### **INSTRUCTION TO BIDDERS**

This bid proposal shall be legibly prepared in ink or typed on the bidding form furnished. Bid proposal prices must have specific dollar values unless otherwise requested on the bid document. Any bid not stated in dollar value will be disqualified as non-responsive. If any price already entered by the bidder is to be altered, it shall be crossed out with ink, the new price entered above it with ink and initialed by the bidder, also in ink. Proposals prepared with pencil will be rejected.

All proposals must be submitted in enclosed sealed envelopes bearing the name of the bidder and a notation in the lower left corner indicating item for which the bid is submitted. Bids must be received in the business office by the time specified on the cover documents.

Payment will be made on the current bi-weekly Road Commission schedule following authorization of the invoice.

Material Safety Data Sheets (MSDS) must be submitted with any bid or quote for a product or service that requires the use of a product that must have a Material Safety Data Sheet. MSDS are kept on file at the road commission office by the Safety Director. Contractors must see the Safety Director for MSDS of material housed or used by the Oceana County Road Commission.

#### Invoices must be submitted in duplicate.

The parties hereto agree, when applicable, that they will comply with the Federal Civil Rights Act of 1964, the Federal, State and Local Fiscal Assistance Act of 1972, and all rules and regulations issued thereunder, as well as the applicable portions of the Elliott-Larsen Civil Rights Act and the Michigan Handicappers' Civil Rights Act being Article 2, Act No. 220, Public Acts of 1976, as amended. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions or privileges or employment or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age or sex or protected classes as defined by law. Breach of this covenant may be regarded as material break of the contract or purchasing agreement and may be processed as provided under the State of Michigan laws.

The Oceana County Road Commission in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.

#### SPECIFICATIONS WINTER MAINTENANCE

Required is the provision of personnel and equipment on an hourly basis to provide winter maintenance on designated roads in Oceana County during the winter season of 2025-2026 as directed by the Oceana County Road Commission. This contract <u>may</u> be extended for up to three (one year) increments by the mutual agreement of both parties. Requests for extension must be made in writing to the OCRC Clerk and/or Managing Director between December 1, 2026 and December 31, 2026 each subsequent year between December 1<sup>st</sup> and December 31<sup>st</sup>.

#### **REQUIREMENTS:**

Provider of services shall be referred to as the "Contractor" and the Board of County Road Commissioners of Oceana County shall be referred to as "OCRC" for the sake of convenience.

#### **INSURANCE REQUIREMENTS:**

All contractor equipment must be fully registered, licensed and insured in compliance with State and Federal regulations. Certificates of insurance must be submitted with proposal bid and on file with OCRC prior to November 1 of each year. Insurance must remain in effect during any period of contract with OCRC. Not having proper insurance on file will be cause for immediate termination of this contract.

The contractor shall save harmless and indemnify the Oceana County Road Commission, as well as their employees against all claims for damages to public or private property and for injuries to persons arising out and during the progress of work due to the sole negligence of the contractor with the following minimum requirements:

1. Worker's Compensation	Statutory Coverage			
2. Bodily Injury and Property Damage - oth	er than Automobile			
Each Occurrence	\$1,000,000.00			
Aggregate	2,000,000.00			
3. Bodily Injury and Property Damage Liability – Automobile				
Bodily Injury Liability				
Each Person	\$ 500,000.00			
Each Occurrence	1,000,000.00			
Property Damage Liability				
Each Occurrence	1,000,000.00			

Additional insured with regard to liability coverage: "The Oceana County Road Commission, its agents, officers, board members and employees located at 3501 W. Polk Road, Hart, MI 49420, named as additional insured."

The above exact wording must be used on the certificate that is provided to the Road Commission. Certificates must be presented to the Clerk and/or Managing Director prior to beginning each season. All insured shall include endorsements that provide the Road Commission 30-days prior notice of any changes or cancellation of coverage.

Note: The requirements for two and three above may be met through an umbrella policy.

#### DRIVER QUALIFICATION:

Operators of equipment must have the valid licenses required by the State and Federal government for the type of equipment they will be operating.

Signing this document is an acknowledgement that all random testing procedures are in place for the drivers provided and that CDL regulations, if applicable, are being followed. All drivers must carry their valid Michigan Driver's license, CDL license with necessary endorsements and medical card, if required, at all times while working under the direction of the OCRC.

The contractor will be required to drug test all employees that will be performing snow removal 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 Clerk and/or Managing Director. All drivers performing Road Commission work will test negative for drugs and alcohol.

