

BID  
FOR  
GREASE GRIT DEBRIS REMOVAL AND  
CLEANING

CITY OF BIG RAPIDS

PUBLIC WORKS DEPARTMENT  
WASTEWATER  
226 N. MICHIGAN AVENUE  
BIG RAPIDS MI 49307

231-796-8483

NOTICE TO BIDDERS

CITY OF BIG RAPIDS GREASE, GRIT, DEBRIS REMOVAL AND CLEANING

The City of Big Rapids will accept sealed bids for GREASE GRIT DEBRIS REMOVAL AND CLEANING until 3:00 p.m., local time, September 22, 2017 in the Office of the Treasurer's Office, 226 North Michigan Avenue Big Rapids MI 49307.

Specifications may be obtained in the Office of the Treasurer's Office or on the City website at [www.cityofbr.org](http://www.cityofbr.org).

All proposals shall be clearly marked "**GREASE GRIT DEBRIS REMOVAL AND CLEANING**". The City of Big Rapids reserves the right to accept or reject all or any bids or to waive informalities, and to award the bid in any manner deemed to be in the best interest of the City.

The City of Big Rapids is an Equal Opportunity Provider and Employer

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## BID SPECIFICATIONS

I. GENERAL:

A. Inspection of Premises:

Prior to submitting a bid, each bidder shall personally investigate the City's requirement for Grease Grit Debris Removal and Cleaning, so as to arrive at a clear understanding of the services to be rendered, the manner and conditions under which the services are to be performed, and to familiarize himself/herself with all aspects of **Grease Grit Debris Removal and Cleaning**.

B. Each Bid Price Requested:

As requested on the "Bid" section of this bid document bid price(s) shall be submitted for Grease Grit Debris Removal and Cleaning in accordance with all specifications outlined herein.

C. Award of Contract and Commencement of Services:

Contract award(s) will be made within approximately 10 days of bid opening date. The successful bidder(s) shall enter into an Agreement within ten (10) days of the award of contract. Upon entering into an Agreement, contractual services will commence on an "AS REQUIRED" basis during the period of the Agreement.

D. Invoicing and Payments:

The CONTRACTOR shall submit detailed invoices as required herein to the City. The invoices will be subject to verification by the City and in the event no discrepancies exist, will be paid within 30 days of receipt.

E. Licenses and Permits:

Prior to commencing any contractual services, the CONTRACTOR shall obtain and furnish the City copies of all necessary approvals and permits, prior to entering into an Agreement. The City currently has a permit for grease discharge at Muskegon Waste Water Treatment and may change at any time. **The contractor may use their own location for disposal if the price advantage is to the benefit of the city.**

F. Insurance Requirements:

1. The CONTRACTOR shall carry the following insurance and prior to entering into an Agreement will provide the City proof of said insurance:
  - a. Worker's Compensation in accordance with Michigan Statutes (Individual contractors will be required to obtain, at their own expense, Worker's Compensation Insurance; and
  - b. Contractor's Public Liability with limits of not less than \$1,000,000/\$1,000,000 to protect the CONTRACTOR and City against claims for the injury or death of one or more persons and \$300,000/\$300,000 to protect the CONTRACTOR and City against claims for injury to or destruction of property. City of Big Rapids to be added as an additional insured; and

c. Motor Vehicle Liability Insurance with limits of not less than \$1,000,000/\$1,000,000.

2. Notification of Cancellation - The CONTRACTOR shall immediately notify the City prior to the cancellation of, or change in, any such insurance required herein. If any of the insurance is canceled, the contractor shall cease operations on the date of termination and shall not resume operations until new insurance is in force.

G. Hold Harmless Clause:

The CONTRACTOR shall, upon execution of the Agreement, agree to assume all liability for and protect, indemnify and save the City, its agents, officers, and employees harmless from and against all actions, claims, demands, judgments, losses, expense of suits or actions and attorney fees for injuries to, or death of, any person or persons whomsoever, including the parties hereto, and their agents. Said CONTRACTOR shall pay, settle, compromise, and procure the discharge of any and all claims and losses, damages, and expenses. No employee of the CONTRACTOR shall at any time be considered an agent or employee of the City.

H. Equal Employment Opportunity Statement:

All bidders are required to submit with their bid a signed copy of the attached "Equal Employment Opportunity Statement."

I. Assignments:

The CONTRACTOR shall not assign, transfer, convey or otherwise dispose of the contract or his right to execute it or his right, title, or interest to it or any part thereof or assign any of the monies due or to become due under the contract, without the prior written consent of the City.

