



# Request for Quotation

To: Interested Contractors

From: April McGrath, Director of Administrative Services

Date: October 9, 2009

Subject: Request for bids for Ordinance abatement services

Bid Close Date: November 5, 2009 at 2:00pm

---

The City of Ypsilanti desires to receive bid pricing for a number of categories of Ordinance Violation Abatement services. The City reserves the right to contract for any/all/none of the services as the necessity arise. The City is not bound to use all categories of service and will use services entirely at its discretion. The City may contract with separate contractors for any category of services or any combination thereof. Contract will be the City of Ypsilanti's standard contract and will be for a maximum of 1 year with option for negotiated renewal at increases not to exceed 3% per year.

All Bid quotations must be submitted in a sealed envelope marked "Ordinance Abatement Bid" either mailed or hand delivered to the City of Ypsilanti Clerk's Office at 1 South Huron St., Ypsilanti, MI 48197 on or before the closing date of November 5, 2009 at 2:00pm. Quotes must be time stamped by the city Clerk's office prior to the closing date and time. Late submissions will not be accepted. All quotes must be submitted in triplicate including one original and 2 complete copies including all backup and supporting documentation. Bids shall include the following labeled attachments:

- Attachment 1 Number of persons employed by the contractor including copies of Drivers Licenses or State ID Cards including hourly billing rates
- Attachment 2 A complete list of available equipment with hourly billing rates
- Attachment 3 History of similar work experience
- Attachment 4 References including names, address and telephone numbers
- Attachment 5 Proof of Insurance, including Liability and Workman's compensation
- Attachment 6 Bid Sheet including complete pricing for all bid categories for which the bidder wishes to be considered.
- Attachment 7 Compliance with the City of Ypsilanti's Living Wage Ordinance document

All bid quotations must be submitted on the Request for Quotation Form. All bids must include the number of persons employed by the contractor, a complete list of available equipment, a history of previous similar work experience and a list of current work and references.

The City reserves the right to refuse any and or all bids and to waive any informalities and technicalities and to accept the bid which it deems most favorable to the interest of the City.

Proof of insurance is required and must be submitted with the Bid package.

Contracts shall include the standard City of Ypsilanti "Addendum to Agreement to Services".

Contractor must be in compliance with the Ypsilanti Living Wage Ordinance #892 at all times and provide documentation as required to the Ypsilanti Personnel Department throughout the contract period.

**General Conditions:**

Contractor and contractor's employees must comply with all Local, State and Federal laws and ordinances.

Contractor shall provide and maintain email and mobile/cellular phone communication service capable of communicating with the City during normal business hours. 24 hour/7 day Mobile/cellular phone communication shall be provided for emergency services. Email/computer capability must be sufficient to interface with the City computer system for receiving and submission of Work Authorizations and Invoices on a daily basis.

Contractor shall provide a sufficient crew at each job site with all equipment, means and methods necessary to complete the specified work as efficiently and rapidly as possible.

Contractor shall own and be able to operate two (2) digital cameras used to verify "before and after" situations from the same vantage point. Cameras shall have the capability and will be required to record the date and time on all images. Images shall be taken immediately before start and after completion of work. Images shall be correctly identified and emailed with invoices. Images shall be in .jpeg format with minimum 1024x768 resolution and must be accurately named by address and sorted in folders for each individual date. If photos are not submitted, the City reserves the right to refuse payment.

All invoices must list the correct address or parcel identification number of the property. Invoices without correct information will not be paid.

Work may be anywhere within the Ypsilanti City limits. Work except specified emergency services such as board-ups, shall not start before 8:00 am and shall end not later than 8:00 pm Monday through Saturday. Work on Sundays and National Holidays is prohibited with the exception of trash removal.

Contractor shall comply with all OSHA and MIOSHA requirements and guidelines.

The contractor must barricade work area and post appropriate signage where precautions are necessary to protect the public.