#### EQUIPMENT:

The contractor shall furnish, operate and maintain suitable and adequate vehicles which have been found to be acceptable to the OCRC. Please list your vehicles on the attached equipment form. If a vehicle is found to be unacceptable, the OCRC will list the specific deficiency of the vehicle. Each vehicle shall comply with the following technical specifications:

- Minimum size of equipment will be 5 yard dump truck of 34,000 GVW for county local roads; 3/4-ton single axle truck with all wheel drive for narrow roads/cul-de-sacs as approved by the Road Commission.
- Plow should be adaptable to handle cul-de-sac cleaning as required and should be able to clean all loose snow to within 1/4-inch of pavement.
- Plow must be capable of plowing snow accumulations of two inches to twenty inches and have the ability to handle drifts up to six feet in height.
- In case of breakdown, back up equipment must be available.
- All equipment will be identified with contractor's name.
- All equipment will have an amber rotating or strobe warning light visible 360 degrees to the motoring public and no less than 5 inches in diameter and 5 inches in height.

It shall be the responsibility of the Contractor to comply with all applicable requirements regarding the operation of a motor vehicle upon the public highway. The Contractor shall be responsible to maintain equipment in safe operating condition and any defective equipment shall be removed from service until proper repairs are made after which the motor vehicle may be returned to service. Contractor's employees shall operate all equipment in compliance with all applicable State of Michigan statues and regulations, including but not limited to, the Motor Vehicle Code.

In the event that the equipment bid is proposed, but not yet available, please indicate that on the bid document along with the date that the proposed equipment will be available for inspection. All equipment designated for OCRC contracts must be in Contractor's possession on or before October 30 of any given year contracted. Fuel and lubricants necessary for the operation of the vehicle will be the responsibility of the Contractor.

### ANTICIPATED LEVELS OF SERVICE:

Local roads in Contractor's agreement are expected to be plowed within 12 hours of start. Designated local roads are expected to be plowed with at least one pass (each way) by the end of that 12 hour period per unit and intersections must be cleared of snow and slush. Widening of the roadways and cleaning of cul-de-sacs will be at the discretion of the Maintenance Department and is anticipated to be performed no later than the second day. **During the performance of any work for the Road Commission, the Contractor will only observe direction from OCRC supervisory personnel.** 

For a continuing snow event and/or drifting conditions, continued service is to be provided, emphasizing repeated service as necessary to local roads within the Contractor's agreement and as directed by OCRC supervisory personnel. The Road Commission reserves the right to add additional streets that may be identified during the winter season; said addition(s) to be compensated at unit prices.

The Oceana County Road Commission reserves the right to maintain all contracted areas with Commission forces at any time during the contract period, without penalty.

#### OCRC SUPPLIED SERVICES:

The Contractor must provide their own wrecker service for any other occurrence that might require wrecker services, such as mechanical failure.

### DAMAGE TO PUBLIC/PRIVATE PROPERTY:

Contractor shall be responsible for the cost of all repairs and/or damage caused by the Contractor's employees and/or sub-contractor's employees to any Road Commission equipment, facility or property. All damages must be reported as soon as practical to OCRC Clerk and/or Managing Director.

#### TRAINING:

OCRC will provide initial training to Contractor's drivers at the onset to the winter season at no expense to the Contractor. This training will consist of familiarization of the routes and areas to be serviced and levels of service. In no way will this training be considered training to operate the truck or equipment.

#### **OPERATION REQUIREMENTS:**

The Contractor's timing for the start of snow removal operations shall coincide with those of OCRC's operations. Typically, OCRC's snow removal operations on county roads do not begin before 4:00 a.m. when three to four inches of snow accumulation has fallen.

Snow removal operations shall continue until completed but not later than the end of the OCRC normal working day, which is 3:30 p.m. Snow removal operations may continue past this time only when specifically authorized by OCRC Foremen.

#### Hours of operations on Saturdays, Sunday and Holidays will be limited to control costs.

The Contractor shall provide a single 24 hour contact number. The Contractor shall be notified by the OCRC Foremen giving notification to proceed with snow plowing operations. If the Contractor is supplying multiple vehicles, the Contractor shall be responsible for notification of subsequent vehicles.

The Contractor shall be available to remove snow within 1 hour after notification to proceed.

Contractor vehicles shall be operated under the direct and immediate supervision of the OCRC at all times when providing service to the OCRC.

Contractor must be able to be reached during work hours by cell phone or home phone. Inability to maintain communications must be reported prior to the shift start, unless the problem develops during the shift. Repairs must be complete and communication restored in 24 hours, or one work day.

