



**REQUEST FOR PROPOSAL FORM FOR
FURNISHING & DELIVERY OF SNOW
REMOVAL SERVICES AT THE NOTED
LOCATIONS**

Proposals are due at the following address no later than 4:00 p.m. on October 12, 2017.

TO:
Wright County Administration
Attn: Alan Wilczek
10 2ND St. NW, Room 235
Buffalo, MN 55313-1193

Call: Alan Wilczek (763) 682-7382
Email: alan.wilczek@co.wright.mn.us

FIRM: _____
ADDRESS: _____

CONTACT: _____
PHONE: _____

INVITATION FOR PROPOSALS

Sealed proposals will be received at the office of the County Administration, Government Center, 10 2nd St. NW, Room 235, Buffalo, Minnesota 55313-1193, for all labor, materials, equipment, tools, and services to perform plowing, salting, and snow removal services as listed in this document.

Pre-bid Inquiries

Contact Alan Wilczek – Facility Services Director (763) 682-7382 alan.wilczek@co.wright.mn.us with any questions prior to submittals.

INSTRUCTIONS FOR SUBMITTING PROPOSAL

1.
 - A. Submit all proposals on bid form (A).
*Fill in all spaces in ink or typewritten.
 - B. Seal bid envelopes and mark “2017 – 2018 Snow Removal” with the name and address of the submitter.
 - C. Responsible Contractor Form
2. The County reserves the right to accept or reject any or all bids; to waive any defects or technicalities; or to advertise for new bids where the acceptance, rejection, waiving or advertising of such would be in the best interest of the County. All or none of the sites may be contracted.
3. **PERFORMANCE BOND**
An approved performance bond is required for amounts over \$100,000. The bond must be for the complete amount of the contract, and remain in effect for the duration of the contract.
4. **ORDINANCES AND REGULATIONS**
The company submitting the successful proposal shall comply with all Federal, State, and Local laws, together with all ordinances and regulations applicable to the work. It shall procure all licenses, electric, and plumbing permits, or other rights necessary for the fulfillment of the obligation under this Document at the sole expense of the company.
5. **WORKERS’ COMPENSATION**
Prior to commencement of Contract term, the company submitting the successful proposal shall

provide a signed statement to the County evidencing compliance with the workers' compensation insurance coverage requirements of M.S. 176.182 set form in pertinent part herein:

M.S. 176.182 BUSINESS LICENSES OR PERMITS: COVERAGE REQUIRED

...Neither the State nor any governmental subdivision of the state shall enter into any contract for the doing of any public work before receiving from all other contracting parties acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subdivision 2.

6. BIDDER'S EXPERIENCE

Prior to the award of the Contract, the apparent successful bidder, if requested by the County, shall furnish current information and data regarding the bidder's financial resources and organization, within five (5) working days. The County shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the County all such information and data for this purpose as the County may request.

The right is reserved to reject the bid where the available evidence or information does not satisfy the County that the bidder is qualified to properly carry out the terms of the contract. The expertise of the bidder in the particular field of endeavor must be demonstrated and documented to the full satisfaction of the County, upon request, or the bid may be rejected by the County.

7. INDEMNIFICATION

The successful bidder agrees to indemnify and save the County harmless from any and all claims, demands, damages, actions, or causes of action, arising or to arise, against said County by reason of the successful bidders performance of the contract and use of any process, machinery or material used in the performance of the contract.

8. BIDDER'S INSURANCE

The bidder is required to carry acceptable insurance. A certificate indicating coverage levels shall be submitted and accepted before a contract is signed.

The Vendor shall purchase, provide and maintain, at its own expense, such insurance as will protect the Vendor from claims set forth below. Proof of such insurance shall be furnished to the County prior to the commencement of any work and shall be maintained throughout the life of this Agreement and shall be evidenced by the carriers certificates, filed with the County. The Vendor shall supply the County with a list of sub Vendors and shall verify and take responsibility for the sub Vendor's proof of insurance. Insurance shall be in force the first day of the Agreement. Insurance shall not be canceled, limited in scope of coverage or non-renewed until after Thirty (30) days written notice has been given to:

Wright County Administration
Attn: Risk Management
10 2nd St. NW, RM 235
Buffalo, MN 55313

It is agreed that any insurance maintained by the County will not contribute with insurance provided by this policy.

