

# MASON COUNTY ROAD COMMISSION

## **Board of Commissioners**

Nick Matiash s, Chairman

Douglas Robidoux, Vice-Chairman

Bill Schwas, Member

Wayne A. Schoonover, P.E., Manager/Director

510 E. State St.

PO Box 247

Scottville MI 49454-0247

Office: (231) 757-2882 Fax: (231) 757-2662

e-mail: info@masoncountyroads.com

## **NOTICE TO BIDDERS**

The Board of County Road Commissioners of Mason County will receive sealed bids at their office at 510 E. State St., Scottville MI 49454, until 11:00 a.m. on Thursday, July 6, 2017, for the following:

### **•• CATCH BASIN CLEANING SERVICE**

Specifications and bid forms may be obtained at the Road Commission offices during regular business hours or by visiting our website at [www.masoncountyroads.com](http://www.masoncountyroads.com).

All proposals must be submitted on Road Commission furnished bid forms. Said forms must be in sealed envelopes, plainly marked as to item bid and shall bear the name of the bidder.

The Mason County Road Commission hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of sex, race, color or national origin in consideration for an award.

The Board reserves the right to accept or reject any or all bids, to waive any irregularities in the bids and to make award in any manner they deem to be in the best interest of Mason County.

BOARD OF COUNTY ROAD COMMISSIONERS

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## SPECIFICATIONS FOR CATCH BASIN CLEANING SERVICE

It is the intent of the Mason County Road Commission (MCRC) to receive bids for Catch Basin Cleaning Services on State Trunklines, Primary and Local Roads in Mason County for the period of 2017 through 2018. The contract for these services will be for two (2) years subject to satisfactory performance by the contractor. Contractor's performance will be evaluated at the end of each contract year. MCRC has the right to cancel the contract at any time if contractor performance is unsatisfactory.

The Board reserves the right to reject any or all bids, waive irregularities in any bid and make award in any manner deemed in the best interests of the MCRC.

**GENERAL:** The contractor shall comply with the intent of the General Requirements and Covenants, Division 1 of the Michigan Department of Transportation current "Standard Specifications for Construction" where applicable.

**SPECIFICATIONS:** Specifications for this contract includes furnishing of all labor, equipment, tools including GPS, and traffic control signing.

**ESTIMATED QUANTITIES - 783:** 514 State Trunkline catch basins and 269 Primary and Local Road catch basins.

The MCRC reserves the right to increase or decrease the number of units cleaned in each contract year.

Bidder should note that State Trunkline portions of the bid are subject to written approval by the Michigan Department of Transportation.

**SIGNING:** The contractor will provide appropriate signing and traffic control for all lane closures and shoulder work.

**TIME INTERVAL:** Once per year prior to September 1<sup>st</sup>.

**LOCATIONS:** Contractor will be furnished a map indicating each basin to be cleaned. Contractor shall GPS catch basin locations, creating a database that can be exported as a SHP file for the MCRC.

**DEBRIS DISPOSAL:** The successful bidder will be responsible/liable for the proper and/or legal disposal of all materials collected from routine and special catch basin cleaning services. Arrangements with others relating to transporting, stockpiling and/or disposal, along with the fees involved, shall be the responsibility of the successful bidder. Disposal manifests must be obtained and submitted to the MCRC as proof of proper disposal.

**INSURANCE:** Upon award of this contract, and prior to the performance of any work for the Mason County Road Commission, the contractor and their subcontractors shall furnish proof of insurance certificates with the following minimum requirements.

| Worker's Compensation   | Statutory Coverage   |             |
|---|----------------------|-------------|
| Bodily Injury and Property Damage                                     | General Liability    |             |
|   | Each Occurrence      | \$1,000,000 |
|   | Aggregate            | \$2,000,000 |
| Bodily Injury Liability and Property Damage                           | Liability Automobile |             |
| Bodily Injury Liability   | Each Occurrence      | \$1,000,000 |
|   | Each Person          | \$ 500,000  |
| Property Damage Liability   | Each Occurrence      | \$1,000,000 |
| Combined Single Limit for Bodily Injury and Property Damage Liability |                      |             |
| Owner's Protective Liability, including Contractual Liability         |                      |             |

Where required as an incident to compliance with Federal Laws and Regulations, bodily injury and property damage protection shall be extended to the Michigan Department of Transportation and the MCRC; and, where indicated by the identity of the contracting parties, the protection shall be extended to all participating political subdivisions and public corporations.

Contractors shall save harmless and indemnify the MCRC, as well as its Board of Road Commissioners, Administrators and Employees, 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 work.

The certificate of insurance must be submitted within ten days upon notification of award of Contract and will include and be named, in writing: "As additional insured the Mason County Road Commission, its Board of Road Commissioners, Administrators and Employees".

**METHOD OF PAYMENT:** Bidder will invoice the appropriate Michigan Department of Transportation maintenance jurisdiction, and the MCRC for Primary and Local Roads, including the area map of completion date and signature.

**IDENTIFICATION:** All structures will be identified with a paint stripe on the top of the metal curb back indicating completion. Different color paint will be used each year.

**SPECIAL CALL OUT CATCH BASIN CLEANING:** The bidder agrees that they are available for unscheduled/non-routine cleaning of an existing drainage structure(s) that may or may not be defined by the contract at the same bid price.

**SCHEDULING:** Scheduling of the priorities and order of basin cleaning will be accomplished upon award of contract by Eric Moody, Superintendent, but the right is reserved by this department to make adjustments and changes throughout the contract season.

**CANCELLATION OF CONTRACT PROVISIONS:** MCRC shall have the right to cancel the Contract for nonperformance/inadequate performance should an inspection by the designated representative reveal that the Contractor's performance and/or work results in any non-acceptable maintenance condition of one or all specified areas.

The designated representative at the time of the first circumstance shall call for a meeting with the contractor to issue a written warning of possible contract termination should the condition continue. If the condition should repeat itself a second time, written notice of termination shall be sent.

Submission of a bid will be interpreted as a conclusive presumption that the Contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained herein. The MCRC shall have the right to cancel the Contract between the Contractor and the MCRC for any violation as may be determined by the MCRC and such determination shall be the sole determination of the MCRC and its representatives.

**ASSIGNMENT CLAUSE:** The contract between the Mason County Road commission and the contractor may not be assigned to a third party without the written consent of the Mason County Road Commission.

**QUESTIONS:** Call the Road Commission Manager, Wayne A Schoonover at 231-757-2882, if you have questions concerning the specifications for the work.

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## **BID FORM - CATCH BASIN CLEANING SERVICE**

To be opened: Monday, June 19, 2017 at 10:00 a.m.

Signature: \_\_\_\_\_

Print Bidder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email of signatory: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

|  | Catch Basin Location:        | Est. Qty. | Unit Price | Extended Amt. |
|--|------------------------------|-----------|------------|---------------|
| 1.                                     | Primary and Local Rds - MCRC | 269       |            |               |
| 2.                                     | MDOT – MCRC                  | 374       |            |               |
| 3.                                     | MDOT – City of Ludington     | 85        |            |               |
| 4.                                     | MDOT – City of Scottville    | 32        |            |               |
| Total Estimated Contract (#1+#2+#3+#4) |                              |           |            |               |