

**BLUE WATER COMMUNITY ACTION
REQUEST FOR PROPOSAL
SNOW REMOVAL**



**SNOW REMOVAL
BLUE WATER COMMUNITY ACTION**

GENERAL CONDITIONS

The Blue Water Community Action is requesting bids to provide snow removal services.

- The work to be accomplished by this project is as outlined by the specifications,

Scope of Services

1. Requirements:
Contractor to supply all labor, snowplows, front-end loaders, ice melt, salt and salt spreaders (hand & truck), and safety equipment to complete the work.
2. Snowfall:
Plowing and salting of all paved areas that are outlined in the map provided, entrances, and clearing/de-icing of all walkways (as outlined in the map) during a storm, to permit access and movement of staff if snowfall of more than 3” occurs. It is the contractor’s responsibility to return to the property to keep the entrances, drive aisles, and sidewalks free from ice and snow. At no time shall there be a hazardous/life safety condition.
3. Slippery Conditions Anytime:
When surfaces are slippery and/or temperatures are at or below freezing, the contractor is responsible for applying ice melt, which must be spread on sidewalks and walkways and salt must be spread onto parking lot areas.
4. Charges for Services:
The contractor will submit an itemized invoice for each snow event that clearly delineates each component detail in the map provided. For purposed herein, a “snow event” shall be defined as any event related to weather that will cause all or part of the services provided by Contractor to be activated and such snow event is considered over when all contracted areas have been cleared upon Facilities Mangers approval. The Contractor will not submit additional charges for “during storm clean-up”.
5. Approved Areas:
Contractor will pile snow in areas approved by the Facilities Manager. This must be accomplished by blocking minimum employee parking spots.

6. **Additional Salting/De-icing and Shoveling:**
As requested by Facilities Manager, contractor may be asked to provide additional salting, de-icing, and/or shoveling on grounds. This would be in addition to the normal storm accumulation specifications and should be considered to cover the same areas but only when requested by the Facilities Managers. This request would be required to be fulfilled within 1 hour of the Facilities Manager's call.

7. **Emergency Contact:**
Contractor shall provide emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor will respond within one hour to any call made by facilities manager for snow removal devices. If you are unable to respond within the time frame, we would have the option of finding another contractor to remove the snow and could cancel any agreement the parties have.

8. **Insurance Requirements:**
Contractor must hold Comprehensive General Liability, and Property Damage Insurance coverage of not less than \$1,000,000 and Workers Compensation. A certificate of insurance must be provided prior to beginning the work.

9. **Professionalism:**
At all times contractors will act in a professional manner. No smoking or profanity will be allowed on grounds.

10. **Responsibility for Damages:**
Any damage to railings, playground equipment, shrubbery, buildings, pavements, etc. caused by the Contractor or their operators shall be corrected by the Contractor to the complete satisfaction of the Owner, prior to payment.

SNOW/ICE REMOVAL COMPLETION TIMELINES

1. Weekdays: Unless stated otherwise, parking lot and sidewalks must be completely cleared no later than 6:30 am.

PRICING

The Contractor must provide pricing for the following work (cost must be 100% all inclusive):

Type of Event	Price Proposal
Ice Event	
Snow 3"	

Snow 3.1-6"	
Snow 6.1-9"	
Snow 9.1-12"	
Snow 12.1-18"	
Sidewalks shoveled	
Sidewalks salted	

For any snow even above 18", Contractor will provide an additional per inch price that will be added on top of the quoted cost for snowfall between 12.1-18". Inch counts will be rounded up to calculate costs:

Formula: Base Cost for 12.1-18" + (Added cost per inch above 18" x # of inches above 18")

Example: The Contractor has provided a price of \$100 for snow removal 12.1-18". For every inch above 18" the Contractor has quoted an additional cost of \$20. If it snows 20.5", it is rounded up to 21". This means the cost for the snow removal is \$160.00 - (\$100 + (\$20 x 3 inches)).

Contractor must provide a cost per hour per snow shovelers/de-icers in the case that additional shoveling is requested by the Facilities Manager during regular business hours.

Exhibits to Be Submitted by Vendor

The proposer should submit the following:

1. Proposer must submit a cover page with name and contact information.
2. Proposer must provide its price proposal, as detailed in the RFP.
3. Copy of insurance.

Bid Submission

The official copy of your proposal must be received no later than 12:00 p.m., Monday, November 23, 2020. Responses must be clearly marked "Snow Removal Services".

This Request for Proposal (RFP) is to contract for snow removal for the 2020-2021 winter season. The proposal includes options for two additional years. A COLA increase may be requested by contractor for years two and three.

Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
a. Prior experience snowplowing for commercial buildings?	0-5
b. Can you be available on short notice?	0-5
c. Do you have the equipment needed to provide the service in a timely manner?	0-5
d. Do you have the amount of insurance requested?	0-5
e. What is your typical response time during a winter storm?	0-5
f. What type of equipment does your snow removal company use to service commercial properties?	0-5
g. What access does your company have to ice-melting products?	0-5
h. How many clients do you have?	0-5
i. Price proposal	0-10
MAXIMUM POINTS:	50

LOCATION & MAP

Blue Water Community Action
3403 Lapeer Road
Port Huron, MI 48060
Contact Person: Sherry Beiser
Office: (810) 455-6462
Cell: (810) 841-5219