The contractor shall include in the bid the cost and responsibility for all cleanup and removal of site debris, rubbish, and identifiable material. Disposal shall be the contractor's responsibility and must take place in accordance with all State and Federal laws. Contractor's staff shall be trained in estimating volume of trash for removal and disposal category of work.

Response for emergency services will require an onsite presence within 60 minutes and continuous presence thereafter until the abatement is complete. Response for weather dependent activities such as mowing shall be within 48 weekday hours with weather delays as approved by the Building Department only. Response and completion for all other work requests shall be within 48 hours of authorization by City representative. The City reserves the right to provide minimum 48 hours advance notice for scheduled work such as peak time trash pickups.

Contractor shall assure that all workers wear, in a conspicuous location, a picture identification badge issued by the contractor with name and supervisor contact information. All of the contractor's staff shall have been provided with and complete training in "dealing with difficult people".

Contractor is advised that their employees must act in a polite and professional manner toward the public at all times and refer any questions, complaints or concerns received from the public to a representative designated by the City.

The City reserves the right to require the Contractor to replace any employee for any reason, or no reason at all.

When disputes occur between the contractor and the property owner or City regarding time at the site and/or work done, the City will, through its review process, make a final determination and when required shall adjust payment to the contractor accordingly. Contractor shall have opportunity to present data and/or provide testimony as the basis for a determination.

Billing, except as specifically noted otherwise, shall be submitted a maximum of 5 days following completion of work with all necessary digital photos, receipts and other documentation. Invoices shall be broken down to show unit prices where appropriate and include signed waivers of Lien for any subcontracted work. Payment will be made according to the City of Ypsilanti's standard schedule.

Contractors may submit pricing for any and/or all individual categories of work (Graffiti, Moving, Clean-up or Board-up). The City reserves the right to award a contract to any bidder for any or all of the Categories in which a contractor submits a bid.

### **Category 1. Graffiti removal**

Request quote for graffiti removal and painting services to be provided in the most economical and expedient manner.

Qualified contractors must have a working knowledge of removal of graffiti including but not limited to: power washing, sandblasting, soda blasting, and repainting defaced areas. All work performed on designated historic structures must comply with historic District Commission approval.

Vendors shall supply all labor, equipment and materials for painting over graffiti and/or removing graffiti through power washing or other means as indicated by the Ypsilanti Building Department.

In situations where repainting the surface is necessary, only acrylic latex paints shall be used to cover graffiti. Surfaces may include, but are not limited to: wood, concrete, metal and masonry. Previously unpainted surfaces such as brick, signs, decorative block, sidewalks and streets are also included, but require an accepted method of graffiti removal and/or application of anti-graffiti

coating or sealant as directed. Only first quality paint shall be used. Color will be required to match existing. All applications shall be to the area of graffiti only.

Provide pricing per attached Bid Sheet.

## **Category 2. Mowing/Weed Cutting**

Request for quote for mowing and cutting of vacant and developed parcels including removal of all litter and debris from cutting area. Cutting height shall be 4" or less. Trimming along fences, hedges, plantings and structures to similar height.

Weed cutting will include clean up of miscellaneous debris from properties prior to weed cutting to avoid scattering of same. When the volume of debris is in excess of one 13 gallon trash bag the City, at their discretion, will determine if it is necessary for the contractor to collect the excess debris prior to cutting. The contractor shall properly dispose of any and all collected debris at no additional charge to the City.

Following cutting, all grass clippings, leaves and other debris shall be cleaned from all sidewalks, drives, porches and streets by blower or sweeping.

Mowing will be allowed during light precipitation but under no circumstances during lightning or medium to heavy rain.

Contractor will be responsible for repair of any damage caused by their equipment to the bark of mature trees, poles, posts, hydrants, guide wires, markers, utility boxes, curbs, signs, drainage structures, buildings, fences, vehicles or other fixed objects on parcels. Contractor will also be responsible for all damage to contractor's equipment.

