



## Newaygo County Road Commission

935 EAST ONE MILE ROAD  
WHITE CLOUD, MI 49349  
Phone (231) 689-6682  
Fax (231) 689-5994  
[www.newaygoroads.org](http://www.newaygoroads.org)

 Find Us On Facebook

## NOTICE TO BIDDERS

The Board of County Road Commissioners of Newaygo County will receive sealed bids at their office at 935 East One Mile Road, White Cloud, MI 49349, until 8:00 a.m. on Friday, March 21, 2025, for the following:

- Catch Basin Cleaning Service

Specifications and bid forms may be obtained at the Road Commission offices during regular business hours or by visiting our website at [www.newaygoroads.org](http://www.newaygoroads.org).

All proposals must be submitted on Road Commission furnished bid forms. Said forms must be in sealed envelopes, plainly marked as to item bid and shall bear the name of the bidder.

The Newaygo County Road Commission hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of sex, race, color or national origin in consideration for an award.

The Board reserves the right to accept or reject any or all bids, to waive any irregularities in the bids and to make award in any manner they deem to be in the best interest of Newaygo County.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF  
NEWAYGO COUNTY

William Gonyon, Chairman  
Douglas Harmon, Vice-Chairman  
Lee Fetterley, Commissioner

## **SPECIFICATIONS FOR CATCH BASIN CLEANING SERVICE**

It is the intent of the Newaygo County Road Commission to receive bids for Catch Basin cleaning Services in designated areas in Newaygo County. **This is a 1-year contract with the option to be extended up to 2 additional years at the same price with mutual agreement by both parties.** Contractor's performance will be evaluated at the end of each contract year. N.C.R.C. has the right to cancel the contract at any time if contractor performance is unsatisfactory.

The Board reserves the right to reject any or all bids, waive irregularities in any bid and make award in any manner deemed in the best interests of the County.

**SPECIFICATIONS:** Specifications for this contract includes furnishing of all labor, equipment, tools and traffic control signing.

**GENERAL:** Bid involves the mechanical cleaning of catch basin locations under the jurisdiction of the Newaygo County Road Commission or State Trunklines currently under Maintenance Agreement with the Michigan Department of Transportation. The bid will cover indicated road/street areas in the Newaygo County Primary and Local Road Systems, including State Trunklines.

**QUANTITIES:** 222 State Trunkline catch basins. 270 County catch basins  
total of 492 catch basins

The Newaygo County Road Commission reserves the right to increase or decrease the number of units cleaned in each contract year.

Bidder should note that State Trunkline portions of the bid are subject to written approval by the Michigan Department of Transportation.

**Award of bid for catch basin cleaning will be granted to one contractor as a lump sum bid based on the total cost for all areas.**

**SIGNING:** The contractor will provide appropriate signing and traffic control for all lane closures and shoulder work.

**BROKEN BASINS:** Bidder shall document all catch basins that are broken and/or in need of repair and notify Newaygo County Road Commission.

**DEBRIS DISPOSAL:** The successful bidder will be responsible/liable for the proper and/or legal disposal of all materials collected from routine and special catch basin cleaning services. Arrangements with others relating to transporting, stockpiling and/or disposal, along with the fees involved, shall be the responsibility of the successful bidder. Disposal manifests must be obtained and submitted to the Road Commission as proof of proper disposal.

**INSURANCE:** Upon award of this contract, and prior to the performance of any work for the Newaygo County Road Commission, the contractor and their subcontractors shall furnish proof of insurance certificates with the following minimum requirements.

Worker's Compensation	Statutory Coverage	
Bodily Injury and Property Damage	General Liability	
	Each Occurrence	\$1,000,000
	Aggregate	\$2,000,000
Bodily Injury Liability and Property Damage	Liability Automobile	
Bodily Injury Liability	Each Occurrence	\$1,000,000
	Each Person	\$ 500,000
Property Damage Liability	Each Occurrence	\$1,000,000
Combined Single Limit for Bodily Injury and Property Damage Liability		
Owner's Protective Liability, including Contractual Liability		

Where required as an incident to compliance with Federal Laws and Regulations, bodily injury and property damage protection shall be extended to the Michigan Department of Transportation and the Newaygo County Road Commission; and, where indicated by the identity of the contracting parties, the protection shall be extended to all participating political subdivisions and public corporations.

Contractors shall save harmless and indemnify the Newaygo County Road Commission, as well as its Board of Directors, Administrators and Employees, against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of work.

**The certificate of insurance must be submitted within ten days upon notification of award of Contract and will include and be named, in writing: "As additional insured the Newaygo County Road Commission, its Board of Directors, Administrators and Employees"**

**TIME INTERVAL:** Once per year Prior to July 31st

**LOCATIONS:** Contractor will be furnished a map indicating each basin to be cleaned.

**METHOD OF PAYMENT:** Bidder will invoice the Newaygo County Road Commission including the area map of completion date and signature.

**IDENTIFICATION:** All structures will be identified with a paint stripe on the top of the metal curb back indicating completion. Different color paint will be used each year.

**SPECIAL CALL OUT CATCH BASIN CLEANING:** The bidder agrees that they are available for unscheduled/non-routine cleaning of an existing drainage structure(s) that may or may not be defined by the contract at the same bid price.

**CANCELLATION OF CONTRACT PROVISIONS:** The Newaygo County Road commission shall have the right to cancel the Contract for nonperformance/inadequate performance should an inspection by the designated representative reveal that the Contractor's performance and/or work results in any non-acceptable maintenance condition of one or all specified areas.

The designated representative at the time of the **first** circumstance shall call for a meeting with the contractor to issue a written warning of possible contract termination should the condition continue. If the condition should repeat itself a **second** time, written notice of termination shall be sent.

Submission of a bid will be interpreted as a conclusive presumption that the Contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained herein. The Newaygo County Road Commission shall have the right to cancel the Contract between the Contractor and the Road Commission for any violation as may be determined by the Road Commission and such determination shall be the sole determination of the Road commission and its representatives.

**ASSIGNMENT CLAUSE:** The contract between the Newaygo County Road commission and the contractor may not be assigned to a third party without the written consent of the Newaygo County Road Commission.

**QUESTIONS:** Call the Road Commission Manager, Derek Wawczyk at (231) 689-6682, extension 15 if you have questions concerning the specifications for the work.

# BID FORM — Catch Basin Cleaning Service

To be opened: Friday, March 21, 2025 @ 8:00 a.m.

Submitted to: Newaygo County Road Commission  
935 East One Mile Road  
White Cloud, MI 49349

<u>Quantity</u>	<u>Unit</u>	<u>Unit Price Each</u>	<u>Total Cost for One Year</u>
492	Each	\$ _____	\$ _____

COMPANY NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

SEALED BIDS MUST BE RECEIVED BY THE NEWAYGO COUNTY ROAD  
COMMISSION NO LATER THEN: **March 21, 2025 by 8:00 a.m.**