall be provided for all DPL properties within this group in order to be considered for award. The library reserves the right to add or delete locations at the Library's discretion.

In addition, a base bid for each group category shall be provided. If a component of the form is not applicable, proposer is instructed to insert "No Bid" or "Not Applicable" in space or section to acknowledge review.

The proposer agrees to perform all service work for the Bid Group, for the base bid(s) stated below:

<i>Base Bid Amount-East</i>				<i>Cost Per Salt/Ice-Melter Application (Includes all Areas @ Location) (E)</i>	<i>Total Cost/Plow and De-Icing Per Branch (A+B+C+D+E)</i>
<i>Lot #1 (A)</i>	<i>Lot #2 (B)</i>	<i>Sidewalks- Total Price for All (See Details by Location) (C)</i>	<i>Additional Plows (D)</i>		
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____



Prices are to be held firm for duration of the initial period of this agreement.

Please indicate your pricing for the subsequent renewal period:

- ☐ *Prices are firm for the initial contract period and the subsequent renewal period.*
- ☐ *Prices are firm for the initial contract period and subject to the following increase not to exceed:*

_____ (%) Increase – Year #2

Award

The Detroit Public Library anticipates one award of this contract to the highest ranked proposal.

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. The initial period of service for the 2018-2019 winter season is December 1 through April 1. The renewal option will be exercised based upon satisfactory performance as determined by the appointed representatives of the Library.

Protection of Work, Persons and Property

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

****Any and all damage to Detroit Public Library properties, properties adjacent to Library property, and vehicles belonging to Library customers and staff resulting from the snow plowing/ blowing, salting operations will be the full responsibility of the selected contractor and will be subject to immediate compensation.****



Performance Bond

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract upon receipt of Detroit Public Library Purchase Order.

V. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below:

1. Signed Signature Page VIII (Provide all of the required information as Indicated).
2. Work Plan – A detailed work plan explaining how services outlined in the Scope of Services will be delivered.
3. Branch Price Sheet
4. List of Equipment and Staff
5. References – A minimum of three references which shall include a name, address and telephone number.

VI. EVALUATION CRITERIA

- A. Responsiveness to the requirements outlined in the Scope of Services
- B. Adequate Equipment/Staffing-Equipment will be evaluated during the site visits conducted by the Selection Committee. Ability to meet the schedule for site visits will be a factor in this award.
- C. Pricing
- D. Past Performance on contracts of similar size and scope
- E. References

VII. SELECTION PROCESS

Proposals will be evaluated by the Selection Committee based upon the evaluation criteria stated above. Site visits to evaluate the facility and proposed equipment of those firms submitting proposals will be conducted by the Selection Committee. In addition, the Detroit Public Library may decide to negotiate with the firms by soliciting Best and Final Offers.



The Evaluation Committee will recommend contract award/acceptance of a proposal to the Detroit Public Library Commission. Upon acceptance of a recommendation, contract awards will be made by the Detroit Public Library Commission.

VIII. BRANCH PRICING SCHEDULE – See attached



SIGNATURE PAGE

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: _____

ADDRESS: _____
City State Zip

TAX ID: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, www.bidnetdirect.com, and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature) (Date)

APPENDIX A

Certificate of Insurance

- I. The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
 - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library. The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



APPENDIX B
NON-COLLUSION AFFIDAVIT

RFP Number: _____ RFP Description: _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SIGNATURE OF PERSON SUBMITTING BID

BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20__ in and for _____ County.

My commission expires: _____