Additional charge shall not be allowed for mowing vegetation in excess of 14" except with previous approval of the Building Department. In the event the majority of the vegetation on a parcel exceeds 14" in height, the City may approve payment of the surcharge included in the Bid. This surcharge must be approved in writing prior to start of work.

Provide pricing per attached Bid Sheet.

## **Category 3. Snow Removal**

Request for quote for snow removal on public sidewalks as well as the application of salt. Contractor will be responsible for clearing the snow on the entire width of the sidewalk as well as ensuring that no layer of snow remains as well as applying salt where necessary.

Contractors must be available within 48 hours of a snowfall which has accumulated over 1 inch. The City will be responsible for the notification to residents, however, the contractor may be asked to take pictures and keep proper documents of the abatements.

Contractor will be responsible for repair of any damage caused by their equipment to the sidewalks or landscaping.

Contractors will be required to attend a training by the building department regarding snow removal and all employees of the contractor will be required to attend as well.

Provide pricing per attached Bid Sheet

#### **Category 4. Leaf Pickup**

Request for quote for leaf pick up on streets. The City has recently passed a new ordinance that requires that no leaves will be raked into the streets. Contractors will be asked to remove the leaves at the request of the Building Department.

The City will be responsible for the notification to residents, however, the contractor may be asked to take pictures and keep proper documents of the abatements.

Contractor will be responsible for repair of any damage caused by their equipment to the sidewalks or landscaping.

Provide pricing per attached bid sheet.

#### **Category 5. Clean-ups/Debris Removal**

Request Quote for trash and debris clean-up, removal and disposal services. This work includes removal of debris, trash, junk, rubbish, litter, yard waste, goods, materials, noxious weeds, vegetation, trees, tree stumps, fences and construction materials from private and public parcels. Junk shall include but not be limited to parts of machinery or motor vehicles, unused stoves or appliances stored in the open, remnants of wood, metal or any other material or other castoff material of any kind, whether or not the same could be put to reasonable use. Construction materials shall include but not be limited to lumber, bricks, concrete or cinder block, blocks, plumbing materials, electrical wiring or equipment, shingles or roofing, mortar and concrete, nails, screws or any other construction materials. Scope shall also include removal of recreational vehicles including, but not limited to boats, trailers, or all terrain vehicles as well as removal of structure not attached to foundations.

Contractor shall correctly and safely dispose of all material in a legal and appropriate fashion at minimal cost to the City. Quoted prices for individual pickups shall include disposal at no additional cost to the city.

Following clean-ups mud, dirt, leaves and other debris shall be cleaned from all sidewalks, drives, porches and streets by blower or sweeping. Lawn clean-up areas shall be left rake clean.

Clean-up services will generally either take the form of excess trash and debris on street margins, areas of dumping or extensive clean-ups of entire parcels.

The City reserves the right to require the contractor to provide a "not to exceed" price for clean-up of more than 10 cubic yards or covering large areas prior to start of work.

## **Category 6. Board Up and Securing of Structures**

Request Quote for board ups and securing of structures following fires, warrant entry, emergency situation or abandonment. Required services may also include debris removal and disposal. Materials used must meet the following minimum standards:

Span rated 5/8" or 3/4" OSB sheathing

Frame grade lumber

Heavy duty locks and hasps. Locks to be type 3900 Series (Master) or equal with keys supplied to City personnel. (Other brands/lock series allowed with prior Building Department approval)

Power activated or minimum 3" screw fasteners for wood, concrete or metal

At the written option of the City, board up may be required in accordance with HUD Standards.

Contractor shall bill the owner and building insurer prior to billing the City. If payment is not received from these sources within 3 months of billing date, billing shall be forwarded to the City for payment and cost recovery.

All questions should be placed in writing to Frank Daniels, Building Manager at [fdanielsjr@cityofypsilanti.com](mailto:fdanielsjr@cityofypsilanti.com). All questions that are asked will be placed on the website for all bidders to review. You may also reach Mr. Daniels at (734) 482-1025.