The Vendor shall not commence work until the Vendor has obtained required insurance and filed an acceptable certificate of insurance with the County. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. The insurance

certificate shall note Wright County as the certificate holder and Wright County shall be named as Additional Insured: Wright County Attn: Risk Management, 10 2nd St NW, RM 235, Buffalo, MN 55313.

COMMERCIAL GENERAL LIABILITY

A single or combined limit occurrence based general liability insurance policy which shall include a broad form comprehensive liability endorsement and a contractual endorsement, which shall include the following coverages at a minimum:

\$1,000,000 per occurrence

\$2,000,000 aggregate

AUTOMOBILE LIABILITY

A single or combined limit auto liability insurance policy for all owned, non-owned and hired vehicles, if any, using the provision of services under this Agreement, which shall include the following coverage's at a minimum:

\$1,000,000 per occurrence

UMBRELLA

\$1,000,000 each occurrence/aggregate

*(may require higher limit for certain jobs)

9. PAYMENT

Payment to be made in the normal County payment process, after final inspection by the County's designated personnel.

Minnesota Statutes 290.92 & 270C.66 require that final payment not be made on any contract, which required the employment of employees for wages, until the contractor has certified compliance with the requirement of withholding income taxes from wages paid. You must submit a certificate of income tax withheld Form IC- 134 to receive final payment if you employ persons for this work.

10. CONTRACT COMPLETION

As applicable, vendor will submit as-built drawings and specification sheets on mechanical and hardware items as well as complete a final walk through. The County reserves the right to hold a 5% retainage until all punch list items are completed and required documents submitted.

11. SCOPE OF WORK

Furnish all labor, materials, equipment, tools, and services to perform plowing, salting, and snow removal services as described and per industry standards. The contractor is responsible for complying with all applicable regulations of the local, state, and federal agencies having jurisdiction over any portion of the work performed.

11.1 Locations: (site images attached)

Law Enforcement Center
3800 Braddock Ave NE
Buffalo, MN 55313
(parking and drive lanes only)

Sheriff Support Services / Impound Lot
3810 Braddock Ave NE
Buffalo, MN 55313
(parking and drive lanes only)

**Wright County Historical Society
2001 Hwy 25 N
Buffalo, MN 55313
(parking, sidewalks, and entrances)**

**Government Center
10 2nd St. NW
Buffalo, MN 55313
(parking and drive lanes only)**

**Human Services Center
1004 Commercial Drive
Buffalo, MN 55313
(parking and drive lanes only)**

**Highway Department
3600 Braddock Ave NE
Buffalo, MN 55313
(sidewalks & building entrances only)**

11.2 Work Specifications

Plowing

- Contractor agrees to furnish all labor, materials, machinery, equipment, tools, and supervision to complete snowplowing and related services. Plowing to occur at the above designated sites after 2" of snowfall or upon a call-out request by designated Wright County Staff.

Salt Application

- Salt to be applied at a rate to achieve proper performance, however not excessively. Special attention is to be paid around turf areas as to minimize the level / risk of turf kill. It shall be applied at a necessary frequency to maintain a safe lot and/or additionally at the special request of a Wright County designated staff member.

Hauling

- Hauling services are to be provided at the request of Wright County designated staff. Wright County staff will typically remove piles as necessary, however occasions may arise that hauling will be asked of the contractor due to County staff workload.

Equipment

- Contractor acknowledges that various equipment may be required to perform the snow removal services and confirms that he/she owns or has access to the necessary equipment to perform the service at a high level.
- Poly edged blades or buckets only to be used on the concrete parking deck located on the south side of the Government Center.

11.3 Special Conditions

- Identified Wright County locations to receive snow removal services in a timely fashion as to allow for public access during normal business hours. Overnight snows to be cleared / passable prior to 7:00 am M – F.
- The Law Enforcement Center and the Sheriff Support Services / Impound Lot are operational 24 hours per day and will need snow removal services days / nights and weekdays / weekends. The remainder of the sites are operational 7:00 am – 5:00 pm, Monday through Friday.
- Contractor may be held liable for damages to property and such items as sprinkler heads, curb / concrete, asphalt or other items damaged during snow removal. A final walkthrough at the completion of the season will be completed to review sites and locations of damage. Contractors will make appropriate repairs prior to June 15, 2018 or will be charged for outstanding items.
- Snow stacking locations are as identified on the attached site maps. Wright County to haul stacks offsite unless requested of the contractor.
- Wright County Maintenance Staff to perform snow removal and salt application on the sidewalks and entries of the Government Center, Law Enforcement Center, Sheriff Support Services / Impound Lot, and Human Services Center. Contractor to perform sidewalk and entrance services on the Historical Society site, and sidewalks & entries only at the Highway site.
- Callback requests for salting services to be responded to in a timely manner. Contractor must own or have access to the necessary equipment and employ personnel at levels to service the sites at a high level.
- Contractor to maintain log of activities on the sites. Time, date, and conditions at arrival and departure are to be recorded and submitted to the Facilities Services Director after each snow event or requested service visit.
- Experience and Capabilities / Capacity of the contractor may be considered in evaluation process. Please indicate or describe operations in “notes and considerations” section of Bid Form A or on a separate attachment.

