



## **CITY OF EDWARDSVILLE, KANSAS**

### **2017 SNOW & ICE REMOVAL REQUEST FOR QUOTE**

#### **SCOPE OF WORK**

The work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish treating and plowing city streets during snow and ice storms; together with other incidental and related work as set forth in these specifications, or as directed by the City Manager, or his or her designated agent, hereafter referred to as the City.

#### **LANE MILES & FACILITIES**

The City of Edwardsville has approximately 60 lane miles of paved streets.

The City of Edwardsville also treats and plows five (5) parking lots (City Hall & Police Department, Fire Department, Community Center, City Park and Riverfront Park).

#### **CONTRACT TERM**

The contract is for a one-year period beginning November 1, 2017 and ending October 31, 2018. The contract may be extended annually up to a maximum of three (3) years if mutually acceptable to both parties.

#### **SNOW & ICE PROCEDURES**

The City of Edwardsville, Kansas, recommends the contractor follow the Salt Institute's Snow and Ice Control Procedures.

#### **SNOW REMOVAL**

Snow removal by the Contractor will be performed in conjunction with City snow and ice removal operations. The City of Edwardsville has two (2) snow plow trucks with spreaders that will be used during inclement weather. The City will utilize City staff and equipment as the first line responders to winter storms.

The plan is to utilize the Contractor when:

- City equipment and staff are not available
- When meteorologists forecast a multiple day event (2+ days)
- When snow accumulation is forecasted to be 3" or more
- When weather and/or pavement conditions warrant additional treatment and/or plowing

During each snow and/or ice event, the City requires a minimum of two (2) pieces of equipment treating and/or plowing snow on public streets.



## ROAD CLASSIFICATIONS

### Priority One

- 110<sup>th</sup> Street/Edwardsville Drive: K-32 Highway to I-70
- 4<sup>th</sup> Street: K-32 Highway to the South End
- 104<sup>th</sup> Street/Kouns Lane: Edwardsville Drive to Shawnee Avenue
- Woodend: 9<sup>th</sup> Street to I-435
- 9<sup>th</sup> Street: K-32 Highway to Woodend
- Kansas Avenue: 102<sup>nd</sup> Street to 94<sup>th</sup> Street

### Priority Two

- 98<sup>th</sup> Street: Woodend to Riverview
- 102<sup>nd</sup> Street: K-32 Highway to Riverview
- Riverview: 110<sup>th</sup> Street to 98<sup>th</sup> Street
- 94<sup>th</sup> Street: Riverview to K-32 Highway (West side only)
- Swartz Road: Kouns Lane to 94<sup>th</sup> Street
- Blake Street: 4<sup>th</sup> Street to 9<sup>th</sup> Street
- River Falls: 4<sup>th</sup> Street to 9<sup>th</sup> Street

### Priority Three

- All other streets

Upon notification by the Public Works Director or designee, treating and plowing shall begin on Priority 1 routes. Once Priority 1 routes are completed, proceed to treating and plowing Priority 2 routes and then Priority 3 routes. Once Priority 3 routes are completed, reassess the road conditions for additional treating and plowing.

## SNOW TOTALS

- |            |   |
|------------|---|
| 1.5" – 3": | Priority 1 – Plow curb to curb<br>Priority 2 – Plow curb to curb<br>Priority 3 – One (1) lane pass in each direction                                    |
| Over 3":   | Priority 1 – Plow curb to curb<br>Priority 2 – Plow curb to curb<br>Priority 3 – Keep one (1) lane open during storm, plow curb to curb after snow ends |

Priority 1 streets should be kept open through the duration of storm.

When the Contractor is performing snow removal operations, the City requires snow to be removed curb to curb (on designated Routes) within eight (8) hours after the snow has ended (snow up to 4").



## **MATERIALS**

The City shall be responsible for sand and salt storage. Current storage location is 1200 Blake Street (Edwardsville City Park). The City uses a 50/50 mix of salt and sand for snow and ice removal operations. The Contractor can use the City stockpile of material but the Contractor cannot use City equipment for loading the material due to insurance reasons. The Contractor shall supply equipment and man power for loading their company trucks.

The Contractor can choose to provide a stockpile of 50/50 mix of salt and sand at their facility. The Contractor must guarantee a minimum of 400 tons of salt/sand mixture for the season with a minimum of 200 tons of material available onsite by November 1 for the City's usage. The Contractor must specify in the quote:

- Location of the stored material
- Supplier of the stored material
- How the material is stored
- Travel time from the storage site to Edwardsville City Limits

## **COMMUNICATION DEVICES**

Contractor must have a cell phone in order to communicate with the City on a daily basis, during snow events and in emergency situations.

## **ASSIST EMERGENCY PERSONNEL**

In cases of an emergency, the Contractor must perform emergency treating and/or plowing for Emergence Responders.

## **FROST WATCH**

The Contractor may be required to come in early on heavy frost mornings to treat bridges. The Contractor will be notified by the Public Works Director or the Police Department if bridges are a driving hazard and need to be treated.

## **HAULING SNOW**

Large snow storms may require removal and hauling of snow off of the City streets. Sites designated as "dump" sites are, Edwardsville City Park, Riverfront Park and the Community Center.

