

# Summit County Service Area #3

## Snow Removal 2024 RFP

Summit County Service Area #3 is currently accepting proposals for the snow removal of the Silver Creek Estates Roads(all county roads) from the Exhibit A(map of roads). A Mandatory Prebid meeting will be held on site at 629 Parkway Drive for all interested parties September 18, 2024 11:00am MST.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate operations, conduct a fair and extensive evaluation based on criteria listed herein, and select a candidate who best meets the criteria and will provide a consistent quality product.

Service Area #3 is in agreement with the Summit County and works within the specifications and requirements of Summit County to maintain roads within SA#3.

### Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm September 25, 2024. Any proposals received after this date and time will be returned to sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. If the organization submitting the proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting must include a name and description of the organizations being contracted. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Service Area #3 Board and will include scope, budget, schedule, and other necessary items pertaining to the project.

### Project Purpose and Description

Service Area #3 has been in operation since 1962 and has an average operating season of November 1st through April 30th. Normal operating schedule is Monday thru Sunday with all holidays included. Snow removal will be required day and night as well as maintenance during snow cycles throughout any operating day.

### Project Scope

1. The scope of this project is to provide snow removal, sanding rock, and all other snow removal related activities in Service Area #3 (All County Roads) from Exhibit A.
2. Permittee shall remove snow from all or part of the agreed upon locations, including sufficient turnouts for safe and efficient use for product transportation and to protect the road. .
3. All debris, except snow and ice that is removed from the road surface and ditches shall be deposited away from stream channels.
4. Banks shall not be undercut or shall surfacing material be bladed off the road.
5. Ditches and culverts shall be kept functional during operations and upon completion of operations.
6. Operator shall space, construct, and maintain drainage holes in the dike of snow or berm caused by snow removal operations as directed by Service Area #3. Drain holes shall be placed to obtain surface drainage without discharging on erodible fills. These drainage holes will be marked.

7. Snow removal shall be controlled to identify the usable traveled way having roadbed support. This distance will be maintained to a 22 foot minimum. Over width plowing shall be reshaped as necessary to define the usable width.

8. Minimum equipment requirements to be onsite during season are 2 qty- 14' road graders, 2 qty- Sander equipped vehicles. 1 qty- Front Loader.

9. Permittee may use any type of equipment to remove snow providing:

1. The equipment is of the size and type commonly used to remove snow and will not cause damage to the road. All equipment used will be in compliance with the commercial road use rules.
2. All equipment used to plow snow from roads having a bituminous surface course shall be of the rubber-tired type, and blades used on such equipment shall be fitted with shoes or runners to keep the blade a minimum of 2 inches above the road surface. When there is slush present on the roadway presenting a significant safety hazard, equipment without shoes or runners may be employed to remove the slush, providing the equipment has a floating blade and cause no damage to road surface. At no other time will a blade without shoes or runners be employed on the Service Area #3 to insure adequate protection of all road type surfaces.

10. Where the plowed route intersects adjacent trails, access to these routes shall be shaped (ramped) so as to provide safe passage for snow grooming equipment on the plowed route.

11. Operator shall allow equal access to said area for all winter recreational purposes.

12. Transportation and staging of roughly 1,000 yards of sanding rock to meet UDOT spec for highway travel.

13. Operator shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this RFP including but not limited to, retirement contributions, workers compensation, unemployment taxes, wages, and state and federal income tax withholdings.

14. Operator shall invoice SA#3 once a month for costs incurred for snow removal work in the designated area during the snow season of November 1 through April 30 or the winter operating dates of the area, whichever is less in accordance with funds available.

15. Each invoice shall be itemized and include a detail of the work accomplished, the dates and time of day of snow removal, equipment used with start and end meter reading (hour reading or odometer) and hourly rate of each piece of equipment. All invoices are to be submitted to Service Area #3 within forty-five (45) days after the end of the month in which the work is performed with the final invoice for each winter season presented no later than April 30, 2025. Operator shall have in force public liability insurance covering (1) property damage in the amount of fifty thousand dollars (\$50,000.00), and (2) damage to persons in the minimum amount of five hundred thousand dollars (\$500,000.00) in the event of death or injury to one individual, and the minimum amount of two million dollars (\$2,000,000.00) in the event of death or injury to more than one individual.

17. Operator shall include Summit County Service Area #3, its officers, agents, and employees, as additional insured on insurance policies issued for the work described in this RFP, or furnish an additional insured endorsement naming the same as additional insured to operator's existing public liability and property damage insurance.

#### Request for Proposal and Project Timeline

All proposals in response to this RFP are due no later than 5pm MST September 25, 2024. Evaluation of proposals will be conducted as received until September 25, 2024. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than October 15, 2024. Notifications to bidders who were not selected will be completed by October 15, 2024.

#### Budget

As part of the agreement SA#3, maximum costs incurred in one operating season will not exceed \$200,000.00. All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as 1) one time or non-recurring costs per month or 2) time and material recurring costs. Pricing should be listed for each individual piece of equipment including operator.

#### Bidder Qualifications

Bidders shall provide the following items as part of their proposal for consideration:

1. Proof of Insurance that meets or exceeds previously stated requirements.
2. Description of experience in this field.
3. List of equipment available or will be available for snow removal with hourly rates.
4. Total number of employees qualified for this project

#### Proposal Evaluation Criteria

SA#3 will evaluate all proposals based on the following criteria. To ensure considerations for this Request for Proposal, your proposal should be complete and include all of the following criteria:

1. Overall proposal suitability: proposed solutions must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Organizational experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
3. Previous Work: Bidders will be evaluated on examples of their work pertaining to snow removal as well as client testimonials and references.
4. Value and Cost: Bidders will be evaluated on their proposed budget and cost.

Each Bidder must attend mandatory Prebid meeting September 18, 2024 at 11:00am at 629 Parkway Dr, Park City, Utah 84098

Each bidder must provide 5 copies of their proposal to the address below by September 25, 2024 at 5pm MST:

Service Area #3 629 Parkway Dr. Park City, Utah 84098