

# **MECOSTA COUNTY ROAD COMMISSION**

## **REQUEST FOR PROPOSAL**

### **2018 COUNTY WIDE TREE CUTTING/TRIMMING/STUMP GRINDING**

#### **INTENT:**

Sealed bids will be received by the Mecosta County Road Commission administrative staff at 120 N. DeKrafft Ave., Big Rapids, Michigan, 49307 until 3:30 p.m. Monday, March 12, 2018 for Annual Bids. All bids will be opened Tuesday, March 13, 2018 at 9:30 am. All bids will be reviewed by the Board of County Road Commissioners Tuesday, March 20, 2018. Your proposal must be sealed with the envelope clearly marked with your company name and the words "County Wide Tree Cutting/Trimming/Stump Grinding" on the outside.

#### **INSURANCE REQUIREMENTS:**

Contractors working within the road right-of-way shall have a valid proof of Auto Liability, Worker's Compensation and Commercial General Liability Insurance. Certificates shall be on file with the Road Commission prior to the start of any work, and **must** name the Mecosta County Road Commission, its Board of Road Commissioners, its Officers, its Agents, its Employees, and The Michigan Department of Transportation as "additional insured" and be endorsed as such on the liability insurance.

#### **INDEMNIFICATION:**

"To the fullest extent permitted by law, the (Contractor/Engineer/Architect) shall indemnify and hold harmless the Mecosta County Road Commission (or "Owner" or other designation used in the remainder of the Contract), its board of road commissioners, agents, employees, and the Michigan Department of Transportation from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees, arising out of or resulting from the performance of this Contract (or "Agreement" or other designation used in the remainder of the Contract) including claims, damages, losses, and expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the fault, negligent acts, or omissions of the (Contractor/Engineer/Architect), a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by the parties indemnified hereunder. This obligation does not include an obligation to indemnify the parties indemnified hereunder for their sole negligence and shall not be construed to negate or modify other rights or obligations of indemnity that otherwise exist as to the parties or persons described herein."

#### **SUBCONTRACTING:**

The approval of the Road Commission shall be obtained prior to any substantial work being subcontracted. The contractor shall assure that any subcontractor named has sufficient equipment, insurance and personnel to properly complete any item of work within the specified time.

#### **PROPOSALS**

This Proposal shall be legibly prepared with ink or typed. UNIT PRICES shall be entered in the "Unit Price" column. Where LUMP SUM bid is called for, it shall be entered only in the "Amount" column. The unit prices as stated will govern in determining the correct total of the bid. If a unit price or a lump sum bid is already entered by the Bidder on the proposal form is to be altered, it shall be crossed out with ink, the new unit price or lump sum bid entered above or below it and initialed by the bidder, also with ink. Proposals with any unit price or lump sum bid prepared with pencil or omitted may be rejected. Failure to fill in the extensions and the total may invalidate the proposal.

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The proposal shall be legally signed and the complete address of the bidder given thereon. **IT SHALL BE SUBMITTED IN ITS ENTIRETY WITH NO MODIFICATIONS OR CHANGES EXCEPT AS INDICATED, AND WITHOUT PAGES REMOVED.**

#### **DRAWINGS ACCOMPANYING SPECIFICATIONS**

No plans have been developed.

#### **QUALIFICATIONS OF BIDDERS**

The name and legal status of bidder, that is, as a corporation, partnership or individual, shall be stated in the proposal. Anyone signing a proposal as an agent of another or others must submit with the proposal legal evidence of its authority to do so. The place of residence of each bidder, or the office address in the case of a firm or company, with county and state, must be given after its signature.

It is the intention of the Mecosta County Road Commission to award this Contract to a Contractor fully capable, both financially and as regards experience, to perform and complete all work in a satisfactory manner. Evidence of such competency must be furnished upon request, including a list of similar projects elsewhere, which the bidder has satisfactorily undertaken and completed. All bidders shall examine the plans and specifications and make a personal examination of the sites, transportation facilities and the like.