## **WORK LOGS**

At the end of each event, the Contractor shall submit to the City, a log of the work performed during the event. The log shall include the Priority routes treated/plowed; the number of passes the Contractor performed during the event; the number of snow removal vehicles used during the event; the number of employees that responded during the event; amount of material used during the event; and a list of additional equipment used during the event. Detailed logs will also need to be submitted with monthly invoices.



## **STORM REVIEW**

After each winter event, the Contractor must also be available for a post-storm review session with City staff to discuss the amount of snow/ice accumulation, amount of material used, number of miles plowed and lessons learned.

## **EMERGENCY CALL OUTS**

The Contractor (employees and equipment) shall be available to perform snow and ice removal operations, 24 hours a day, 365 days a year. The Contractor shall be available to respond to emergencies with respect to public safety. During the snow season (October – March), the Contractor shall be able to respond to Call Outs (be in the City Limits) with staff and equipment, within one (1) hour of notification.

The Public Works Director or designee shall determine when the Contractor is needed for snow and ice removal operations. The Contractor will be notified 24 – 48 hours prior to a forecasted storm about the plan for the specific event. The Public Works Director or designee will make the determination when snow and ice control operations are complete.

## **CONTRACTOR REQUIREMENTS**

### **BUSINESS LICENSE**

Contractor shall obtain a business license from the City of Edwardsville.

### **BONDS**

No bonds are required for Snow & Ice Removal contract.

### **INSURANCE**

The Contractor shall secure and maintain, throughout the duration of the Contract with the City, insurance protecting the Contractor against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City, and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or canceled. The City will require the Contractor to take such steps as are necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the Contractor are as follows:



1. Worker's Compensation Insurance complying with the statutory requirements of the State of Kansas and the Liability Insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive Automobile Liability Insurance and Comprehensive General Liability Insurance having liability limits not less than the following: Bodily Injury - \$500,000 each person; \$1,000,000 each occurrence; Property Damage - \$500,000 each occurrence; \$500,000 aggregate. The policy providing Comprehensive General Liability Insurance shall contain contractual liability coverage insuring any liability assumed by the Contractor.
3. Umbrella Liability Insurance coverage for not less than \$1,000,000 protecting the Contractor against all claims in excess of the limits under Employer's Liability, Comprehensive Automobile Liability and Comprehensive General Liability policies to the extent that such policies have liability limits of less than \$1,000,000.

### **SUB-CONTRACTORS**

The Contractor shall not sub-contract any of the work required in this bid specification without City approval. Contractor required to file lien waivers with the City.

### **TRAINING**

The Contractor must conduct a training session for all employees who will operate snow and ice control equipment. The training session should cover at a minimum the importance of coordination, equipment operation and maintenance, application procedures, review of winter maintenance policy, and on-the-job safety. The Contractor shall submit a copy of the training Agenda to the City and a list of employees that were trained.

### **EQUIPMENT**

The Contractor is responsible for supplying all equipment to perform the work outlined in this bid specification. The Contractor shall provide a list of equipment that will be utilized to fulfill the required work; including make, model, year and size of plow and capacity of spreaders.

Snow plows must be on skids set at one-half inch above ground level.

To ensure that the safe and proper amount of material is placed on the road surface, all salt and sand equipment must have a ground speed controlled device installed.

Skid Steer Hours - City snow plow drivers also operate the skid steer for loading material; the intent would be the same for the Contractor using material at the City facility. Hours for skid steer shall be paid per hours skid steer is actually used to load trucks.



## PROPOSAL

### 2017 SNOW & ICE REMOVAL

The undersigned hereby proposes to furnish all materials, supplies, transportation, tools and equipment to perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with all documents referred to herein and any and all addenda thereto, for and in consideration of unit prices as follows.

**There are no guaranteed hours with this Contract. Contractor hours will be dependent on frequency and intensity of winter storms in the metro area. Estimated Quantities and Totals are for Quote Comparison Only.**

ITEM NO.	DESCRIPTION	UNITS	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
1	SNOW REMOVAL TRUCK - SPREADER + PLOW (With Driver)	HOUR	100		
2	SNOW REMOVAL TRUCK - PLOW ONLY (With Driver)	HOUR	50		
3	SKID STEER (With Operator)	HOUR	20		
4	LOADER (With Operator)	HOUR	10		
5	DUMP TRUCK - HAULING SNOW (With Operator)	HOUR	10		
<b>ALTERNATE QUOTE</b>					
6	SALT/SAND (Contractor Option)	TON	400		
				<b>TOTAL AMOUNT:</b>	

The undersigned hereby agrees to enter into a contract within ten (10) days from and after the acceptance of this proposal.

Dated in \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Contractor: (If an Individual) \_\_\_\_\_ doing business as

By \_\_\_\_\_  
Signature

(If a Partnership) \_\_\_\_\_  
Name of Partnership



By \_\_\_\_\_  
Signature

(If a Corporation)

\_\_\_\_\_  
Name of Corporation

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

**CONTRACTOR EQUIPMENT (Must be Submitted with Proposal):**

TYPE	YEAR	MAKE/MODEL	SIZE/CAPACITY

**ALTERNATE QUOTE: CONTRACTOR SUPPLIED MATERIAL:**

LOCATION	SUPPLIER	HOW IS IT STORED	ROUND TRIP TRAVEL TIME