J. Subletting:

The CONTRACTOR shall not sublet or assign any portion of the contract without the written consent of the City. Such consent shall not relieve the CONTRACTOR from full responsibility for the performance of the contract.

K. Safety:

The CONTRACTOR shall comply with all Federal, State and local laws and regulations governing the furnishing and use of all safeguards, safety devices, and protective equipment, and take any other needed actions on his own responsibility as necessary to protect the life and health of employees on the job and the safety of the public and to protect property during the performance of the contract.

Contractors shall submit to the City their Confined Space Program in written formal submitted with bid documents.

L. Cancellation Clause:

The City shall have the right to terminate the Contract upon written notice for just cause. The City shall have the right to terminate the Contract immediately if the CONTRACTOR fails to comply with all applicable state and local regulations or for nonperformance which

may endanger the public health, safety or welfare.

M. Workmanship:

All contractual services shall be performed only by personnel trained and experienced in the various aspects of applicable equipment operation as required herein.

N. References:

The Contractor shall provide, with the bid, references including personal names and phone numbers where they have undertaken at least five jobs of similar scope and complexity in the last two years.

O. Length of Contract

Three years from the date of City Commission approval plus Two (2) one year extensions if both parties agree to continue.

P. Submission of Bid :

All bids must be submitted to the City of Big Rapids, Office of the Treasurer's Office, 226 N. Michigan Avenue, Big Rapids, Michigan 49307 by 3:00 p.m. local time, September 22, 2017 in sealed envelopes plainly marked "**BID FOR GREASE GRIT DEBRIS REMOVAL AND CLEANING**".

## II.

## TECHNICAL

### General

1. CLEANING AND REMOVAL shall be performed by a vactor/sewer jet combination truck. Selection of equipment shall be based on such field conditions as exemplified as: availability to manholes, process channels and basins, type of debris to be removed, depth of basins, etc.

### CLEANING AND REMOVAL

1. **Cleaning:** The designated sanitary sewer manhole sections shall be cleaned using vactor type sewer cleaning equipment. Selection of the equipment used shall be based on the conditions of the lines at the time the work commences. The equipment and methods selected shall be satisfactory to the City. The equipment selected for cleaning shall be capable of removing roots, dirt, grease, rocks, sand, and other deleterious materials and obstructions from the process structures and manholes. If cleaning of an entire section cannot be successfully performed, the equipment shall be reset up and cleaning again attempted. If again successful cleaning cannot be performed, the Contractor shall notify the City.
2. **Material Removed:** All sludge, dirt, sand, rocks, grease and other solid or semi-solid material resulting from the cleaning operation shall be removed. Passing material from process to process causing line stoppages, accumulations of materials in wet wells, or damage pumping equipment shall not be permitted. Contractor will provide written proof of proper disposal and related bills.
3. **Disposal of Materials:** All sanitary sewer solids or semi-solids resulting from the cleaning operations shall be removed from the site and disposed of in an approved sanitary landfill. The City maintains a permit for grease disposal at the city of Muskegon. The city may at any time change the site of disposal or the Contractor may use a site of its own with the preferred site being the site that costs the City least for disposal and is reflected in the project fees. The Contractor shall include hauling cost as part of the bid process. All materials shall be removed from the site no less often than at the end of each workday. The City will allow dewatering of the Vac units on site under controlled conditions that do not allow recycling the material back to the plant beyond the limits allowed by the Plant operators on site. Under NO circumstances will the Contractor be allowed to accumulate debris, etc., on the site of work beyond the stated time, except in totally enclosed containers and as approved by the City.
5. **Cleaning Precautions:** During all Waste Water Plant cleaning operations, satisfactory precautions shall be taken to protect the process from damage that might be inflicted by the improper use of cleaning equipment. When additional quantities of water from fire or plant hydrants are necessary to avoid delay in normal working procedures, the water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant nor shall a hydrant be used for the purpose described unless a backflow protection device is installed.
6. **Final Acceptance:** Acceptance of this portion of the work shall be made and shall be to the satisfaction of the City's representative.

7. Contractor shall respond to emergencies within two hours of receiving call.
8. Contractor shall list emergency names and phone numbers for 24 hour contact.
9. Contractor shall list all equipment that is available to the City of Big Rapids – make, year, components and capacity.
10. Provide five references of municipal customers. Provide current contact person and phone number.