11.4 Supervision & Labor

- The Contractor shall provide a competent supervisor to manage employees and provide supervision.
- Contractor shall promptly remove from the premises any employee whose work or conduct is not satisfactory to the Facilities staff.
- The Contractor’s Supervisor shall be on the premises at all times while service is being performed. He/she shall exercise the necessary supervision and control to prevent Contractor’s employees from violating any rules or regulations.
- All Contractors should be aware that this project is highly visible to the residents of Wright County and a partner that represents constant professionalism, consistent deliverables, exceeding services is desired.
- Contractor’s employees shall be dressed in appropriate attire and a neat / clean appearance should be maintained as often as possible.
- All maintenance and repair of Contractor’s equipment shall be the responsibility of the Contractor, and such repairs shall not interfere with the completion of required services of the agreement.

11.5 Use of Site

- **Facilities and surrounding areas will be in daily use during the services. Contractor shall not interfere with the use of the site or facilities. Vehicles and trailers shall not be parked where they impede traffic or visibility at any intersection. All necessary safety precautions are to be observed when Contractor's personnel are working on the sites.**
- **All areas of the site immediately surrounding the work area shall be protected as to minimize the risk to others who may be using the site at the same time. Flying debris and hazards are to be minimized whenever possible.**

(Remainder of page intentionally blank)

BID FORM (A)

SUBMITTED BY:

Company: _____

Address: _____

Street City State Zip

Company Representative: _____ Email: _____

Phone No.: _____ Fax No.: _____

SUBMITTED TO:

Alan Wilczek, Facilities Services Director
Wright County
10 2nd St. NW, Room 235
Buffalo, MN 55313

FOR: 2017 – 2018 Snow Removal Services

PRICES:

Amount the County will pay for complete project labor and materials per site:

Law Enforcement Center

Plowing Service: \$ _____ per occurrence

Lot Salting Service \$ _____ per application

Government Center

Plowing Service: \$ _____ per occurrence

Lot Salting Service \$ _____ per application

*Note: minimal salt to be used on South parking deck

Hauling Service \$ _____

Historical Society

Plowing Service: \$ _____ per occurrence

Lot Salting Service \$ _____ per application

Human Services Center

Plowing Service: \$ _____ per occurrence

Salt Service \$ _____ per application

Hauling Service \$ _____

Highway Building

Sidewalk Clearing & Salting Service: \$ _____ per occurrence

Lot Salting Service \$ _____ per application

Sheriff Support Services / Impound Lot

Plowing Service: \$ _____ per occurrence

Salt Service \$ _____ per application

In submitting this bid, it is understood the right is reserved by the Owner to reject any and all bids and it is agreed this bid may not be withdrawn for a period of 60 days after date of filing same.

All Addenda shall become part of the bid and the work, and shall be acknowledged above in the spaces provided.

A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid. The person signing the bid shall also file a certificate with the bid explaining the correction of the alteration or erasure.

Each bid must be accompanied by Bid Security and the Responsible Contractor's Affidavit as described or where required.

If a Corporation, what is the State of Incorporation: _____

If a Partnership, state full name of all co-partners: _____

FIRM NAME:

Authorized Signature:

Title:

Printed Name:

Date:

14. Notes & Considerations

Please include any notes or specific items for consideration in the space provided below, including hourly rates for call back services or pricing not identified above.

