



June 14, 2022

TO: All Interested Bidders

SUBJ: Request for Bid – Debris & Junk Removal Services

The City of Benton Harbor extends to you an invitation to submit a bid for the furnishing of services in accordance with the instructions and specifications enclosed. The required services involve the removal of debris and junk from city owned lots, vacant lots and any other established site(s) throughout the city.

The City will receive sealed proposals in the Clerk's Office, at City Hall 200 E. Wall Street, Benton Harbor, Michigan 49022 on or before June 24, 2022 at 10:00 a.m.

Please read the proposal instructions and forms that are enclosed herein to ensure thoroughness and accuracy in your response.

Thank you for your cooperation in serving the City of Benton Harbor.

Sincerely,

Tiffany Moore, City Clerk

Request for Proposal

Debris & Junk Removal Services

June 14, 2022

City of Benton Harbor
City Clerk's Office
200 East Wall Street
Benton Harbor, Michigan 49022
(269) 927-8400

Debris & Junk Removal Services Proposal

Bid Date: June 24, 2022

Proposal Information, Conditions, and Specifications for Lawn Mowing Services

PROPOSAL REQUIREMENTS

The City of Benton Harbor will accept sealed proposals for furnishing debris & junk removal services for city owned properties.

Sealed proposals must be received at the City Clerk's Office on or before June 24, 2022 at 12:00 PM. Any proposals received after the time and date specified, shall be declared unresponsive, and will be returned to the sender without review or further comment from the City. Bidder is hereby advised that depositing proposals with postal, package, or common carriers does not constitute delivery of the same to the City. The City of Benton Harbor assumes no responsibility for late arrival.

Proposals are to be submitted on forms provided by the City of Benton Harbor. Proposals are to be complete, and properly executed by an officer having the full authority to enter into contracts of the proposed magnitude. All proposals submitted shall remain firm throughout the contract. The Bidder shall provide a proposed price in accordance with the Bid Proposal Form enclosed herewith.

The City's possession and/or review of Bidder's proposal; and analysis, evaluation, and ranking of same does not constitute in any manner whatsoever, a commitment on the part of the City that any order will be forthcoming. **Contractual commitments, if any, will be accomplished by way of purchase order contract in accordance with the contract document included herein and executed by an agent with the authority to do so on behalf of the City.** Bidder is strongly advised that the City shall not be responsible for any costs or damages whatsoever associated with proposal preparation, proposal submission, or commitments presumed under the color of authority. It should be clearly understood that although proposals will be received until June 24, 2022; actual contract award, if any, will be made at a subsequent date.

The City of Benton Harbor reserves the right to accept or reject any or all proposals, in whole or in part; to waive any irregularities therein; to increase or decrease the quantities listed; to award the contract to other than the low bidder; or to accept any responsible proposal.

Proposals shall be submitted in sealed envelope(s) addressed as follows:

**City of Benton Harbor City Hall
City Clerk's Office
200 East Wall Street
Benton Harbor, Michigan 49022**

Envelope(s) shall be clearly marked with the following inscription:

"Debris & Junk Removal Services 2022"

The Bidder shall include in his/her proposal, a brief history of his/her company and three references of accounts presently (or recently) receiving services similar to the proposed services.

The Bidder shall provide detailed information regarding those efforts contemplated for subcontracting (if any). Efforts to be addressed include mowing, raking, sweeping, clearing, hauling, trimming, edging, pruning, transferring, sorting, and disposal, if applicable.

Requirement

The City of Benton Harbor requires a debris & junk removal service for its City lots, and vacant lots, and other established sites. Site locations will be provided.

Equipment and Labor

The Bidder shall have adequate labor and equipment at his/her disposal to remove debris and junk at the sites requested. Only individuals who are employees of the Bidder, or employees of bidder's subcontractor(s) and who have specific qualifications and experience related to the contemplated task shall operate all equipment. The Bidder shall furnish evidence of contingency planning so as to be able to provide superior and uninterrupted service. The Bidder shall provide an equipment inventory listing as part of his contingency plan.

All equipment owned or controlled by Bidder, while operated and/or located on City's property, (leased or rented property under the control of the buyer included) shall conform with all applicable laws and regulations then in effect, including but not limited to those related to occupational safety and health.

Scope of Work

The work shall include the furnishing of all labor, material, equipment and tools necessary for the proper disposal and removal of debris, or any other cleanup requirements as directed by the City's representative at listed sites in proposal.

1. During the months of June through October, or as needed, removal will be done on a weekly basis, unless otherwise directed by the City's representative. The debris removal will include:
 - a) Removal of all debris and junk at designated site(s);
 - b) Lifting, Carrying, Moving of Junk;
 - c) Removing trash and debris on sidewalks and buildings (where applicable); and
 - d) Removing debris to present the property in a neat and orderly manner.

2. All work will be directed by the City's representative.

Site Requirements and Particulars

The successful bidder shall accompany the City's representative, at a mutually agreed upon date and time, on an inspection of each site to determine debris removal areas and present conditions. The City may award one site, more than one site, or all sites to a bidder.

Contract Period

The contract period shall be for four (4) months or less, commencing in June and ending October 31st, unless mutually extended by both parties.

Permits

The Bidder shall provide evidence of his ability to secure all necessary permits and his ability to comply with all local, state, and Federal regulations concerning lawn mowing services, if any.

Insurance Requirements

The Bidder shall provide evidence that all satisfactory workmen's compensation insurance and public liability and property damage insurance will be in full force and affect for the contemplated period of performance. Amounts of insurance coverage shall not be less than the following:

General Liability Insurance Coverage and Limits of Liability

1. General Aggregate	\$2,000,000
2. Products-Comp/Op AGG	\$2,000,000
3. Personal & Adv Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (Any one fire)	\$1,000,000
6. Med Exp (Any one person)	\$1,000,000

Vehicle Liability Coverage and Limits of Liability

1. Combined single limit	\$1,000,000
2. Excess Liability	\$2,000,000

Worker's Compensation Coverage (Per Statutory Limits)

1. EI Each Accident	\$1,000,000
2. EL Disease - Policy Limit	\$5,000,000
3. EI Disease - EA Employee	\$1,000,000

Terms of Payment

Payment for contracted services shall be made on the basis of net 30 days unless otherwise indicated on any subsequent purchase order. Bidder shall clearly indicate any allowance for cash discount for payment within a certain period before or after delivery. It is the City's standard practice to take advantage of all discounts when practical.

Equal Employment Opportunity

Bidder shall meet State of Michigan affirmative action and equal employment opportunity

standards, regulations, and laws then in effect at the time of proposal submission, during the affectivity of any proposal, and during the lifetime of any ensuing contract. Any contracts entered into shall be pursuant to the laws and regulations of the State of Michigan.

Ethics

No City Commissioner, officer, employee, or their respective family members of the City of Benton Harbor shall be interested financially in any contract entered into by the City. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the City. The City shall not purchase supplies or materials from an employee of the City or of a City Commissioner or from a member of the household of an employee of the City or City Commission. The same shall apply to purchases from a company or firm in which an employee of the City or a City Commissioner thereof holds a controlling or significant interest.

Electronic Mail Communication

The City shall communicate with vendors through electronic mail; therefore, the vendor must have a valid, active electronic mail address. This address must be provided to the city at the time of contract execution and remain active for the duration of the contract. Failure to do so may result in the termination of the contract.

Any questions, please contact Maurice Bruce, Chief Code Compliance at (269)927-8418.