#### **CONTRACT CONDITIONS**

The submission of a bid shall be considered conclusive evidence that the bidder has made a thorough examination of the plans, specifications and work sites and is satisfied as to the conditions to be encountered in performing the work. No allowance or extra consideration on behalf of the Contractor will subsequently be allowed by reason of error or oversight on the part of the Contractor.

#### **PROGRESS SCHEDULE**

The bidder to whom an award is made will be required to, within ten (10) days (Sundays and legal holidays excepted) after being notified of the acceptance of its bid:

1. Enter into a written agreement.
2. Submit a preliminary progress schedule.
3. Commit to attending a pre-construction meeting with Mecosta County Road Commission representatives to discuss and agree upon a detailed progress schedule and other project-related items and concerns.

**In case of failure to comply with these requirements, the bidder may be considered to have abandoned all its rights, interest in the award may be declared to be forfeited to the Mecosta County Road Commission, and the Contract may be awarded to another.**

The Progress Schedule shall include, as a minimum, the starting and completion dates for major items, and the final project completion date specified in the Bidding Proposal.

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If the Bidding Proposal specifies other controlling dates, these shall also be included in the Progress Schedule.

Failure on the part of the Contractor to carry out the provisions of the Progress Schedule as established may be considered sufficient cause to prevent bidding future projects until a satisfactory rate of progress is again established.

The Road Commission operates its facilities 6:00 a.m. to 4:30 p.m. Monday thru Thursday April thru September. And 7:00 a.m. to 3:30 p.m. Monday thru Friday October thru March.

#### **RESERVATIONS BY THE COUNTY**

The Mecosta County Road Commission reserves the right to make, by work order or authorization, at any time during the work, such changes in quantities as are necessary to satisfactorily complete the project.

#### **PERMITS**

The MCRC is responsible for the preparation, submittal and fees of all necessary permits.

#### **DAMAGE CLAIMS**

It shall be the Contractor's responsibility to act on all damage claims that occur during the contract. The Contractor may act directly with the claimant or through its insurance carrier.

#### **FINAL DISPOSITION**

The Road Commission will withhold the final estimate or revenue until final disposition of the claim. Final disposition for claims under \$1,500.00 shall include payment, settlement or denial of the claim by the contractor's insurance company or the contractor. Final disposition for claims over \$1,500.00 shall include payment, settlement or denial of the claim by the contractor's insurance company or settlement or payment by the contractor.

#### **NOTICE TO BIDDERS**

Any questions pertaining to the preparation of the Contractors bid shall be directed to the following individual.

Tim Nestle  
Superintendent/Manager  
Mecosta County Road Commission  
(231) 796-2611  
tnestle@mecostaroads.org

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#### **PROPOSAL FOR THE CONSTRUCTION OF HIGHWAY IMPROVEMENTS FOR THE MECOSTA COUNTY ROAD COMMISSION, MICHIGAN**

To the Mecosta County Road Commission, Michigan

The undersigned as bidder hereby declares that this bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that it has read and examined the advertisement, general conditions, contract, forms of bonds, plans, specifications and the locations of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance and understands that the quantities shown are approximate only and are subject to either increase or decrease.

The undersigned hereby proposes to furnish all necessary machinery, tools, apparatus and other means of construction, do all the work, furnish all the materials except as otherwise specified herein; and, for the unit prices or lump sums named in the itemized bid, to complete the work herein described in strict accordance with the plans therefore and in strict conformity with the requirements of the applicable State Building Code, and such other special provisions and supplemental specifications as may be a part of this proposal.

The under signed further proposes to do such extra work as may be authorized by the Mecosta County Road Commission or the MDOT, prices for which are not included in the itemized bid. Compensation shall be made on the basis agreed upon before such extra work is begun.