### **MEASUREMENT AND PAYMENT:**

Potential contractors may elect to bid one or more units. THE OCRC MAY ELECT TO CONTRACT WITH ONE OR MORE CONTRACTORS, depending on the number of units bid.

As full compensation, for each time plowed, the OCRC will pay the contractor the unit price per bid for each time the unit is plowed.

Invoices must be submitted on a bi-weekly basis to coincide with OCRC's payment schedule. Confirmation of hours and evaluation by the Contractor and OCRC will be made before the final payment for a given winter season.

In the event the Contractor fails to remove snow within a timely, proper and efficient manner, fails to maintain equipment, or fails to have qualified operators, the OCRC may terminate this Agreement, whereupon the Contractor shall cease all snow removal activities and shall forfeit any and all guaranteed compensation, but shall be compensated for all snow removal services performed on an hourly basis <u>prior to termination</u>. Contractor vehicles must provide service to the same high standards set for Road Commission personnel, within the same time and quality constraints.

The contractor and the OCRC have a duty of good faith and fair dealing between the parties in the performance of this contract. A breach of this duty by one of the parties is a sufficient reason for the other party to terminate their contract. Parties seeking to terminate this contract must notify, in writing, the party to be released and the reason or reasons for the termination. Both parties would then acknowledge the termination of the contract by signing a release of the agreement.

## ASSIGNMENT CLAUSE

The contract between the Oceana County Road Commission and the Contractor may not be assigned to a third party without the written consent of the Oceana County Road Commission.

#### BIDDING PROPOSAL WINTER MAINTENANCE SERVICES

The undersigned, having been thoroughly familiarized with the work sites and the local conditions affecting the work in each case and with all the bidding documents, including the instructions and information for bidders and specifications, hereby proposes to perform Winter Maintenance. Prices listed are to provide everything required to be furnished. All the equipment, labor, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner working units for the winter maintenance services for the winter seasons of 2025-2026 will be provided for the prices as set in the following proposal bid form.

#### BIDDING PROPOSAL SUBCONTRACTOR SNOW ROUTE LISTING 2025/2026 WINTER SEASON

				AMOUNT
				PER
<u>MAP</u>	<u>TWP</u>	SUBDIVISION/ROAD NAME	Unit	PLOW
Α	Pentwater	Pythian Park	1	
		Bone Road		
		Pentwater Blvd		
		Ritter Street		
		Broadway Street		
		Margaret Street		
В	Pentwater	Pentwater Beach Addition Plat 1, 2 & 3	1	
		Lansing Road		
		Kenny Road		
		Sand Hill Drive		
		North Beach Street		
		Sylvan Road		
С	Pentwater	Madison Ridge Subdivision	1	
		Hilltop Ct		
		Bent Pine		
		Cresent Drive		
D	Pentwater	South Pentwater Twp	1	
		Ottowattamie Dr		
E	Weare	Southwest Weare Twp	1	
		Meadow View Lane		
F	Crystal	Northwest Crystal Twp	1	
		134th Ave		
G	Colfax	School Section Lake	1	
		Lake Shore Drive		

MAP	TWP	BIDDING PROPOSAL- CONTINUED SUBDIVISION/ROAD NAME	Unit	AMOUNT PER
		Destiny Drive	Onit	PLOW
		Harrison Cove Ave		
		W Harrison Rd		
1	Hart	Colonial Estates	1	
•	Hart	Colonial Drive	-	
1	Hart	Meadow Brook Subdivision	1	
		Meadowbrook Lane		
		Morningside Drive		
		Melody Lane		
J	Hart	Hill-N-Dale	1	
		Hill N' Dale Drive		
		Circle Drive		
		Lake Harbor Drive		
		Michael Street		
J	Hart	The Lake Estates	1	
		Karen Street		
		Lees Lane		
К	Hart	Southwest Hart Twp	1	
		Southern Dr		
К	Hart	High Point Ridge	1	
		High Point Ridge		
		Ramie Road		
		Evergreen Trail		
		Valley View Drive		
L	Hart	Crystal Lake	1	
		68th Avenue		
		69th Avenue		
Μ	Golden	Lake Michigan Shores/Cedar Point	1	
		Birch Ave		
		Elm Ave		
		Hemlock		
		Lakeshore		
		Maple Ave		
		Oak Ave		
		Pine Ave		
		Range Street		
		Reynolds Street		
		Tolliver Street		
		Minchave		
		Novadoc/Dovoc		

