

# **Town of Pitkin Snow Plowing Statement of Work for 2020/2021 Snow Removal Season**

## **Request for Proposals**

### **Request for Proposal Summary:**

The Town of Pitkin desires to enter into an independent contractor agreement for private snow removal services for several side streets and alleys. Gunnison County will be providing primary snow removal services to The Town and it is anticipated that private services will typically be mobilized whenever Gunnison County activates service. In some snow events, the Town may allow greater snow accumulation before mobilizing private services. The Town Street Commissioner, or their designee, will contact the independent contractor when services are needed.

The Town of Pitkin will contract with the successful Bidder(s) to provide these services starting November 1, 2020 through October 31, 2021

### **Snow Plowing Services Required by this Request for Proposal:**

The Street Commissioner will mobilize the independent contractor when conditions warrant, typically after Gunnison County has plowed Main and State Streets and/or when six (6) or more inches of snow have accumulated. The independent contractor will be expected to mobilize within two (2) hours of being notified that services are needed. This notification will be after Gunnison County has completed a significant portion of their plowing services to The Town.

Streets will be plowed to a width of twenty (20) feet and alleys will be plowed to a width of twelve (12) feet without disturbing the road base on either a street or alley. Where possible, snow berms should be plowed on the opposite side of the street from actively used driveways. Snow shall be plowed forward into existing street rights-of-way unless otherwise specified. The independent contractor is responsible to assure that a stockpile area is reserved for future snow events.

The Town will require that all streets be cleared of vehicles, trailers or any other mobile obstructions when plowing is required. In the event, there is a mobile obstruction on the street / alley to be plowed, the independent contractor will NOT plow this street or alley and notify the Town Street Commissioner, or their designee. The Town will have the obstruction cleared and then request the independent contractor to mobilize a second time to plow the previously obstructed street or alley.

No snow may be left in any street or alley cleared by the County.

The following locations were plowed in 2019-20 and this is an example of the scope expected for the 2020-2021 season:

1. State Street from 1<sup>st</sup> Street southwest to end of road
2. 2<sup>nd</sup> Street from State Street to Quartz Lane and then Quartz Lane southwest one-half block
3. 2<sup>nd</sup> Street from Main Street northwest past first business
4. 3<sup>rd</sup> Street from State Street to Quartz Lane
5. 4<sup>th</sup> Street from Main Street to Town Hall, then Sage Lane northeast from 4<sup>th</sup> Street to end
6. Alpine Lane southwest from 5<sup>th</sup> Street for ½ block

7. 5<sup>th</sup> Street from State Street to Aspen Lane, then southwest on Aspen Lane two blocks (to the end of Town roadway)
8. Quartz Lane southwest from 5<sup>th</sup> Street to first driveway on southeast side
9. Quartz Lane southwest from 6<sup>th</sup> Street ½ block
10. 7<sup>th</sup> Street southeast from River Street to Aspen Lane
11. 7<sup>th</sup> Street southeast from Main Street to Alpine Lane, then southwest on Alpine Lane one-half block
12. 8<sup>th</sup> Street southeast from River Street to Aspen Lane
13. 10<sup>th</sup> Street from State Street southeast to Quartz Lane then southwest on Quartz Lane ½ block
14. 10<sup>th</sup> Street from State Street northwest ½ block
15. 11<sup>th</sup> Street from State Street southeast ½ block past Quartz Lane
16. Quartz Lane from 11<sup>th</sup> Street to 12<sup>th</sup> Street then back to State Street on 12<sup>th</sup> Street

### **Insurance Required by Successful Independent Contractor:**

The Town of Pitkin will require the successful independent contractor(s) to show adequate insurance coverage for the services being provided. The Town requires that they be added as an additional insured on the independent contractor's insurance policy. The following are the minimum insurance amounts to be provided by the independent contractor:

General Liability: \$100,000.00

### **Price Proposal Format and Proposal Submittal Date:**

Interested bidders are requested to submit the following information for each mobilization for each of the street segments listed above:

- Equipment to be used
- Hourly rate for operation of equipment to be used, including equipment charge, fuel, and manpower
- Reasonable estimate of time required to plow segment
- A lump sum cost proposal for each segment may be submitted in lieu of hourly rates.
- A lump sum cost proposal for all identified segments inclusive may also be submitted.

It is understood by the Town of Pitkin that a contractor will, if selected to complete the requested work, incur certain expenses in order to meet the requirements of this Request for Proposals. The Price Proposal may include a Base Bid amount to be paid by the Town of Pitkin upon approval of the Snow Plowing Services Contract explained below. No additional payments will be made to the contractor until after snow plowing services completed equal or exceed the Base Bid amount based upon the hourly rate or lump sum cost contained in the contractor's Price Proposal.

Price Proposals are to be submitted to the Town of Pitkin Clerk, P.O. Box 9, Pitkin, CO 81241 in a sealed envelope marked as Snow Removal Proposal. Price Proposals may be submitted directly to the Town Clerk in Pitkin. All Price Proposals are due to the Town Clerk by noon on Friday, October 2, 2020. Pricing proposals submitted should be firm and fixed through October 31, 2021.

The Town of Pitkin reserves the right to reject any and all bids and to waive informalities. The Town of Pitkin may re-advertise for bids, postpone, or cancel approval or acceptance of bids received. After review of bids the Town of Pitkin

may select some but not all segments for inclusion in a snow removal contract, unless a lump sum bid is received and approved.

The Town of Pitkin intends to award this contract in a Special Meeting on October 5th 2020.

### **Snow Plowing Services Contract:**

The successful Independent contractor will enter into a contract with the Town of Pitkin to supply the services described in this RFP. This contract is not available for review with the RFP, however, will be forwarded to successful independent contractor for their review and negotiation.

### **Multiple Award of this RFP:**

Then Town of Pitkin reserves the right to select more than one successful independent contractor to this RFP. The Town desires to mitigate the risk associated with awarding all the plowing scope of work to a single Independent contractor. However, a independent contractor may describe a Resource Plan in their response to this RFP, that addresses the issues with equipment breakdown or personnel sickness which would assure the Town that uninterrupted snow plowing services could be provided. The Resource Plan is not a requirement to submit a proposal to this RFP.

The successful independent contractor will be responsible to submit invoices for services provided to be reviewed by the Street Commissioner or designee no later than the 20th day of each month. The Town of Pitkin approves and disperses payments at the Monthly Town Meeting in the second week of each month.