



**CITY OF COOPERSVILLE
DOWNTOWN DEVELOPMENT AUTHORITY**

ESTABLISHED MARCH 12, 1990

August 20, 2020

**REQUEST FOR BID
FOR SNOWPLOWING AND SNOW REMOVAL
IN COOPERSVILLE'S HISTORIC DOWNTOWN**

Dear Prospective Bidder:

The City of Coopersville Downtown Development Authority (DDA) is accepting bids for snowplowing and snow removal in the historic downtown areas (see the enclosed map – letters are indicated on map). Bidders are encouraged to visit and review these areas prior to submitting a bid:

Streets and Parking Lot Areas:

- A. Main Street between Eastmanville/Ottawa Streets and First Street including all parking spots;
- B. The North Main Street parking lot between Ottawa Street and Church Street, which includes the three entrances south of Perennial Park, between 246 Ottawa and 260 Ottawa Street, and between the back of 327 Main Street and 246 Ottawa.
- C. The Municipal Parking Lot on the corner of First Street and Main Street;
- D. The driveway and parking area immediately in front of 264 Main Street;
- E. The South Main Street alley and parking lot between Eastmanville Street and First Street;
- F. LaFleur/Historical Museum parking lot at the corner of Main and Ottawa Streets;

Sidewalk and Crosswalks:

- All sidewalks and crosswalks on north and south side of Main Street between Eastmanville/Ottawa to Church St [Area A on map];
- All sidewalks and crosswalks in the North Main Street parking lot including the parking areas and sidewalks immediately behind the buildings, and around the DDA pavilion [Area B on map];
- The sidewalk Walk-Thru Park, which is located between 297 Main Street and 303 Main Street, from the Main Street bump out north to the DDA Pavilion [between Area A and B on the map];
- The sidewalks on the east side of Ottawa Street between Main Street and the North parking lot's northern-most exit (next to Perennial Park) [west side of Area B on map];
- The sidewalk located between 260 Ottawa and 274 Ottawa [on northwest corner of Area B on the map];
- The sidewalks located on the east and west side of Eastmanville between Main Street and the railroad tracks [between Areas A and E on the map];

- The sidewalks on west side of Church Street between Main Street and the North parking lot's northernmost exit [east side of Area B on map];
- The sidewalks on the east and west side of First Street from Main Street south to the railroad tracks [by Areas A, C, and E on the map];
- The sidewalk walk-thru located east of 270 Main Street, from Main Street south to the alley, diagonally across the alley, and south across the railroad tracks to the City Hall parking lot [next to Area D and across Area E];
- The sidewalks on the west side of Ottawa Street from the Depot's southernmost landscape island south to Main Street [adjacent to Area F];
- The sidewalks on the north side of Main Street, from Eastmanville/Ottawa west to Center Street [adjacent to Area F]; and
- The sidewalk on the east side of Center Street, from Main Street north to the Coopersville Farm Museum's parking lot's north edge [west of Area F];
- The sidewalks within the Pocket Park on the southeast side of Main Street and Eastmanville Street [between area A and E]. Note the map does not show the updated park as it is

Snow Depth and Hours of Plowing. In the event of a **night** snowfall (between 10:00 P.M. and 7:00 A.M.) with accumulation of one inch or more, all areas and sidewalks as indicated on the map should be cleared of snow by 7:00 A.M.. A **daytime or evening** snowfall event with accumulations of 1.5" or more (between 7:00 A.M. to 10:00 P.M.) must be cleared from all main drives, roadways, parking areas and sidewalks. The successful bidder is expected to monitor Coopersville snowfall events and contact the city in case of a question. The successful bidder must also be available at the city's request.

Snow Removal.

- All snow must be removed to the snow storage areas.
- Snow will not be deposited in the road or road right-of-way, or left in the road or road right-of-way.
- All snow on the north and south sides of Main street will be cleared and the curb fully accessible and clear of snow piles.
- Snow will be removed from all parking spots on Main Street between Eastmanville and First Streets, with special focus on clearing the handicap spots.
- Snow will be cleared from the inset parking areas and sidewalks of the back of the Northside Businesses adjacent to the North Parking Lot including decks and ramps.
- Snow will be removed from all sides of the DDA Pavilion in the North Parking lot, keeping all sides accessible.
- Snow will not be deposited or left in front of the businesses or parking areas on Ottawa.
- Snow and snow piles will be cleared prior to special downtown events regardless of snowfall events. Dates will be provided to successful bidder prior to event.

