

City of Blue Earth
Housing and Redevelopment Authority

Request for Proposal
Snow Removal and Lawn Care Services for City of Blue Earth HRA
Rental Properties

Issue Date: November 23, 2020
Due Date: December 21, 2020, 5:00 pm

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Blue Earth, Minnesota for: Snow Removal and Lawn Care Services for City of Blue Earth HRA Rental Properties with City Administrator, 125 W. 6th Street, Blue Earth MN 56013. Proposals received later than 5:00 p.m. December 10, 2020 will not be considered. A copy of this Request for Proposal (RFP) may be obtained from City's web site at www.becity.org. The City of Blue Earth reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration. The City of Blue Earth assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Blue Earth further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not. In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 23rd day of November, 2020.

Mary Kennedy
City Administrator
507-526-7336

REQUEST FOR PROPOSAL

RFP SCHEDULE

Release Date November 23, 2020
Deadline for Proposal Response December 10, 2020
Estimated Award Date December 14, 200
Anticipated Agreement Start Date December 15, 2020

The City of Blue Earth has the right to modify this RFP at any time. Bidder is responsible to contact City of Blue Earth (contact info below) prior to submitting a proposal to determine if any amendments were made to the RFP. Amendments will be posted to the City's website at www.becity.org.

RFP PROCESS

Section 1: Instructions

1.1 Fair and Open

The City of Blue Earth is seeking a professional snow plowing contractor to plow and de-ice the AgCenter parking lot on an as-needed basis.

The City of Blue Earth is soliciting submissions under this RFP in a fair and open process. Written submissions in response to this RFP should be submitted to the following:

City of Blue Earth
125 W. 6th Street
PO Box 38
Blue Earth, MN 56013
Attention: City Administrator
mkennedy@becity.org

To be considered, please submit two (2) copies of your proposal and qualifications to the above-mentioned address no later than **4:00 pm on Thursday December 10, 2020**. Award shall be made by the Blue Earth Housing and Redevelopment Authority (HRA) at their meeting on December 14, 2020. The City of Blue Earth reserves the right to reject any or all submissions.

1.2 Contact Information

Please submit any questions via email to the City Administrator: mkennedy@becity.org. Alternatively, questions may be submitted in writing or by calling City Hall:

City of Blue Earth

125 W. 6th Street
PO Box 38
Blue Earth, MN 56013
507-526-7336

1.3 Proposal Format

Responses should include completion of the attached Appendix A, as well as address the requirements of Section 3. Your response must be placed in a sealed envelope and clearly labeled with the title “HRA Property Snow Removal/Lawn Care Contractor Bid” and the firm’s name and business address and mailed or delivered to the City of Blue Earth’s address in Section 1.2 above. Submissions which, in the sole judgment of the City of Blue Earth fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.

1.4 Proposal Period

Proposal prices are to be firm for ninety (90) days.

1.5 Proposal as Public Information and Property of the City of Blue Earth

The information submitted in each proposal may be subject to public disclosure pursuant to State law. All responses to the RFP will become property of the City of Blue Earth.

Section 2: Scope of Services

2.1 Contract

The duration of the contract will be for two (2) year commencing with contract signing. The parties may agree to extend this contract for an additional three (3) years after the parties have conducted a performance evaluation and have evaluated price factors.

2.2 Conflict of Interest

Firms must identify any conflict of interest that may arise from providing services to the City of Blue Earth.

2.3 Payment

Payment will be made to the Successful Contractor within 30 days upon receiving the monthly invoice. The invoice shall state the date(s) the service was performed and the amount. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Section 3: Snow Removal

3.1 Response

The scope of work includes the provision of snow removal and de-icing services for the 3 HRA-owned residential properties (8 total units) on an “as needed and when requested” basis including emergency response. Response triggered by snow events resulting in 2 inch of snow accumulation or more; winds causing drifting/recoating/refreezing of surface; freezing rain (sand/salt).

The scope of services to be provided includes clearing snow from the driveway, clearing walkways, and clearing all emergency pathways.

The awarded Contractor is expected to be available to snowplow and de-ice the properties lot before regular working hours Monday – Friday (6:00 am) and should have the ability to respond twenty-four (24) hours per day, seven (7) days per week, as determined by the nature of a given situation. The contractor is expected to provide a 24-hour contact person.

3.2 Equipment

The contractor shall provide its own employees, equipment and supplies as necessary to complete the described services. The contractor shall use a heavier ratio of salt verse sand, this will result in a quicker spring clean up as well as our catch basins accumulating less sand that will need to cleaned out at a later date. All work will be completed in a workman like manner consistent with industry standards.

3.3 Damages

The contractor shall be responsible for all damages to the property caused by snow removal operations including, but not limited to, vehicles, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, or paving.

Section 4: Lawn Care

4.1 Grass Mowing, Trimming and Spraying

The mowing of 3 HRA-owned residential properties (8 total units) must be performed in a timely manner. Work may not be performed earlier that 6:30 am and must be finished by 6:30 pm.

The Contractor is responsible for disposal of excess lawn clipping and debris. Any grass clippings blown onto buildings, landscaping, parking lots, playgrounds, recreational equipment, or sidewalks must be removed prior to leaving the mowing area. At no time are clipping allowed to be blown onto City streets.

Care must be taken to assure the safety of the public in all areas. This means that all mowers will be operated in a safe manner and that all guards to prevent flying debris must always be in place.

4.2 Trimming/Spraying Borders

The contractor is responsible for maintaining a groomed appearance on all mowed properties. This includes trimming all fences, landscape edges, buildings or other structures that allow grass or weeds to grow larger than 4 inches around them. The trimming shall be performed every-other-week during the mowing season. Upon prior approval of the City, spraying may be allowed as a replacement for trimming in some locations.

Section 5: Billing

The cost basis for this contract is Time and Material. Payments for snow removal services will be based upon the actual number of hours worked at the hourly rates as stated in the proposal and the actual quantities of material used in the unit prices as stated in the proposal. The contractor shall submit an invoice for work performed under the Contract on a bi-weekly basis.

APPENDIX A

PROPOSAL COVER PAGE

**CITY OF BLUE EARTH – AG CENTER
SNOW REMOVAL SERVICES CONTRACTOR**

Bidder's Organization			
Contact			
Phone		Email	
Address			

PLEASE ADDRESS THE FOLLOWING REQUIREMENTS FROM SECTION 3 IN YOUR PROPSAL:

- 1. RESPONSE**
- 2. EQUIPMENT**
- 3. DAMAGES**
- 4. LAWN CARE**
- 5. BILLING**