

Mason County Road Commission

510 E. State Street, P.O. Box 247
Scottville, MI. 49454

REQUEST FOR SEALED BIDS Contract Sweeping Mason County

State Trunklines

US-31
US-10
M-116
US-31 BR (PM Highway)

Designated County Roads/Township

Amber	Branch
Custer	Eden
Free Soil	Grant
Hamlin	Logan
Meade	Riverton
Sheridan	Sherman
Summit	Victory
Pere Marquette	

Delivery of Sealed Bids...Closing Date, Time and Place:

Thursday, March 28th, 2024
9:00 a.m.
Road Commission Board Room

Board Approval...Date, Time and Place:

Thursday, March 28th, 2024
10:00 a.m.
Road Commission Board Room

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Mason County Road Commission

Request for Sealed Bids

Contract Sweeping

The Mason County Road Commission (MCRC) is soliciting qualified contractors to bid on sweeping services and related items in accordance with the requirements of this proposal.

This request for sealed bids includes the following items:

- Section 1...Scope of the Contract
- Section 2...General Instructions
- Section 3...Required Equipment
- Section 4...Debris Disposal
- Section 5...Insurance Requirements
- Section 6...Bond Information
- Section 7...Drug/Alcohol Testing/Documentation
- Section 8...Hours of Work
- Section 9...Dust Control
- Section 10...Sweeping Procedures/Time Intervals
- Section 11...Method of Payment
- Section 12...Alphabetic Codes
- Section 13...Bid Price Structure
- Section 14...Renewal Option
- Section 15...Cancellation of Contract Provisions
- Section 16...Assignment Clause

Also included...

- Title VI – Appendix A
- Sweeping Area Descriptions
- Bid Forms/Contractor Information Sheet
- Special Envelope

NOTE: Arrow board specifications have been changed to meet MMUTCD Section 6F-3.

SPECIFICATIONS FOR STREET SWEEPING SERVICE

March 2024

Section 1...Scope of the Contract

- 1.1 It is the intent of the Mason County Road Commission to receive bids for Street Sweeping Services in designated areas in Mason County for the year of 2024.
- 1.2 The contract for these services will be for one (1) year subject to satisfactory performance by the contractor with an option for one additional one-year extension.
- 1.3 Specifications for this contract include furnishing of all labor, equipment, tools, and traffic control devices as required for the street sweeping services of specified streets throughout the County.
- 1.4 Sweeping at intersections is to include all curb areas found within the intersection. When sweeping curb areas along highways and intersections, the entire curb area onto the side roads, up to the right-of-way line, is required to be swept.
- 1.5 Subcontractors, if any, shall be bound by these specifications and it is the responsibility and duty of the contractor to verify that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance.
- 1.6 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 County.
- 1.7 The Mason County Road Commission reserves the right to request reference checks on past performances.

Section 2...General Instructions

- 2.1 The scope of the bid involves the vacuum sweeping of all indicated road surface areas under the jurisdiction of the Mason County Road Commission or State Trunklines currently under Maintenance Agreement with the Michigan Department of Transportation.
- 2.2 The bid will cover indicated road/street areas in the Mason County Primary and Local Road Systems, including State Trunklines and Interstate System.
- 2.3 All areas to be included in the bid will appear in the specifications as to curb treatment and extent of services to be performed, state qualifications as to types of sweeping, length of time or interval of services, etc.
- 2.4 Bidder should note that County portions of the bid contract can be reduced as required to stay in compliance of budgetary restraints.
- 2.5 Bidder should note that State Trunkline portions of the bid are subject to written approval by the Michigan Department of Transportation and portions of the contract can be reduced as required to stay in compliance of budgetary restraints.

