

NOTICE OF REQUEST FOR PROPOSAL (RFP) – Snow Removal Services

For: Blue Earth AgCenter Parking Lot

The City of Blue Earth is accepting proposals for contract snow plowing and deicing services at the AgCenter Building on an as needed basis. Interested individuals or firms are invited to submit a bid for this work.

The City of Blue Earth reserves the right to accept and/or reject any or all proposals or to award multiple contracts as may be deemed in the best interest of the City.

Proposals must be submitted to City Hall by Friday, December 4, 2020, 4:00 P.M.

Call 507-526-7336 with any questions.

REQUEST FOR PROPOSAL

RFP SCHEDULE

Release Date	November 23, 2020
Deadline for Proposal Response	December 4, 2020
Estimated Award Date	December 10, 2020
Anticipated Agreement Start Date	December 11, 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 Friday, December 4, 2020**. Award shall be made by the Blue Earth Economic Development Authority (EDA) at their meeting on December 10, 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 “Ag Center Snow Removal 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 Ag Center parking lot on an “as needed and when requested” basis including emergency response. Response triggered by snow events resulting in 1 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 parking lot, clearing entrance doorways and walkways, and clearing all emergency pathways. Doorways must be cleared to the door including door swing path for opening and sidewalk areas.

The awarded Contractor is expected to be available to snowplow and de-ice the Ag Center parking 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 serviced hereunder which include clearing snow from parking lot, sidewalks, walkways and fire lanes. 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 Location

Snow will not be stacked in areas that will impede the vision of drivers at intersection or driveways, or the entrances to the parking lot. In the event piles of snow become too large for the area to accommodate, the contractor is responsible for moving them. The Ag Center has snow dump areas located on the property, and other locations within the City.

3.4 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: Billing

The cost basis for this contract is Time and Material. Payments for snow removal services will be based upon the actual number hours worked at the hourly rates as stated in the proposal and 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. LOCATION**
- 4. DAMAGES**
- 5. BILLING**