



BID SPECIFICATIONS

Snow Plowing and Snow Removal

- Bid Deadline:** 4:00 p.m., September 21, 2020
- Submit in person to:** Antrim County Administration Office
203 E. Cayuga St., Room 204
Bellaire, MI 49165
- Or by mail to:** Antrim County Administration Office
PO Box 187
Bellaire, MI 49615

Antrim County will be accepting sealed bids for snow plowing and snow removal for the seasonal year which begins November 1, 2020 and ends October 31, 2021, and for the seasonal year beginning November 1, 2021 and ending October 31, 2022 (2-year bid).

Bid Submittal: Bids shall be delivered in a sealed envelope that is marked with the bidder's name and the words "Snow Plowing Bid." Any bids received after 4:00 p.m. on September 21, 2020, will not be opened.

Bid Opening/Award: Bids will be publicly opened and inspected by the County Administration Office at 4:00 p.m. on September 21, 2020, in Room 211 of the Antrim County Building. Any bids received after that time will not be opened. A final decision will be made by the County Board of Commissioners on October 1, 2020.

Bid Specifications:

1. Under normal conditions:
 - a. If snow reaches a depth of two (2) inches or more, it must be removed from all parking areas prior to 7:00 a.m. with the exception of the Antrim County Transportation which must be removed prior to 6:00 a.m.
 - b. Parking areas and lots are to be sanded as necessary, i.e., when ice or other conditions causing a slippery surface are prevalent.
 - c. Snow piles must be kept away from the historical plaque located next to the south parking lot (SE corner).
 - d. Snow removal equipment must stay back from curbs approximately one (1) foot.
 - e. Snow removal equipment must stay off sidewalks.
 - f. Snow piles shall be removed once they reach a maximum height of six (6) feet.
2. Parking lot areas to be plowed **and** snow to be removed (**see Attachment A**):
 - a. County Building, 1905 Courthouse, Sheriff Department, and Jail (A-1, A-2, A-4)
 - b. Parking lot on the north side of Broad Street (A-3)
 - c. Parking lot on the east side of Grove Street west of the Annex building (A-5)
 - d. Parking lot on the west side of Depot Street east of the Annex building (A-6)

Under normal conditions,

- a. Use a maximum of four (4) parking spaces in the 1905 Courthouse parking lot.
- b. Use a maximum of three (3) parking spaces in the lot behind the County Building.

BID REF #20-05

2. Areas to be plowed only:

- Former Bank driveway between Depot and Grove Streets (**see Attachment A**)
- Animal Shelter on M-88 (**see Attachment B**)
- Airport Building on Derenzy Road – old Animal Shelter (**see Attachment C**)
- Antrim County Transportation Building on M-88 (**see Attachment D**)

Bid Submittal Requirements:

To be considered responsive, bidders should include the following information in their bid proposal:

1. Bid Sheet: Snow Plowing and Snow Removal.
2. A complete and detailed description of the equipment to be used in plowing and removing snow.
3. Proposal shall be signed by an authorized representative of the firm.
4. Proof of Insurance Certificate for commercial general liability to include contractual liability, products and completed operations, independent contractor's coverage and broad form general liability endorsement or equivalent.
5. Proof of Insurance Certificate for motor vehicle liability insurance including Michigan no-fault coverage, with limits of liability of not less than \$500,000.00 per occurrence, combined single limit bodily injury and property damage to include all owned vehicles, all non-owned vehicles and all hired vehicles used in snow plowing and snow removal.
6. Proof of Insurance Certificate for workers' compensation.
7. The names and contact information for at least (2) references.
8. Bids must be submitted using the most recent bid specifications. If you would like to be notified of changes in bid specifications, please notify the County Administration office at 231-533-6265 or email countyadmin@antrimcounty.org.
9. Bids shall be delivered in a sealed envelope that is marked with the bidder's name and the words "Snow Plowing/Snow Removal Bid."
10. Any questions regarding the bid specifications shall be directed to County Administration office at 231-533-6265 or email countyadmin@antrimcounty.org.

Acceptance and Rejection of Bids

The Contractor chosen by Antrim County shall not discriminate against any worker, employee, or applicant for employment because of race, color, religion, height, weight, marital status, national origin, ancestry, sex, age, (except where requirements as to age is based upon a bonafide occupational qualification), or disability (that is unrelated to the individual's ability to perform duties of a particular job or position) pursuant to 1976 PA 453, as amended, MCL 37.2101 et seq. (Employers engaging in Unfair Labor Practices Act).

The County of Antrim reserves the right to accept and/or reject any and all bids, to waive any irregularity in a bid, and to accept that bid which, in the opinion of the County Commissioners, is in the best interest of the County. It is the intention of the Board to award all work to a single contractor. However, the Board also reserves the right to award only a portion of the work.



BID SHEET

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1. Parking lot areas to be plowed **and** snow to be removed (**Attachment A**): \$ _____
 - a. County Building, Courthouse, Sheriff Dept, and Jail
 A-1 \$ _____, **A-2** \$ _____, **A-4** \$ _____
 - b. Parking lot on the north side of Broad Street: **A-3** \$ _____
 - c. Parking lot on the east side of Grove Street west of the
 Grove Street Annex building: **A-5** \$ _____
 - d. Parking lot on the west side of Depot Street east of the
 Grove Street Annex building: **A-6** \$ _____

2. Areas to be plowed only:
 - e. Animal Shelter on M-88 (**Attachment B**) \$ _____
 - f. Airport Building on Derenzy Road - old Animal Shelter (**Attachment C**) \$ _____
 - g. Antrim County Transportation Building on M-88 (**Attachment D**) \$ _____

- TOTAL BID** \$ _____

NAME: _____ Office: _____

COMPANY: _____ Cell: _____

ADDRESS: _____

EMAIL: _____

SIGNATURE: _____ Date: _____

****See Bid Specifications for details.***

ATTACHMENT A

Antrim County Campus



ATTACHMENT B

Animal Shelter



ATTACHMENT C

Airport Sheriff Storage



ATTACHMENT D

Antrim County Transportation

