

## **BID NOTICE**

**Sealed proposals** will be received by the Community Development Department of SAGINAW CHARTER TOWNSHIP, 4980 Shattuck Road, Saginaw, Michigan, 48603 **until 12:00 noon on Monday, December 30 , 2019** and will be opened on this same date at the Township Hall at 2:00 p.m. for the following:

**Court-Ordered Property Maintenance: 2796 Midland Road, Saginaw, MI (Parcel No. 23-12-3-13-1116-000).**

Bids may be delivered, emailed (sking@saginawtownship.net), or mailed to the Office of Community Development at the above address.

Proposals must be upon the forms furnished by the Township and may be obtained at the office of Community Development. Bids must be submitted in a sealed envelope plainly marked "Bid – 2796 Midland Road."

**A voluntary pre-bid meeting to review the proposal and take questions will take place on Friday, December 20, 2019 at 11:00am at Saginaw Township Hall (Board Room), 4980 Shattuck Road, Saginaw, MI.**

The Township reserves the right to reject any or all proposals as is deemed in the best interest of the Township.

## **Bid for Court-Ordered Property Maintenance Work**

### **2796 Midland Road, Saginaw, MI – Parcel 23-12-3-13-1116-000**

The Community Development Department of Saginaw Charter Township will contract for court-ordered property maintenance improvements and repairs to be done at 2796 Midland Road, Saginaw, MI (the third house north of Spring Lake Drive on the east side of Midland Road, M-47).

#### **Specifications**

The contractor will furnish all labor, supervision, insurance, equipment, fuel, materials, tools, supplies, services and special skills necessary to perform the required work.

The following services will be required:

1. Various damaged or missing fence panels and sections along the perimeter fence (east and south property lines only) shall be repaired or replaced.
2. Installation of fence to create an interior storage area within the rear lot
3. Prepare the surface of the storage area and supply with crushed, compacted stone.
4. Relocate various equipment items to the storage area, once completed.
5. All waste materials must be completely removed from the property and disposed of in an appropriate manner.
6. All work must be performed in a safe and workman-like manner.
7. Every precaution should be taken to avoid spilling or leaking petroleum products. If such spillage/leakage does occur, the Contractor will take immediate steps to clean up the spill in accordance with recommended standards for dealing with spillage of hazardous materials.
8. Photographs showing the condition of all improvements before and after completion of work will be provided to the Township as part of the final invoice.

The bidder shall visit the site and fully inform themselves prior to the bidding as to the existing conditions and limitations under which the work is to be performed. This shall take place on **Friday, December 20, 2019 between 2pm and 3pm.**

#### **Insurance Requirements**

The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Saginaw Charter Township. Insurance requirements are contained in the appendix. Failure to adhere to these insurance requirements is grounds for the termination of any agreement entered into by the Contractor and Saginaw Charter Township.

### **Contractor's Office**

The contractor shall maintain an office and a local telephone number with continuous supervision for accepting calls and emails from the Township during business hours. The contractor is responsible for all corrective actions (to be taken within 48 hours of the next business day) and a log of actions shall be kept by the Contractor and reported on a weekly basis (by email) to the Township.

### **Timeframe**

All work by the contractor shall be completed in accordance with the time schedule ordered by the Township Code Enforcement staff, no later than December 30, 2019. Should circumstances arise that inhibit the contractor's ability to meet this response requirement, the contractor shall immediately notify the Township with the expected date and time of project completion.

### **Standards of Conduct**

Contractor and Contractor's employees shall be required to adhere to the following standards of conduct while performing any work at the direction of Saginaw Charter Township:

- Contractor shall not operate trucks, tractors or other heavy equipment on any turf area except on property identified and authorized by Saginaw Charter Township.
- Contractor's employees must be fully clothed at all times, to include an upper garment which is either a uniformed shirt or t-shirt with the contractor's name to cover the body from the waist to the neck.
- Contractor's employees must not engage in loud or boisterous behavior or use profane, vulgar or abusive language.
- Contractor's employees must not eat or drink beverages other than water while performing work on lots or parcels directed by the Township.
- Contractor's personnel shall not block neighboring drives or public road access while performing work.
- Unless otherwise approved, all work is to be performed during normal Township work hours of 7:30 a.m. to 7 p.m., Monday through Friday. Contractors are permitted to work on Saturday and Sunday, from 10 a.m. to 5 p.m.
- Violation of these standards of conduct or non-compliance with the scope of services noted, upon written notice by the Township, shall be grounds for termination of the contract.

### **Payment**

Contractor will submit an invoice for payment within 14 days of completion of required work. This invoice shall include all required digital photographs.

### **Insurance Requirements**

Proof of necessary insurance will be required prior to official contract award.

The contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the

State of Michigan. All coverages shall be with insurance carriers acceptable to Saginaw Charter Township.

1. **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract Commercial General Liability insurance on an "occurrence basis" with limits of liability not less than \$1,000,000.00 (one million dollars) per occurrence and aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following extensions: A) contractual liability; B) products and completed operations; C) independent contractors' coverage; D) broad form general liability extensions or equivalent; E) Deletion of all explosion, collapse, and underground (XCU) exclusions, if applicable.
3. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract motor vehicle liability insurance, including Michigan no-fault coverages, with limits of liability not less than \$1,000,000.00 (one million dollars) per occurrence combined single limit, bodily injury, and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** Commercial general liability and motor vehicle liability insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: Saginaw Charter Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.
5. **Cancellation Notice:** Workers' compensation insurance, commercial general liability insurance, and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (3) days' advance written notice of cancellation, non-renewal, reduction, and/or material change shall be sent to: Mr. Rob Grose, Manager, Saginaw Charter Township 4980 Shattuck Road, Saginaw, MI 48603."
6. **Owners' and Contractors' Protective Liability:** The Contractor shall procure and maintain during the life of this contract a separate owners' and contractors' protective liability policy with limits of liability not less than \$1,000,000.00 (one million dollars) per occurrence and aggregate combined single limit, personal injury, bodily injury, and property damage. Saginaw Charter Township shall be "named insured" on said coverage. Thirty (30) days' notice of cancellation shall apply to this policy.
7. **Proof of Insurance Coverage:** The Contractor shall provide Saginaw Charter Township at the time that the contracts are returned by him/her for execution, certificates and policies as listed below:
  - a. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;

- b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
  - c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
  - d. Original Policy, or original Binder pending issuance of policy, for Owners' and Contractors' Protective Liability Insurance;
  - e. If so requested, certified copies of all policies mentioned above will be furnished.
8. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Saginaw Charter Township at least ten (10) days prior to the expiration date.

**Termination**

This Agreement may be terminated by the Township on the occurrence of any breach thereof by the contractor, including, but not limited to, its failure to perform the services called for herein in a timely manner and which breach has not been cured within 30 days after receipt of a written notice thereof.

**Saginaw Charter Township, Michigan  
Bid Sheet**

**Property Maintenance Order – 2796 Midland Road (Parcel 23-12-3-13-1116-000)**

Work Description	Bid Amount
Repair or replacement of various damaged or missing fence panels and sections along the perimeter fence (east and south property lines only)	
Installation of fence to create an interior storage area within the rear lot	
Prepare the surface of the storage area and supply with crushed, compacted stone.	
Relocate various equipment items to the storage area, once completed.	

Estimated Schedule of Above Work: \_\_\_\_\_

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

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

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