**RESPONSIBLE CONTRACTOR
AFFIDAVIT AND ACKNOWLEDGEMENT**

STATE OF _____)
) SS
COUNTY OF _____)

THE UNDERSIGNED, being duly sworn, on this ____ day of _____ 201____, appeared before me, and swore under oath as follows:

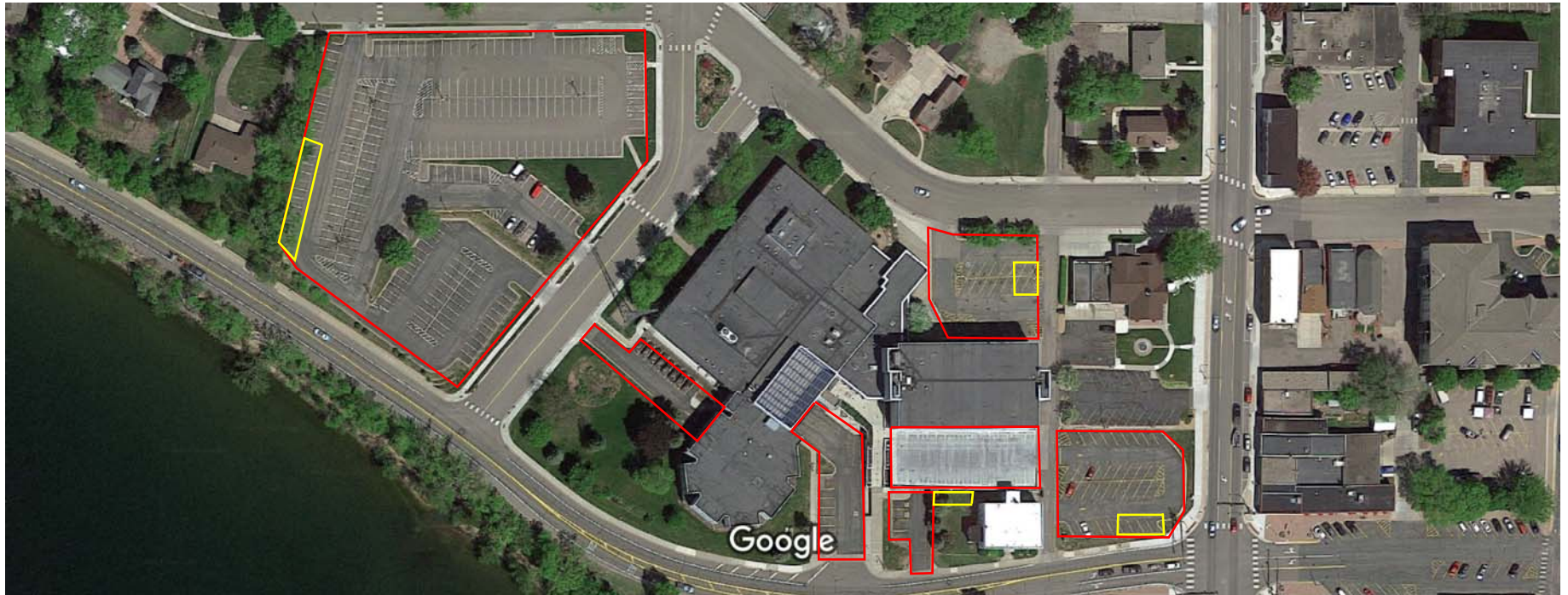
1. I am _____, _____ of
(Contractor's Name and Title)
_____ and duly authorized
(Name of Company)
as owner or officer of the above company to sign this Affidavit.
2. I warrant and represent full compliance with the minimum criteria as set out in Minnesota Statute 16C.285, Subd 3.
3. The following is a list of all first tier subcontractors that will be retained for work on the project:

_____.

Signature

Sworn to and subscribed to before me
this ____ day of _____, 201__.