				AMOUNT
MAP	<u>TWP</u>	SUBDIVISION/ROAD NAME	Unit	PER PLOW
N	Golden	Silver Lake Area	1	
		Multiple Roads - See Map		
0	Benona	Stony Lake Area - North	1	
		Black Forest		
		Thomas		
		2nd Street		
		Pleasant		ļ
0	Benona	Stony Lake Area - South	1	ļ
		Churchill & Agnes		
Р	Benona	Little Point Sable Area	1	
		Point Road		
		Sunset		
		Stone Church		
		Bluff Rd		
		Shady Glen		
		Glen Road		
Q	Grant	Lake Tahoe Area	1	
		Tahoe Rd		
		Apoche Rd		
		Tonawando Road		
		Oneida Road		
		Okemos Road		
		Cherokee Road		
		Leelannou Road		
		Cadilac Road		
		Pownee		
R	Grant	Oceana Shores	1	
		Northland		
		Alder		
		Timberline		
		Westshore		
		Scenic View		
		Clear Water		
		Driftwood		
		Meadow		
		Whitetail		
		Surf		
		Apple Hill		

MAP	<u>TWP</u>	SUBDIVISION/ROAD NAME		Unit	AMOUNT PER PLOW
S	Grant	Southwest Grant Twp Area		1	
		Robinhood Drive			
		Oak Lane Drive			
		East Lane Drive			
			TOTAL		

## EQUIPMENT FORM WINTER MAINTENANCE SERVICES

Vehicle #	Vehicle #
Make	Make
Model	Model
GVW	GVW
Year	Year
Power Train	
Vehicle #	Vehicle #
Make	Make
Model	Model
GVW	GVW
Year	Voar
Power Train	
Vehicle #	Vehicle #
Make	Make
Model	Model
GVW	GVW
Year	Vaar
Power Train	
Vehicle #	Vehicle #
Make	Make
Model	Model
GVW	GVW
Year	Year
Power Train	Power Train

# **Description of the Work**

This work shall include providing the personnel and equipment necessary to perform snow plowing operations during the 2025-2026 winter season on designated county local roads in various townships.

All work shall be performed at the direction of the Oceana County Road Commission's Foremen in accordance with the service levels described in the specifications.

Mandatory pre-bid meeting: Sealed bid proposals:

<u>Friday, January 31, 2025 at 10:00 a.m.</u> Friday, February 7, 2025 at 2:00 pm

# **Other Information**

1. How long has your company been in business?\_\_\_\_\_

- 2. What kinds of records are kept to protect against claims for slips and falls? (protect us from thousands of dollars in increased insurance premiums and court costs)
- 3. Does your company have an alternate 24 hour number in case no contact is made using the number provided? If so, please provide.
- 4. Does your company have its own mechanics and are they on duty 24 hours a day during a snow event?
- 5. Describe the service you will provide during an extreme weather condition such as large snows, multi-day snow and large ice storms. Use back of this form or separate sheet of paper if more room is needed.
- Is all proposed equipment available for inspection?
   If not, please indicate the unavailable equipment with a date the proposed equipment will be available.

Please supply a list of references that have received your plowing services in the last three years.

By my signature on this document, I hereby state that all of the information I have provided is true, accurate and complete.

I hereby state that I have not made any agreement with, nor otherwise colluded with any other bidder, nor have I made any agreement with, nor offered or accepted anything of value from any official or employee of the Oceana County Road Commission that would tend to destroy, hinder free competition or otherwise compromise the bid process.

By my signature, I hereby certify that all drivers supplied under the terms and conditions of this bid document hold valid Michigan licenses and any required CDL licenses and/or endorsements and are covered by an approved drug testing program.

Signed:	
•	(Original signature required)
	Print Signature
	Title
Date:	
Company	v Name:
Address:	
Telephon	e #:24 Hour #:
Federal II	D Tax #:
Email:	

INSURANCE CERTIFICATE COMPLYING WITH OCRC SPECIFICATIONS MUST ACCOMPANY YOUR PROPOSAL BID.

Roads/Termini and Maps attached...