©LIVING WAGE ORDINANCE COMPLIANCE REPORT

The City of Ypsilanti has adopted Ordinance 892, which requires any person(s) receiving financial benefit from the City of Ypsilanti to pay their employees a living wage. Financial benefit shall mean (1) any contract to primarily furnish services in the amount of \$10,000, or more, in any 12 month period, or (2) the receipt of grant money, financial assistance, or a tax abatement in the amount of \$10,000, or more, in any 12 month period. Financial benefit does not include maintenance services purchased at the time of the purchase of equipment.

Every person that receives a financial benefit from or through the City of Ypsilanti shall pay a living wage to all persons who work on the contract or who work in (or whose base of employment is in) the workplace or location that receives the grant money, tax abatement, or financial assistance. Living Wage is defined as wages of \$12.28 per hour when health care is not provided, and \$10.48 per hour when health care is provided.\*

Please complete the sections listed below. **Section A is mandatory.**

By completing **Section B**, you certify that your contract or agreement with the city of Ypsilanti is **not** subject to Ordinance 892.

By completing **Section C**, you certify that your contract, agreement, or other form of financial assistance **is** subject to Ordinance 892. As a requirement of the Ordinance, the City's Human Resources Department may request proof of compliance with the Ordinance. **You are required to furnish the Human Resources Department with copies of payroll records within 10 days of a written request. Failure to comply with the request may cause the contract to be modified or terminated to comply with the provision of the Living Wage Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with this Ordinance, and the City may also take action to recover the amount of any contract provided to any person found to have violated the Ordinance.**

**Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, The City of Ypsilanti has the right to modify, terminate, cancel, or suspend a contract if the Ordinance is violated.**

<b>SECTION A – COMPANY INFORMATION</b>	
Company Name & Contact Person	Street Address, City, State, Zip Code
Telephone Number	Contract for:
Date Prepared	City Department

<b>SECTION B - NOT SUBJECT TO ORDINANCE 892</b>	
I hereby swear that this is a true and correct document and I am an authorized representative of this company.	
SIGNATURE:	DATE:

<b>SECTION C - SUBJECT TO ORDINANCE 892</b>	
I hereby swear that this is a true and correct document and I am an authorized representative of this company.	
SIGNATURE:	DATE:

<b>SECTION D – AUTHORIZED CITY REPRESENTATIVE CERTIFICATION (DEPARTMENT SUBMITTING CONTRACT)</b>	
I, _____, as the City Representative for the above contract do hereby affirm that this was prepared in accordance with the City of Ypsilanti charter, ordinances and bid specifications.	
SIGNATURE:	DATE:

<b>SECTION E – CERTIFICATION OF RECEIPT</b>	
I, _____, do hereby certify that I have received this notice for compliance with Ordinance 892, and if the Ordinance in fact applies to this contract, I will insure compliance by requesting payroll records from the company once the contract is approved by City Council.	
SIGNATURE:	DATE:

<b>SECTION F – CERTIFICATION OF COMPLIANCE</b>	
I, _____, do hereby certify that I requested and received payroll records from the company listed in Section A, and they do comply with the provision of Ordinance 892.	
SIGNATURE:	DATE:

\*Health Care Benefits includes those paid for by the employer or making an employer contribution toward the purchase of health care.