## CONFINED SPACE ENTRY

### I. Definition and Intent:

- a. For the purpose of this rule, the term "confined space" means any space which has limited openings for employee entry and exit, unfavorable natural ventilation which could contain or produce dangerous concentrations of air contaminants, flammable gases or vapors, or a deficiency of oxygen, and is not intended for continuous employee occupancy. Confined spaces include, but are not limited to: storage tanks, process bins, boilers, ventilation or exhaust ducts, sewers, manholes, underground utility vaults, tunnels, pipe lines.
- b. Before an unprotected employee enters a confined space, the atmosphere shall be thoroughly tested, adequate ventilation assured, and the atmosphere be continually monitored until all work in the confined space is finished. Precautions shall be taken to prevent the creation of non-respirable or hazardous atmosphere in such confined space during the time that an employee(s) is (are) inside.

**NO** employee shall enter a confined space and **NO** employee shall direct, permit or allow another under his supervision to enter a confined space without:

- a. Road level safety equipment in place (signs, flashers, etc.) as needed
  - b. Hard hats on all employees at the site as required.
  - c. Other personnel safety equipment as job and location dictates.
  - d. Extinguishing all smoking material.
  - e. Wearing a safety harness and lifeline if confined space is over six feet deep from entry point to bottom.
  - f. Testing confined space, using an approved detection device before entry and providing continuous monitoring during entry.
  - g. Ventilating the space, using an approved methods or devices.
  - h. Recording all test results.
  - i. Supervisor or his designate filling out the City entry permit.
  - j. At least one employee on the surface in direct communication with employee in the confined space at ALL times.
  - k. Employee shall be equipped with communications on site at ALL times.
  - l. Continued monitoring of the confined space while any employee is within the space, using the approved detector.
  - m. Notifying supervisor prior to entry and on completion of the confined space entry operation.
- II. Contractor shall provide the City with a copy of their MIOSH Complaint Confined Space entry Program with their bid.

**CONFINED SPACE ENTRY PERMIT**

CONFINED SPACE LOCATION

DATE \_\_\_\_\_ TIME

REASON FOR ENTRY

YES NO READING \_\_\_\_\_

- 1. HAS CONFINED SPACE BEEN CHECKED WITH DETECTOR      yes no
- 2. HAS CONFINED SPACE BEEN VENTILATED                      yes no
- 3. HAS SUPERVISOR BEEN NOTIFIED BEFORE ENTRY              yes no
- 4. IS ALL SAFETY EQUIPMENT IN PLACE AND ON EMPLOYEE(S)      yes no
- 5. DETECTOR IS ON EMPLOYEE TO PROVIDE CONTINUOUS MONITORING      yes no
- 6. EMPLOYEE WITH TWO-WAY RADIO ON SITE                      yes no
- 7. STAND-BY EMPLOYEE(S) ON SITE FOR CONTINUOUS COMMUNICATION      yes no
- 8. DETECTOR IS OPERATING PROPERLY (BATTERY CHECK, SELF DIAGNOSIS)      yes no

**IF THE ANSWER IS NO TO ANY OF THE ABOVE DO NOT ENTER. CONTACT SUPERVISOR IMMEDIATELY.**

PERMIT TO BE COMPLETED BY SUPERVISOR OR HIS DESIGNATE.

SUPERVISOR OR DESIGNATE Waste Water Treatment DEPT.

EMPLOYEES ASSIGNED

COPY TO BE FORWARDED TO DIRECTOR OF PUBLIC WORKS

# SCOPE OF WORK

## SCOPE OF WORK

1. Periodic cleaning and removal. Bid shall list price per process section.

### Equipment

Vactor/Sewer Type Combination, hoses and equipment as needed

### Areas of Work:

#### Grease Removal

1. Grease Grit influent channel and screw pump stilling well
2. Head works grit chamber
3. Final Clarifier center ring, and/or surface, and/or floor area when emptied
4. Final Clarifier scum pits
5. Effluent discharge pit
6. Aeration splitter box

#### Grit Removal

1. Influent well of Screw Pumps
2. Grit Channel of Grease Grit removal building
3. Activated Sludge Basins (4)
4. Equalization basin
5. Final Clarifiers (2)

#### Debris Removal

Any of the other previously listed areas as it may be mixed with the Grease or Grit

#### Cleaning

As it is associated with the Removal of the previously listed materials

Any combination of these areas may be present in any project.

**GREASE GRIT DEBRIS REMOVAL AND CLEANING**

- BID PROPOSAL FORM – (additional work, if required)

TO: The City of Big Rapids

The undersigned has examined the specifications and requirements contained within the City of Big Rapids BID INVITATION for **Grease Grit Debris Removal and Cleaning**. The undersigned is prepared to furnish the complete vehicle in strict accordance with all stipulations contained herein.