Notary Public _____ County
My commission expires: _____

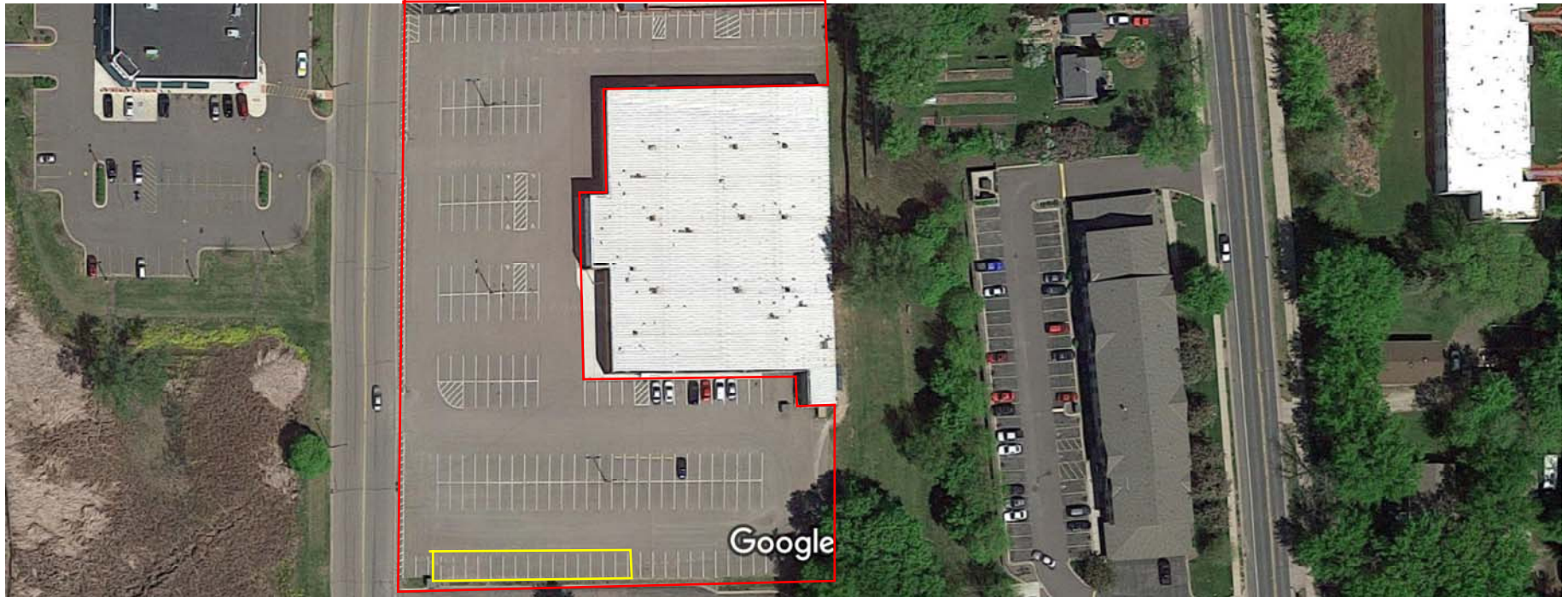


Plowed Lots

Snow Stack Locations



Plowed Area / Lot

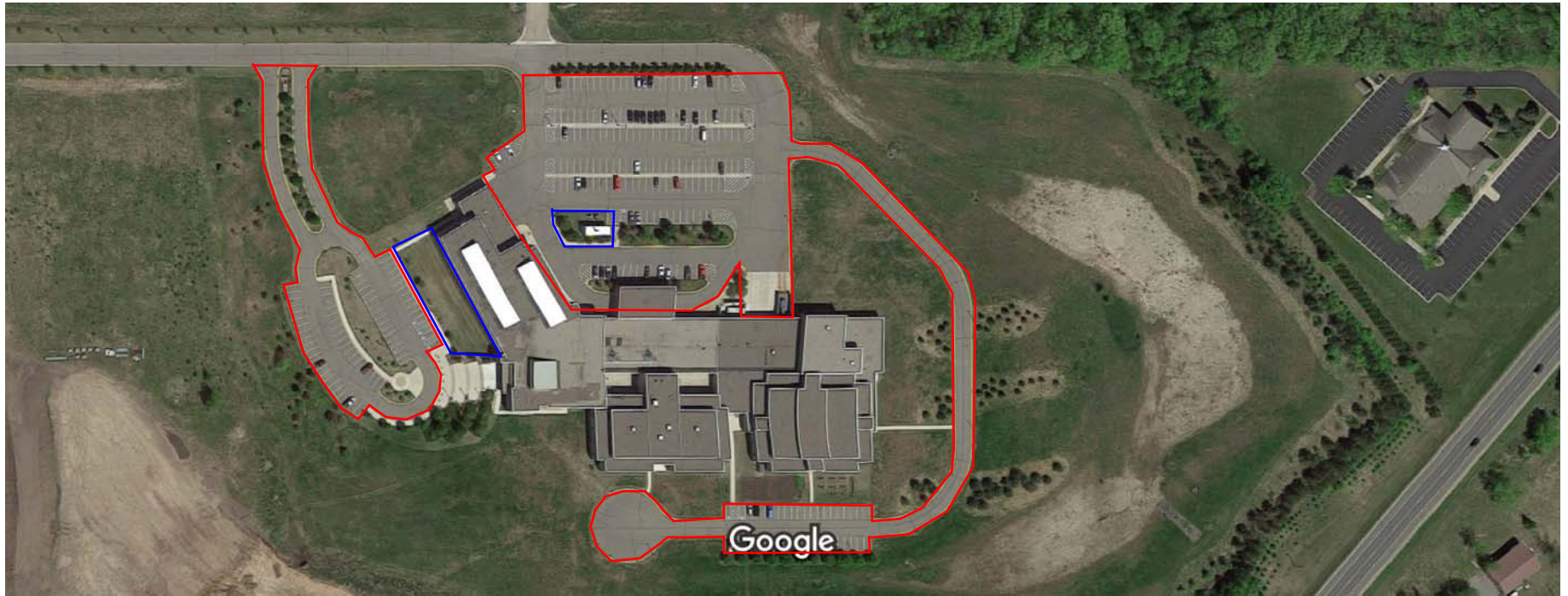