**Securing of Buildings / Board ups**

Basic trip charge - All employees, materials and equipment to any location within the Ypsilanti City limits  
7am to 6pm - Ypsilanti City Hall business days

Basic trip charge - All employees, materials and equipment to any location within the Ypsilanti City limits  
6pm to 7am, weekends and Ypsilanti City Hall holidays

Install extra strength hasp and lock on existing door - Labor and materials 7am to 6pm Ypsilanti City Hall work days

Install extra strength hasp and lock on existing door - Labor and materials 6pm to 7am, weekends and Ypsilanti City Hall holidays

Board up of individual window and door opening not to exceed 7' 6" x 3' 6" with min. 1/2" OSB or 5 ply plywood  
Labor and materials 7am to 6pm Ypsilanti City Hall work days

Board up of individual window and door opening not to exceed 7' 6" x 3' 6" with min. 1/2" OSB or 5 ply plywood  
Labor and materials 6pm to 7am, weekends and Ypsilanti City Hall holidays

Board up of individual window and door or building opening exceeding 7' 6" x 3' 6" with min. 1/2" OSB or 5 ply plywood  
Labor and materials 7am to 6pm Ypsilanti City Hall work days

Board up of individual window and door or building opening exceeding 7' 6" x 3' 6" with min. 1/2" OSB or 5 ply plywood  
Labor and materials 6pm to 7am, weekends and Ypsilanti City Hall holidays

Roof tarping - up to (3) story building  
Labor and materials 7am to 6pm Ypsilanti City Hall work days

Roof tarping - up to (3) story building  
Labor and materials 6pm to 7am, weekends and Ypsilanti City Hall holidays

Temporary fencing - minimum 48" high orange plastic snow fence w/posts max. 8' o.c.  
Labor and materials 7am to 6pm Ypsilanti City Hall work days

Temporary fencing - minimum 48" high orange plastic snow fence w/posts max. 8' o.c.  
Labor and materials 6pm to 7am, weekends and Ypsilanti City Hall holidays

## Bid Sheet - Ordinance Abatement Services - Request for Quotation form

### Mowing

Improved lots < 6,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Improved lots > 6,000 sf. And < 12,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Improved lots > 12,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Unimproved lots < 6,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Unimproved lots > 6,000 sf. & < 12,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Unimproved lots > 12,000 sf.	<input type="text"/>	extra charge for over 14"	<input type="text"/>	additional
Pick-up and disposal of excess trash and debris	<input type="text"/>	per 13 gal. trash bag (ea)	<input type="text"/>	

#### \*Mowing notes:

- \* Scope includes sweeping and/or blowing of cuttings from paved areas
- \* Scope includes cleanup and removal of maximum one (1) 13 gallon trash bag of debris prior to cutting

### Trash Removal and Disposal

0 - .25	Cubic yards	<input type="text"/>
.25 - .50	Cubic yards	<input type="text"/>
.50 - .75	Cubic yards	<input type="text"/>
.75 - 1.0	Cubic yards	<input type="text"/>
Additional Quantities:		
per .5 cubic yards		<input type="text"/>

#### \*Trash removal and disposal notes:

- \* Scope includes raking and/or sweeping as necessary to completely clean pickup and R.O.W. areas to broom clean standard
- \* Additional disposal charges allowed for disposal of tires, batteries, televisions, CRT's, auto parts and refrigerant recovery
- \* Additional costs required for specialized equipment rental must be approved in writing by the City prior to start of work

### Graffiti Abatement

1 - 10 sf.	<input type="text"/>
10 - 20 sf.	<input type="text"/>
20 + sf. - price per sf.	<input type="text"/>
Hourly charge for staff, equipment and supplies for graffiti removal from masonry in accordance with Historic District requirements	<input type="text"/>

**Yard Waste Removal**

	Sm. Load (1-2 yds)	Med. Load (3-4 yds)	Lg. Load (5+ yds)
Leaf removal - single width residential lot	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leaf removal - double/corner lot	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brush removal	<input type="text"/>	<input type="text"/>	<input type="text"/>

**\*Yard waste removal notes:**

\* Scope includes raking and/or sweeping as necessary to completely clean R.O.W. and gutter areas

**Snow Removal**

Snow removal - single width residential lot	<input type="text"/>	w/ice melt application	<input type="text"/>
Snow removal - double/corner lot	<input type="text"/>	w/ice melt application	<input type="text"/>
Ice melt application only	<input type="text"/>		