# **OCEANA COUNTY ROAD COMMISSION**

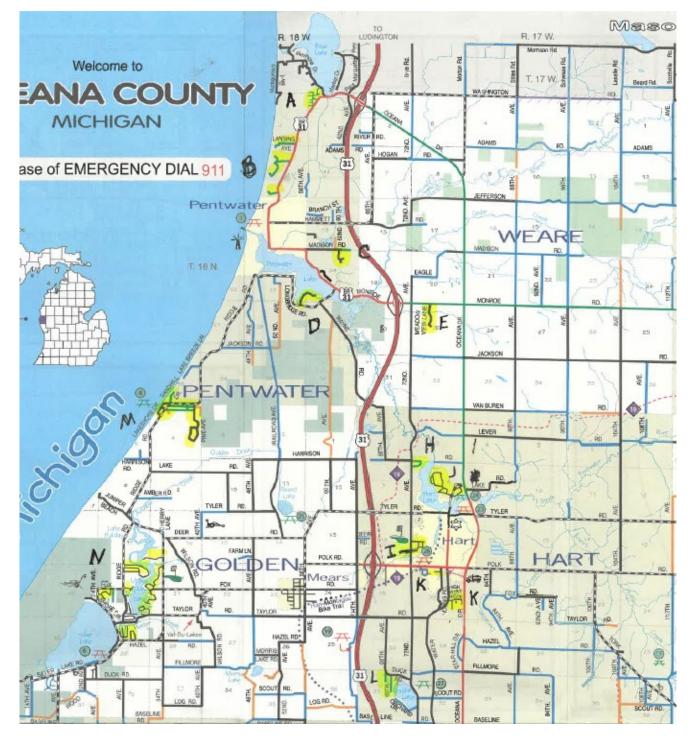
SUBCONTRACTED SNOW ROUTE

Includes: Snow Route Overview Maps by Township Snow Route Detailed Maps # A-S Snow Route Listing with Road Names

#### SUBCONTRACTED SNOW ROUTE OVERVIEW

(See individual maps, A-S, for details)

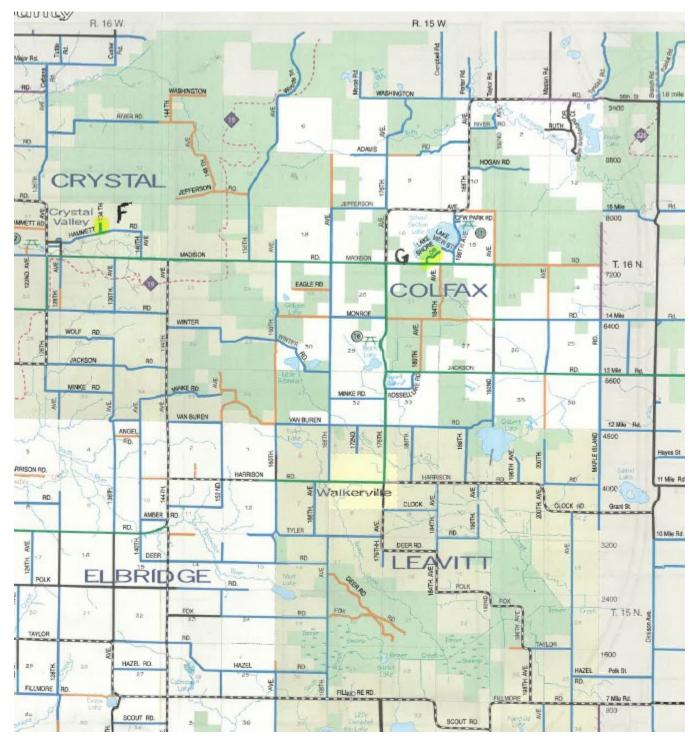
## PENTWATER, WEARE, HART, GOLDEN TOWNSHIPS



### SUBCONTRACTED SNOW ROUTE OVERVIEW

## (See individual maps, A-S, for details)

### **CRYSTAL AND COLFAX TOWNSHIPS**



#### SUBCONTRACTED SNOW ROUTE OVERVIEW

(See individual maps, A-S, for details)

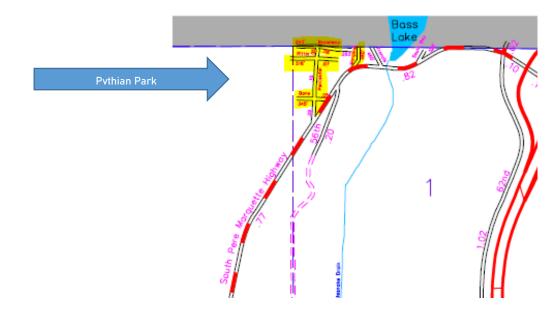
**BENONA AND GRANT TOWNSHIPS** 



# MAP A

## NORTH PENTWATER TWP <u>PYTHIAN PARK</u>

(Bone Rd, Pentwater Blvd, Ritter St, Broadway St, Margaret St.)