A. Cost/Mile for hauling waste material to approved sanitary landfill. \_\_\_\_\_

B. State in approximate hours of time your firm can respond to notification of:

Periodic Scheduled Cleaning \_\_\_\_\_ -

Emergency Problems \_\_\_\_\_ -

The City Commission reserves the right to reject any or all bids, waive informalities and to award the bid in any manner deemed to be in the best interest of the City.

NAME OF COMPANY \_\_\_\_\_ \

ADDRESS \_\_\_\_\_ \

CITY, STATE, ZIP \_\_\_\_\_ \

TELEPHONE NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ \

DATE \_\_\_\_\_ \

FEDERAL I.D. NO. \_\_\_\_\_ \

CITY OF BIG RAPIDS  
226 North Michigan Avenue  
Big Rapids, MI 49307

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Contractor hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Contractor shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin or sex and will take affirmative action to prevent such discrimination. Such action shall include but not be limited to the following: employment, up-grading, demotion, transfer, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
2. In soliciting or advertising for employees placed by or on behalf of the Contractor, Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin or sex. For this purpose it shall suffice to place the words "An Equal Opportunity Employer" in a predominant place at the office of said Contractor.
3. Contractor shall send notice of the City's policy regarding affirmative action to each labor union or representative of workers with which Contractor has any agreement, contract or other understanding.
4. Contractor shall furnish information and reports as requested by the City in accordance with this policy. Contractor shall provide access to his employment books, records and accounts to any duly authorized representative of the City in order to allow such representative to ascertain whether or not this policy is being complied with by the Contractor.

The undersigned has examined the requirements herein and is prepared to perform all work in strict accordance with the stipulations contained in the EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

NAME OF COMPANY \_\_\_\_\_ \

ADDRESS \_\_\_\_\_ \

CITY, STATE, ZIP \_\_\_\_\_ \

TELEPHONE NUMBER \_\_\_\_\_ \

AUTHORIZED SIGNATURE \_\_\_\_\_ \

TITLE \_\_\_\_\_ \

DATE \_\_\_\_\_ \

**NAME, ADDRESS, LEGAL STATUS AND  
SIGNATURE OF BIDDER**

This Proposal is submitted in the name of:

The undersigned hereby designates below his business to which all notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_

The undersigned hereby declares that he has the legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- CO-PARTNERSHIP
- The Assumed Name of the Co-partnership is registered in the  
County of \_\_\_\_\_, Michigan
- CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF  
\_\_\_\_\_. The Corporation is
- LICENSED TO DO BUSINESS IN MICHIGAN
- NOT NOW LICENSED TO DO BUSINESS IN MICHIGAN

The name, titles and home addresses of all persons who are Officers or Partners in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

SIGNED AND SEALED This \_\_\_\_\_ day of \_\_\_\_\_

_____	_____
BY (Signature)	PRINTED NAME OF SIGNER

_____	_____
TITLE	TELEPHONE NUMBER

CITY OF BIG RAPIDS

AGREEMENT

THIS AGREEMENT, made as of the \_\_\_\_\_ day of \_\_\_\_\_, by and between the CITY OF BIG RAPIDS, hereinafter called OWNER, and \_\_\_\_\_ hereinafter called the CONTRACTOR.

WITNESSETH, that whereas the OWNER intends to \_\_\_\_\_, hereinafter called the Project in accordance with the Plans, Specifications and other Contract Documents as prepared by the City of Big Rapids and \_\_\_\_\_.

NOW, THEREFORE, THE OWNER and CONTRACTOR for the consideration hereinafter set forth, agree as follows:

I. THE CONTRACTOR AGREES to furnish all the necessary labor, materials, equipment, tools and services necessary to perform and complete, in a workmanlike manner, all work required for the Completion of the Project, in strict compliance with the Contract Documents herein mentioned, which are hereby a part of the Contract, including the following Addenda:

ADDENDUM NO.          DATED

A. Contract Time: Work under this Agreement shall commence upon written notice to proceed, and shall be completed within 30 days.

If the CONTRACTOR refuses or fails to prosecute the work, or any separate part thereof, with such diligence as will insure its completion, ready to use, within the number of consecutive calendar days specified herein, or any extension thereof, or fails to complete said work within such time, the OWNER may, by written notice to the CONTRACTOR, terminate his right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the OWNER may take over the project and prosecute the same to completion, by contract or otherwise, and the CONTRACTOR and his sureties shall be liable to the OWNER for any excess cost occasioned the OWNER and may take possession of and utilize in completing the Project such materials, appliance, and plant as may be on the site of the Project and necessary therefor.