Plowed Area / Lot

Snow Stack Area

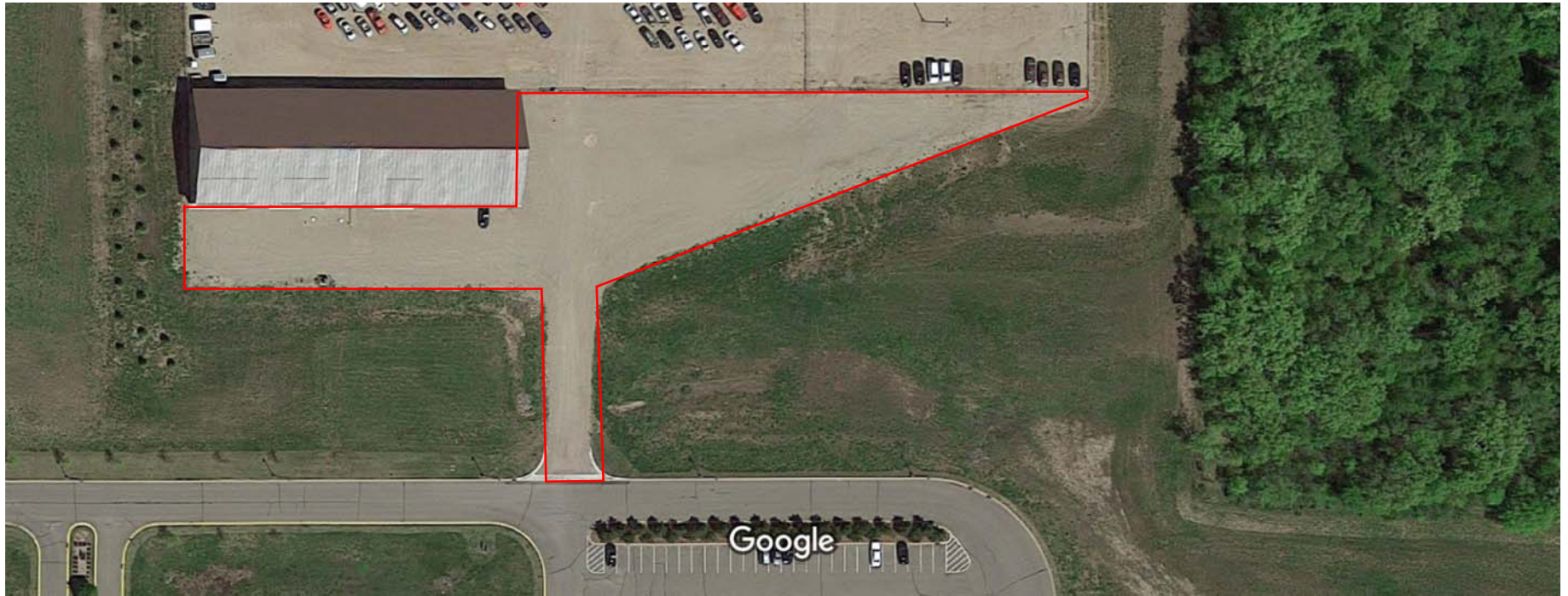


Snow Removal Area / Sidewalk



Snow Plow Areas / Lot

No Stacking This Area



Snow Plow Area / Lot