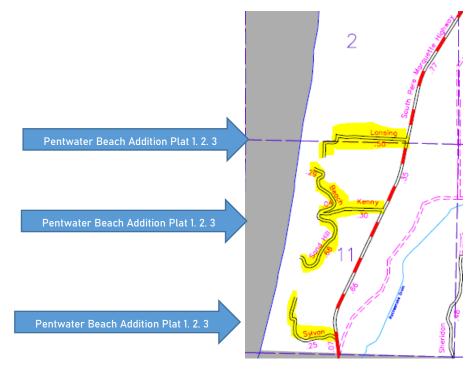




## NORTH PENTWATER TWP

## PENTWATER BEACH ADDITION PLAT 1, 2 & 3

## (Lansing Rd, Kenny Rd, Sand Hill Dr, N Beach St, Sylvan Rd)

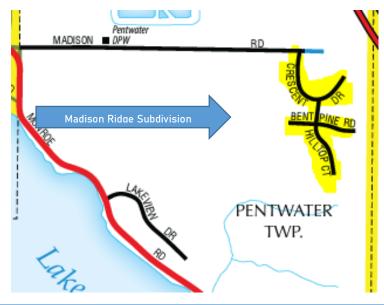


# MAP C

## PENTWATER TWP

## MADISON RIDGE SUBDIVISION

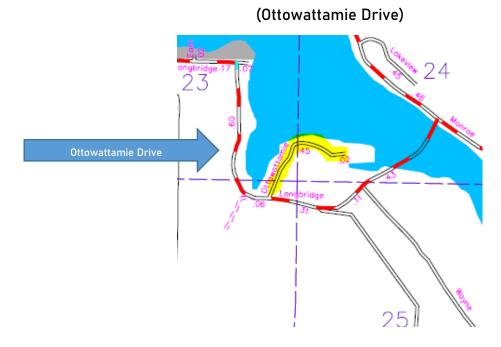
Cresent Dr, Bent Pine Ct, Hilltop Ct.





# PENTWATER TWP

## SOUTH PENTWATER TWP near Longbridge Rd

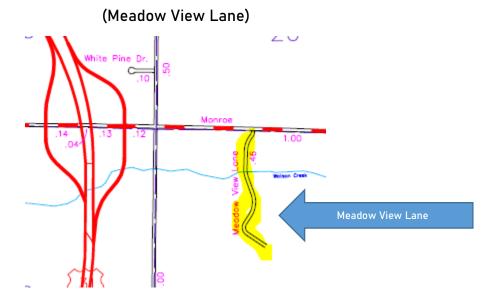


2

# MAP E

## WEARE TWP

## SOUTHWEST WEARE TWP near Monroe Rd

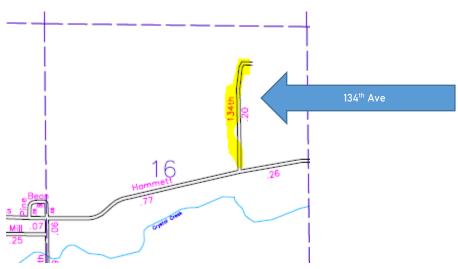




# CRYSTAL TWP

## NORTHWEST CRYSTAL TWP near Hammett Road

(134<sup>™</sup> Avenue)



# MAP G

COLFAX TWP near Madison Rd

SCHOOL SECTION LAKE

(Lake Shore Drive)

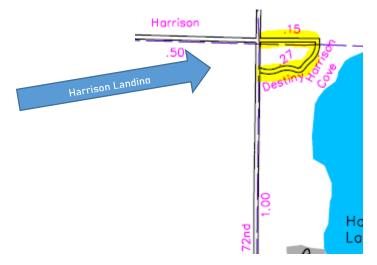


# MAP H

HART TWP near 72<sup>nd</sup> Ave

HARRISON LANDING

(DESTINY DR, HARRISON COVE, W HARRISON RD)

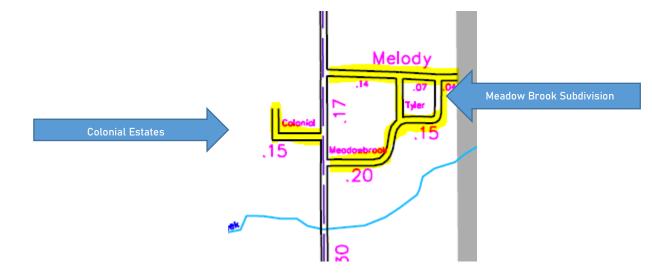


# MAP I

HART TWP near 72<sup>nd</sup> Ave

## COLONIAL ESTATES & MEADOW BROOK SUBDIVISION

(Colonial Dr, Meadowbrook Lane, Melody, Morningside Dr)