B. Liquidated Damages: If the OWNER does not terminate the right of the CONTRACTOR to proceed, the CONTRACTOR shall continue the Project, in which event the actual damages for the delay will be impossible to determine and in lieu thereof, the CONTRACTOR shall pay the OWNER the sum of \$100.00 (One Hundred Dollars) per day of delay until the Project is substantially completed, ready for operation, and the CONTRACTOR and his Sureties shall be liable for the amount thereof. Provided, however, that the right of the CONTRACTOR to proceed shall not be terminated or the CONTRACTOR charged with liquidated damages because of any delays in the completion of the Project due to unforeseeable causes beyond the control and without the fault or negligence of the CONTRACTOR, INCLUDING, but not restricted to acts of God or of the public enemy, acts of the OWNER, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather or delays of Sub-Contractors due to such causes, and the CONTRACTOR shall, within ten (10) days from the beginning of any such delay (unless the OWNER shall grant a further period of time prior to the date of final settlement of the Contract)

notify the OWNER in writing of the cause of delay who shall ascertain the facts and the extent of the delay and extend the time for completing the work, when, in its judgment, the facts justify such an extension and its findings of fact thereon shall be final and conclusive on the parties thereto.

C. Sub-Contractors: The CONTRACTOR agrees to bind every sub-contractor by the terms of the Contract Documents. The Contract Documents shall not be construed as creating any contractual relation between any Sub-Contractor and the OWNER.

II. THE OWNER AGREES to pay, and the CONTRACTOR agrees to accept, in full payment for the performance of this Contract, the Contract amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in accordance with the provisions of the Contract Documents.

III. AUTHORITY AND RESPONSIBILITY OF THE \_\_\_\_\_: All work shall be done under the general supervision of the \_\_\_\_\_. The \_\_\_\_\_ shall decide any and all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of Plans and Specifications and all questions as to the acceptable fulfillment of the Contract on the part of the CONTRACTOR.

IV. SUCCESSOR AND ASSIGNS: This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the OWNER AND THE CONTRACTOR respectively and his partners, successors, assigns and legal representatives. Neither the OWNER nor the CONTRACTOR shall have the right to assign, transfer or sublet his interests or obligations hereunder without written consent of the other party.

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

ATTEST

\_\_\_\_\_  
City of Big Rapids

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
By

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

BUSINESS ADDRESS

Telephone:



## INCOME TAX REGULATIONS REGARDING BIDS PROPOSALS:

REFERENCE: City of Big Rapids filing of **Withholding and Big Rapids Income Tax Return** for projects within the City of Big Rapids, Michigan 49307.

Dear General Contractor:

According to the City of Big Rapids Income Tax Ordinance and Rules and Regulations, all employers (including general contractors and subcontractors) in Big Rapids having one or more employees and all employers outside of Big Rapids who conduct business in Big Rapids, are required to **withhold tax** from employees and **file a tax return**.

In order to be in compliance with the City's Income Tax Ordinance, please provide a **list** of all subcontractors and addresses, doing business at the above address of \$25,000 or more to the City of Big Rapids Income Tax Office.

As an employer, if you are withholding, please notify this office to verify the Federal I.D. Number and the Name (Doing Business As) which you are reporting. If you are not currently withholding, please contact this office to complete and return the EMPLOYER REGISTRATION CARD and begin withholding.

All employers are required to remit monthly if the monthly withholding exceeds \$100 and quarterly if the monthly withholding is less than \$100. The *Registration Card*, instructions, and coupons for withholding are available on the City of Big Rapids website: [www.cityofbr.org](http://www.cityofbr.org)

Section 61 of the City of Big Rapids Income Tax Ordinance states:

*An employer shall file with the City a reconciliation of quarterly returns on or before the last day of February following each calendar year in which the employer has withheld from an employee's compensation.*

The same filing date applies to W-2's. The ordinance does not allow for an extension of time for filing the reconciliation or the W-2's.

If you have any questions, please feel free to call me at (231) 592-4012.

Sincerely,

Paul B. Cole,  
Income Tax Administrator

Bids for **Grease Grit Debris Removal and Cleaning** were sent to the following Contractors.

Northern A-1 Services/Pollution Control Services  
Tom Wolf  
3947 US 131 North  
P.O. Box 1030  
Kalkaska MI 49646

Terra Contracting  
3230 Jefferson Ave SE  
Grand Rapids, MI 49548

Plummers Environmental Services  
10075 Sedroc Industrial Dr SW  
Byron Center, MI 49315

K&D Grand Rapids, Inc  
2629 Prairie St SW  
Wyoming Mi 49519