

# Town of Pitkin Snow Plowing Statement of Work for 2024/2025 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 lanes. 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 of Pitkin will contract with the successful Bidder(s) to provide these services starting November 1, 2024 through May 31, 2025.

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

The Town 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 lanes will be plowed to a width of twelve (12) feet without disturbing the road base on either a street or lane. 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 for assuring 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/lane to be plowed, the independent contractor will NOT plow this street or lane and notify the Town of Pitkin or its designee. The Town will have the obstruction cleared for future plowing.

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

Below is an example of the scope expected for the 2024-2025 season:

River; 1<sup>st</sup> to downstream Town boundary

River; 5<sup>th</sup> to 6<sup>th</sup>

Quartz; 1<sup>st</sup> to 3<sup>rd</sup>

Quartz; 3<sup>rd</sup> upstream past 1<sup>st</sup> house

Quartz; 5<sup>th</sup> downstream ½ block

Quartz; 10<sup>th</sup> to driveway

Quartz; 11<sup>th</sup> to 12<sup>th</sup>

1<sup>st</sup>; State to River

2<sup>nd</sup>; Main toward mountain ½ block

3<sup>rd</sup>; Main to Quartz  
4<sup>th</sup>; Sage Lane to State  
7<sup>th</sup>; Main to Alpine; then ½ block upstream on Alpine  
7<sup>th</sup>; River to Aspen  
8<sup>th</sup>; River to Aspen  
10<sup>th</sup>; Alpine to Quartz  
11<sup>th</sup>; State to Quartz  
12<sup>th</sup>; State to Quartz  
Alpine; 2<sup>nd</sup> to 3<sup>rd</sup>  
Alpine; 3<sup>rd</sup> upstream ½ block  
Alpine; 4<sup>th</sup> to 6<sup>th</sup>  
Alpine; 9<sup>th</sup> upstream ½ block  
Armstrong; 3<sup>rd</sup> Street downstream past first house  
Sage; 4<sup>th</sup> upstream to end of lane

### **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

Worker's Compensation: For Contractor and employees

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

Interested bidders will be scored on the following criteria and are requested to submit the following information for each mobilization for each of the street segments listed above:

- Equipment to be used
- Number of employees/personnel available to plow
- A lump sum/per occurrence cost proposal for all identified segments inclusive
- Proposed plowing initiation time for snow events
- Professional experience with snow removal

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 or via USPS. All Price Proposals are due to the Town Clerk by 5pm on Wednesday, October 16, 2024. Pricing proposals submitted should be firm and fixed through October 31, 2024.

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.

The Town of Pitkin intends to award this contract at the Regular Meeting on October 21<sup>st</sup> 2024.

### **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, an 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 Town of Pitkin or its designee no later than the final day of each month. The Town of Pitkin approves and disperses payments at the Monthly Town Meeting in the third week of each month.