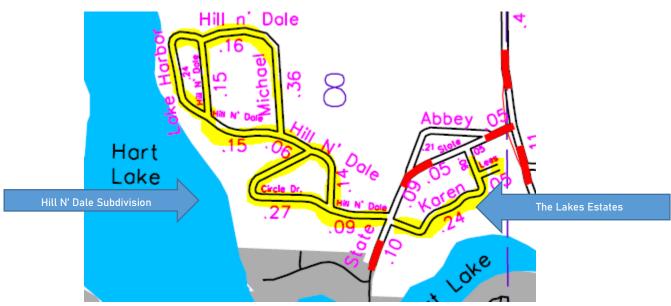


MAP J

HART TWP near State Street

## HILL N' DALE SUBDIVISION & THE LAKES SUBDIVISION

(Hill N' Dale Dr, Circle Dr, Lake Harbor Dr, Michael St)



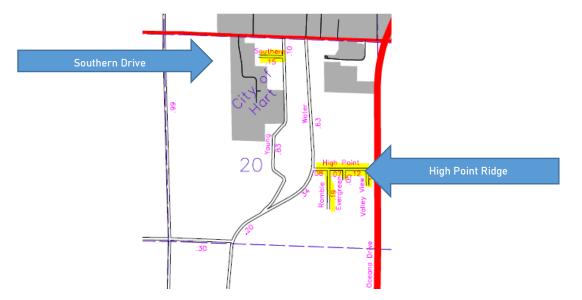
# MAP K

## HART TWP

## SOUTHWEST HART TWP near Young Rd and Water Rd

## SOUTHERN DRIVE & HIGH POINT RIDGE

(Southern Dr, High Point Ridge, Ramie Road, Evergreen Trail, Valley View Dr)

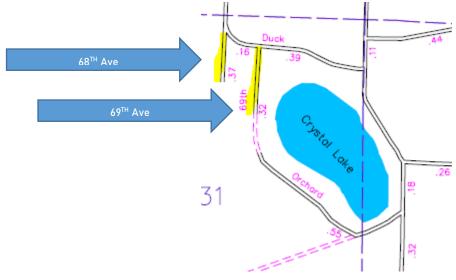




HART TWP near Duck Road

## CRYSTAL LAKE AREA

(68<sup>TH</sup> Ave and 69<sup>th</sup> Ave)

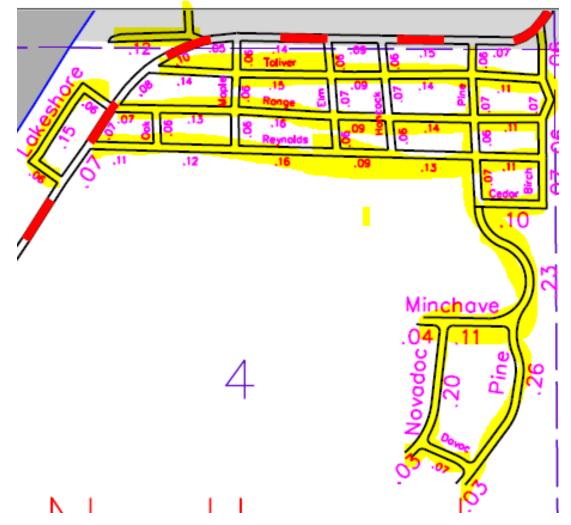


# MAP M

GOLDEN TWP near Ridge Road

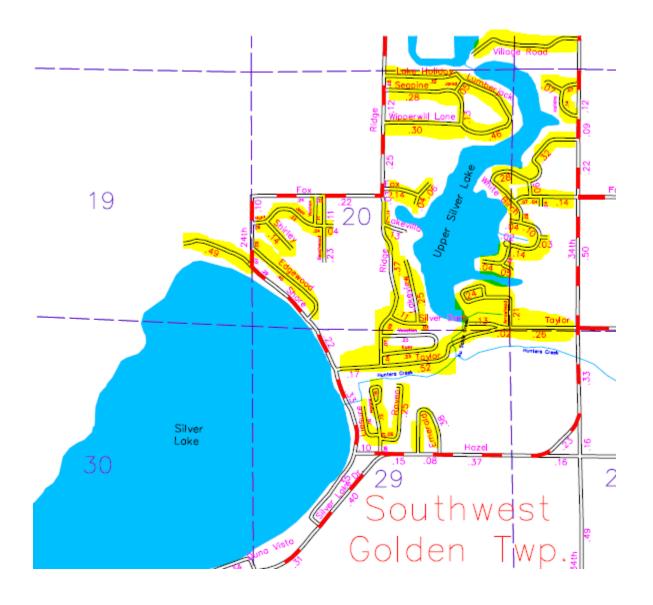
Lake Michigan Shores/Cedar Point

(Birch, Elm, Hemlock, Lakeshore, Maple, Oak, Pine, Range, Reynolds, Tolliver, Minchave, Novadoc, Dovoc)