Section 3...Required Equipment

- 3.1 The contractor must possess as a minimum the below required equipment.
- | | |
|------------------------|--|
| Vac-All | - Minimum 5 cubic yard capacity |
| Elgin Whirlwind Loader | - Minimum 5 cubic yard capacity |
| Dump Truck | |
| Arrow Board | - Must meet MMUTCD 6F-3 specifications |
- 3.2 Sweeping bidders shall be required to furnish and utilize at least **two** of the above **dual controlled** vacuum type sweepers, including a fully trained and experienced operator with the recommended Commercial Driver's License.
- 3.3 All sweeping equipment must be dual controlled and equipped with right and left gutter brooms. No mechanical-only type sweepers will be allowed.
- 3.4 All vehicles shall be equipped with rotating or strobe amber lights visible from all sides, i.e., 360 degrees of equipment for safety purposes, and any other devices the bidder or the Road Commission deem necessary for a safe operation.
- 3.5 The Mason County Road Commission reserves the right to inspect the bidder's equipment per the requirements specified above, prior to the letting of the bid and/or to require an operation/proficiency demonstration of the equipment. Arrow displays must be used in accordance with the Michigan Manual of Uniform Traffic Control Devices, Arrow Display section, 6F-3, Type B when working on county roads and 6F-3 Type C when working on State highways.

Section 4...Debris Disposal

- 4.1 The successful bidder will be responsible and liable for the proper and legal disposal of all materials collected from routine and special sweeping operations.
- 4.2 Arrangements with others relating to transporting, stockpiling and/or disposal, along with the fees involved, shall be the responsibility of the successful bidder.
- 4.3 Disposal manifests must be obtained and submitted to the Road Commission as proof of proper disposal. No payment for work completed will be made until manifests/delivery receipts are received by MCRC.
- 4.4 Dump fees for the disposal of materials collected as a result of a special call out sweep that involves contaminated materials may be added to the cost of the special sweep if manifest forms are furnished to the Road Commission.
- 4.5 The Contractor is required to remove and dispose of all debris the sweeper unit physically cannot handle.

Section 5...Insurance Requirements

- 5.1 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	

- 5.2 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 Mason County Road Commission; and, where indicated by the identity of the contracting parties, the protection shall be extended to all participating political subdivisions and public corporations.
- 5.3 Contractors shall save harmless and indemnify the Mason County Road Commission and the Michigan Department of Transportation, as well as its Board of Directors, 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 with the bid and will include and be named, in writing: "As additional insured the Michigan Department of Transportation (MDOT) and the Mason County Road Commission (MCRC), their Board of Directors, Administrators and Employees"

Section 6...Bond Information

- 6.1 The successful bidder shall furnish a satisfactory performance bond in the amount of 100 percent of the total contract price.
- 6.2 Such bond shall meet the requirements of the Department; including but not limited to, those pertaining to Powers of Attorney and the requirements specified by the laws of Michigan.
- 6.3 The performance bond must be furnished to the Finance Department after contract award as soon as possible prior to starting sweeping operations.
- 6.4 Failure to provide a timely performance bond will result in cancellation of award of bid.

Section 7...Drug/Alcohol Testing/Documentation

- 7.1 The Mason County Road Commission is committed to provide a safe driving environment for the pedestrian and motoring public in Mason County. As a part of this commitment, the Road Commission has implemented a Drug/Alcohol Testing Program for its employees. As a further commitment to this important safety program, the contractor will be required to comply with the Department of Transportation Drug and Alcohol requirements for all drivers performing work under this contract.
- 7.2 If the contractor presently has a drug/alcohol testing program in place, he must supply the Road Commission with satisfactory documentation of said program prior to award of bid.
- 7.3 If the contractor does not have a drug/alcohol testing program in place, they will be required to supply a list of employees who may perform Road Commission contracted work. The contractor drivers will become part of a special testing pool administered through the Road Commission at the bidder's expense.
- 7.4 Pre-Placement Testing: The contractor will be required to drug test all employees that will be performing operations under this contract within an identified time frame determined by the Road Commission. The contractor will submit results of the testing to the Road Commission Superintendent. All drivers performing Road Commission work will test negative for drugs and alcohol. Any copies of testing results must have employee's social security number blackened out for the privacy of your employee.
- 7.5 Random Testing: During the course of the contract, the Mason County Road Commission will initiate random drug/alcohol tests as it sees fit. The Road Commission will reimburse costs for the clinic testing.

Section 8...Hours of Work

- 8.1 Residential areas are not to be swept between the hours of 9:00 p.m. through 7:00 a.m.

