REQUEST FOR QUOTATION
YPSILANTI DISTRICT LIBRARY
3 YEAR CONTRACT FOR SNOW REMOVAL

AUGUST 1, 2023

The Ypsilanti District Library is accepting quotations for a three-year contract for snow removal for the 2023/24 through the 2025/26 winter seasons. The winter season is defined as the period from November 15 through April 15. The contract will include all three Library locations:

- 5577 Whittaker Road, Ypsilanti Township
- 229 W. Michigan Avenue, Ypsilanti
- 1900 Harris Road in Superior Township

Snow depths shall be determined by the official report of the National Bureau and Local Weather Service, and/or on-site measurements for purposes of any price delineation due to depth of snowfall.

QUOTE FOR EACH LOCATION TO INCLUDE:

1. Price for snow plowing per push and any delineation in price for depth of snowfall.
2. Seasonal price for snow plowing and any delineation for depth of snowfall.
3. Price for removing snow from each location’s sidewalks and Library Plaza downtown per push and any delineation for depth of snowfall.
4. Seasonal price for removing snow from each location’s sidewalks and Library Plaza downtown and any delineation for depth of snowfall.
5. Price for salting of parking lots, roadways and areas not requiring ice melter per application.
6. Seasonal price for salting of parking lot and areas not requiring ice melter.
7. Price for de-icing each location’s sidewalks and Library Plaza downtown per application.
8. Seasonal price for de-icing each location’s sidewalks and Library Plaza downtown.
9. Price for heavy equipment and labor for snowfalls in excess of 10 inches.
10. A list of three (3) commercial references for whom snow removal was performed.

GENERAL INFORMATION

1. The chosen vendor will ensure that they will be able to respond quickly to adverse weather conditions that affect the parking lot and walkways to keep them hazard free for Library patrons during the hours that the library is open.
2. On days the Library opens at 9 or 10 a.m., employees begin arriving at or before 8 a.m., therefore the main sidewalks at both locations and staff parking area at Whittaker Road need to be cleared prior to 8 a.m. The remaining parking areas and sidewalks must be cleared no later than 8:30 a.m. (for snowfalls that occur overnight).
3. On Sundays, the Whittaker Road Library opens at 1 p.m. and employees begin arriving at or before noon, however, work should be timed such that patrons have safe access to the materials return boxes at all locations during the morning hours.

4. Areas to be plowed include:
   a. Whittaker: the non-motorized path along Whittaker Road bordering the Library property, and Veterans Drive running through the Library property
   b. Michigan Avenue: an 8’ path through Library Plaza downtown and access to the Plaza’s seating areas
   c. Harris Road: The drive-up book return loop.

5. The successful company will provide a Proof of Insurance Certificate which includes Property Liability, Property Damage and Workers’ Compensation upon execution of a contract with the Ypsilanti District Library.

6. The successful company will provide a minimum of two (2) contact persons with their contact information (cell and land line telephone numbers).

7. This contract shall commence on November 15, 2023 and continue for a period of three (3) years. The Ypsilanti District Library may terminate this contract at any time by giving thirty (30) days written notice by certified mail. Should cancellation occur a refund of the sum paid by the Ypsilanti District Library would be pro-rated on the basis of the unused portion of the contract period paid. No service charge, handling fees or other penalties for cancellation will be allowable.

8. Both parties must agree that the contract is not transferrable or assignable.

9. It is further understood that no other agreement – oral or written – expressed or implied – shall limit or qualify the terms of this agreement unless such additional agreement is accepted in writing by both parties.

10. Final acceptance and awarding of the contract will be the decision of the Ypsilanti District Library Board of Trustees at their August 23, 2023 meeting.

11. The decision of the Ypsilanti District Library Board of Trustees to award the contract will be based on various factors including; price, reference checks, and quality of workmanship. Lowest price proposal is not automatically awarded the contract.

12. The Ypsilanti District Library reserves the right to reject any proposal.

Questions regarding the properties or YDL’s expectations should be directed to Jim Reed, Facilities Manager, via telephone at (734) 482-4110 x1309.

Questions regarding the bid process should be directed to Lisa Hoenig, Library Director, (734) 879-1300 or lisa@ypsilibrary.org.

All quotations are due by 5:00 p.m. Wednesday, August 16, 2023.

Quotations should be submitted to Lisa Hoenig, Library Director, and can be:
- Faxed to (734) 482-0047.
- Delivered to YDL, 5577 Whittaker Road, Ypsilanti Michigan 48197.
- Emailed to lisa@ypsilibrary.org.