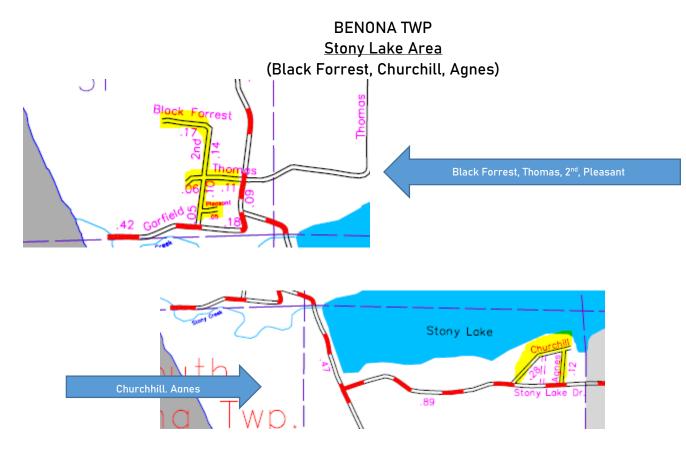


# MAP N

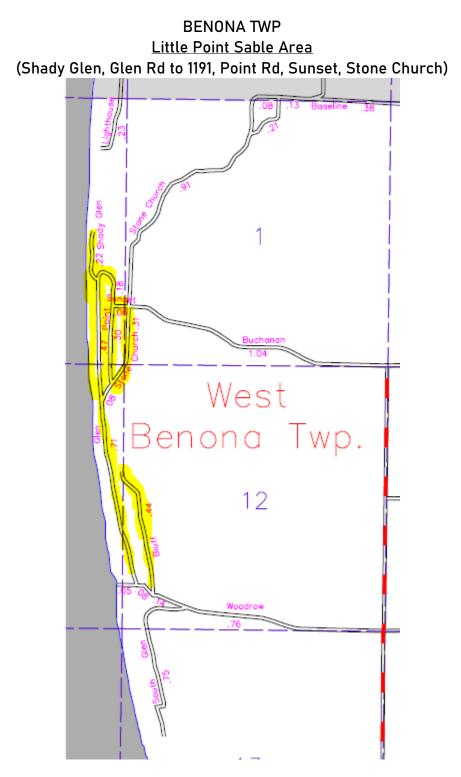
## GOLDEN TWP <u>Silver Lake Area</u> (Multiple Roads – See map)



# MAP 0





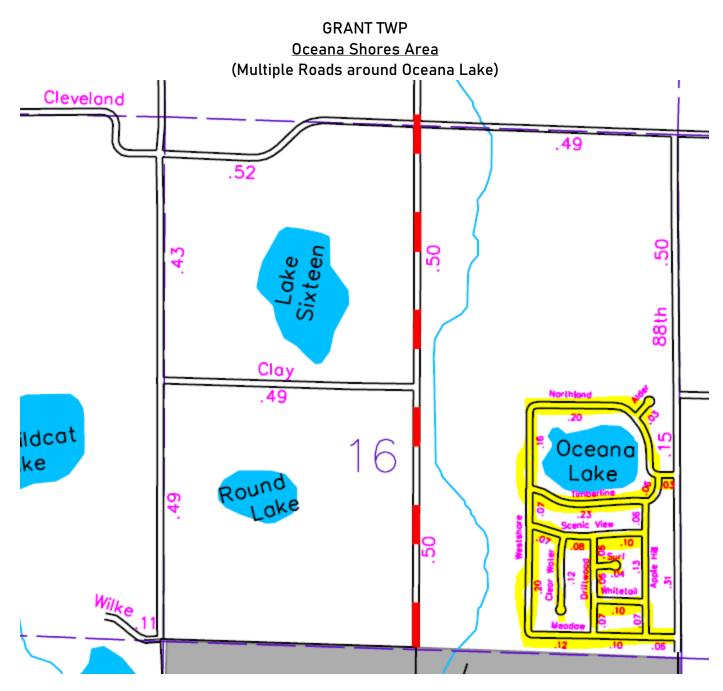


# MAP Q

## GRANT TWP <u>Lake Tahoe Area</u> (Multiple Roads around Lake Tahoe)







# MAP S