Snow Storage. The Coopersville Downtown Development Authority agrees to allow the successful bidder to store snow in the following locations:

- A minimal amount on up to six parking spaces in Area B (the North Parking Lot) immediately north of the DDA pavilion;
- A minimal amount on the spit of grass in the northwest corner of Area F (LaFleur/Museum Parking Lot), north of the sidewalk pass-thru; and
- The majority of snow may be stored in the empty lot in the Railroad Yard on Eastmanville Street south of the tracks.

The contractor is expected to haul snow if snow piles overflow the above snow storage locations. The contractor shall provide a minimum of (2) 7-yard dump trucks and a loader. The City's DPW will assist the contractor with hauling snow providing a loader and (1) Dump Truck if time allows.

See enclosed map for exact location of snow storage areas (indicated in orange). Maps can be obtained from Coopersville City Hall, 289 Danforth St.; Coopersville MI 49404; telephone 997-9731, fax 997-6679.

Bid Requirements. The successful bidder will have adequate equipment and personnel to handle a winter of 100 inches of snowfall, in addition to be able to clear alleys, parking lots, and sidewalks.

- A list of equipment must be included in the bid package.
- A brief history and description of the bidding company.
- A list of the local or regional geographical areas the bidding company services.
- A list of references (minimum of three).

Successful bidder agrees it will be providing snowplowing and snow removal services as an independent contractor. All of its employees and equipment operators are lawfully licensed drivers of heavy equipment and other vehicles which will be used in the performance of the services set forth herein. Successful bidder agrees that all of its employees have received required MIOSHA and OSHA training regarding the safety procedures associated with the operation of the equipment which will be used in the performance of the services set forth herein.

Successful bidder is expected to maintain a professional appearance and demeanor, especially when interacting with the staff, citizens, and businesses of the City.

Successful bidder agrees that it will maintain casualty, property damage and collision insurance as required by the State of Michigan No-Fault motor vehicle laws and any other applicable laws or regulations. Successful bidder agrees to provide proof of insurance in the amount of \$500,000 for general liability, \$500,000 for automobile liability and \$100,000 for worker's compensation and employer's liability insurance.

Bid Deadline and Closing. Bids will be accepted at city hall through **Thursday, September 24, 2020 at 5:30 P.M.** All bids will be marked with "Historic Downtown Snowplowing and Snow Removal Proposal." Bids must be received before the due date and may be dropped off at City Hall, emailed to info@cityofcoopersville.com, or mailed to

City of Coopersville
ATTN: DDA Director
289 Danforth Street
Coopersville, MI 49404

Bids received after the Due Date listed above will not be accepted or considered. The bids will be reviewed by the Downtown Development Authority Director and Snowplowing Committee and the winning bidder will be selected at a public Downtown Development Authority regular meeting on **October 13, 2020 at 5:15 P.M.** located at the City of Coopersville City Hall.

Contract Length. The snowplowing and snow removal contract will be for a two (2) year term beginning October 15, 2020 through April 30, 2022. There will be an option to renew for one (1) year beyond the two year contract. The contract will contain an option to cancel should the successful bidder not meet the snowplowing and snow removal terms as outlined in the bid and contract.

Property Damage and Repair. The successful bidder will agree to replace and or repair anything damaged as a result of snow removal. This includes but is not limited to turf, shrubbery, trees, benches, fences, and curbs. All repairs will be assessed and must meet the approval of the Department of Public Works Supervisor and shall be completed no later than May 15 of each contract year. Any damaged areas before the snowplow season shall be documented by the contractor with pictures showing the damage.

Contract Fee Payment. The fee schedule for each contract year will be broken into five (5) equal payments throughout the snowplowing and snow removal season, with the last payment withheld until a damage inspection is completed and all property damage is repaired. The final payment may also be used to cover the costs of property damage which is not repaired by the successful bidder.

Rejection of Bids. The DDA reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion is deemed most advantageous to the DDA.

Fair Employment Practices. The City of Coopersville and Downtown Development Authority is an Equal Opportunity Provider and Employer. The Successful Bidder agrees to not discriminate against any employee or applicant for employment to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, nation origin, ancestry, handicap or any other basis prohibited by State or Federal law or regulations.

Questions. Questions concerning the snowplowing and snow removal areas may be directed to Bryan Buist, City of Coopersville Department of Public Works Superintendent at bbuist@cityofcoopersville.com or (616) 997-8502. Questions regarding the bid package or contract may be directed to Ellen Berends @ eberends@cityofcoopersville.com or (616) 997-9731.

Sincerely,

Ellen Berends

Ellen Berends
DDA Director


Enclosures

City of Coopersville Historical Downtown - Snowplowing Map 2020



LEGEND

Sidewalks = 

Street/Lot = 

Snow Storage = 

Note that areas indicated are approximations and should not be used for measurement.