The undersigned agrees that if the foregoing Proposal shall be accepted by the Mecosta County Road Commission, it will, within ten (10) days (Sundays and legal holidays excepted) after receiving notice of such acceptance enter into the attached form of Agreement for the Construction of Highway Improvements and perform all related work, ready for use, at the price and within the time stated in this Proposal, and that it will furnish the Mecosta County Road Commission satisfactory certificates of insurance coverage.

The undersigned further agrees that if the foregoing Proposal shall be accepted, it will commence work immediately and complete the work as per progress schedule.

In submitting this bid, it is understood that the right is reserved by the Mecosta County Road Commission to reject any or all bids, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the County of Mecosta.

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#### Description of Work:

Except as otherwise set forth in the Contract Documents, the Contractor shall follow the 2012 MDOT Standard Specifications for Construction, Current Manual of Uniform Traffic Control Devices along with current Road Commission Standards and Specifications for Subdivisions and Other Development Projects with Public and Private Road. If there are questions about differing standards between these two manuals, the Road Commission shall make the decision as to which standard takes precedence.

At any time, the Road Commission or the MDOT may elect to delete quantity, add quantity or perform work on part of or in full of any pay item.

The intent of work is to trim and/or remove trees, stumps, and debris by the Contractor located in any/all of the sixteen (16) townships located in Mecosta County. Trees and/or stumps intended to be removed by the Contractor will be marked with an orange dot and a map of the locations will be provided to the awarded contractor once determined by the Road Commission.

#### General Log Notes:

- All wood (4") and larger that will remain on the parcel will be designated with pink paint. Trees marked with orange paint will be removed by contractor.
- All other wood and debris will be removed by the Contractor except as specifically noted by Road Commission staff
- Contractors responsibility of the tree/brush removal
  - a) Wood that is four (4") inches or less in diameter is to be chipped.
  - b) Wood that is designated to remain for the home owner will be greater than (4") inches in diameter and no longer than (10') in length and stacked neatly out of the ROW for the owners use.
- Stumps to be ground will be marked after all required trees are removed and site is cleaned/cleared of debris.
- Contractor shall restore all locations, all branches and bark will be raked and cleaned from yards and roadsides to Road Commissions satisfaction.
- Trees to be trimmed will be cut a minimum of 20' above the center of the existing traveled portions of the road and back to the main trunk or other major branch of tree that meets the height requirement. Trees to be trimmed will be marked with orange ribbon.

#### Additional items incidental to the cost of the project:

During the removal/grinding of trees or stumps, if there are tree trunks or stumps less than 6-inch diameter within a (ten) 10' foot radius of a pay item for tree or stump removal/grinding, the removal or grinding of these trees or stumps shall be incidental to the cost of the project.

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#### TREE REMOVAL BID FORM

ITEM	UNIT	QTY	PRICE PER UNIT
Traffic Control per day	LS	1	_____
Tree, Rem, 6 inch to 18 inch	Ea	1	_____
Tree, Rem, 19 inch to 36 inch	Ea	1	_____
Tree, Rem, 37 inch or larger	Ea	1	_____

#### STUMP GRINDING BID FORM

ITEM	UNIT	QTY	PRICE PER UNIT
Stump, Grind, 6 inch to 18 inch	Ea	1	_____
Stump, Grind, 19 inch to 36 inch	Ea	1	_____
Stump, Grind, 37 inch or larger	Ea	1	_____

#### TREE TRIMMING BID FORM

ITEM	UNIT	QTY	PRICE PER UNIT
Trimming Equipment and crew	HR	1	_____
Traffic control per day	LS	1	_____

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Company: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

By (signed): \_\_\_\_\_

By (typed or print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### **LEGAL STATUS OF BIDDER**

(The bidder shall fill out the appropriate firm and strike out the other two).

A Corporation duly organized and doing business under the laws of the State of Michigan, for whom \_\_\_\_\_, whose signature is affixed to this Proposal, is duly authorized to execute contracts.

All members of which, with addresses are:

_____	_____
_____	_____
_____	_____
_____	_____

Whose signature is affixed to this Proposal:

\_\_\_\_\_