Section 9...Dust Control

- 9.1 All sweeping must be accomplished with use of water.
- 9.2 It will be the bidder's responsibility to secure his/her sources for this operation.
- 9.3 Any costs associated with obtaining water are the responsibility of the contractor and will be considered incidental to the contract.

Section 10...Sweeping Procedures/Time Intervals

- 10.1 All sweeping shall be done with the flow of traffic.
- 10.2 Each section of road being serviced shall be completed unless otherwise directed.
- 10.3 Some of the sweeping is to be accomplished in a **two-pass** sweep application to insure a clean sweep.
- 10.4 When sweeping a rolled curb with a paved apron behind the curb, the paved area behind the curb is to be swept in conjunction with the curb area.

Time Intervals

- 10.5 One time per year
These roads and streets must be swept between April 30 and May 11. This time interval can be altered dependent upon weather and approval from MDOT and MCRC.
- 10.6 Two times per year
These roads and streets must have the first sweeping between April 30 and May 11. The second sweeping treatment shall be started and completed between September 10 and September 24.
- 10.7 Three times per year
The first sweeping treatment shall be completed between April 30 and May 11. The second sweeping shall be completed between July 9 and July 23, and the third sweeping to commence between September 10 and September 24.
- 10.8 Failure to complete the sweeping by the above indicated completion dates will result in a penalty of \$100 per day for every calendar day the work goes beyond the specified completion date. If weather or construction becomes an issue for non-compliance, penalty may be waived appropriately at the discretion of the Superintendent.
- 10.9 Extensions to any of these time intervals upon request as agreed upon by both parties and at the sole discretion of the Manager/Director.

Section 11...Method of Payment

- 11.1 Bidder will invoice the Mason County Road Commission after each time interval.
- 11.2 Bidder will notify the Mason County Road Commission upon completion of each area so inspection can be made and logged.
- 11.3 Upon receipt of the invoice and approval, as indicated in log, payment shall be made in accordance with the predetermined bid rate.
- 11.4 Pay item quantities or hours, if an hourly rate contract, may be substantially decreased or increased depending on Legislative action taken on the jurisdictional changes to the highway system during the life of this contract.
- 11.5 Unit prices or hourly rates as bid must apply for the duration of the contract regardless of the final contract quantities. No additional compensation will be allowed for changes in the contract quantities.

Section 12...Alphabetic Codes

- 12.1 Alphabetic codes for type of curb and sweeping section:

- "A"** Valley gutter or rolled curb section with paved shoulder/intersection.
(two-pass sweep)
- "B"** Valley gutter section
(two-pass sweep)
- "C"** Straight concrete or bituminous curb section (single pass sweep)
Example: A section of road classed "C" requires a single pass sweeping on straight curb section.
- "D"** Uncurbed area described in approximate square yards.
(single pass sweep)

Section 13...Bid Price Structure

Routine Sweep:

- 13.1 Contractually defined areas with number of sweeps per year being scheduled.
- 13.2 All sweeping shall be bid as a unit price per area of type "A", "B" or "C" treatment.
- 13.3 Unit prices for new additions during the contract will be negotiated before they are added to the sweeping list.

Special Call-Out Sweep:

- 13.4 An unscheduled or non-routine sweep that may or may not be conducted in an area defined by the contract.

Award of bid for street sweeping will be granted to one Contractor as a lump sum based on the total cost for State Trunkline and the total cost for County sweeping added together as the contractor's lump sum bid, provided all stated specifications are met.

Section 14...Renewal Option

- 14.1 The Mason County Road Commission reserves the right to renew the contract for one additional one-year extension subject to satisfactory performance and negotiated unit price.
- 14.2 A renewal option must be agreed upon between parties prior to January 1st, of each bid year.

Section 15...Cancellation of Contract Provisions

- 15.1 The Mason County Road Commission 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.
- 15.2 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.
- 15.3 If the condition should repeat itself a **second** time, written notice of termination shall be sent.
- 15.4 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.
- 15.5 The Mason County Road Commission shall have the right to cancel the Contract between the Contractor and the Road Commission for any violation as may be determined by the Road Commission and such determination shall be the sole determination of the Road Commission and its representative.

Section 16...Assignment Clause

- 16.1 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.