



Request for Quotes– Abatement Snow & Ice Removal

The City of Moorhead will be accepting service quotes for as-needed/on-call snow and ice removal services at various private lots, residential and commercial, as assigned by the City. Services will be performed on private properties where snow and ice have not been cleared by the owner following notice and due process. Contractor must be properly licensed to do business in Moorhead. Agreement period will run for three (3) years, November 1, 2017 to October 31, 2020. In the event of unsatisfactory performance, or when in the best interest of the City, the City reserves the right to terminate the Agreement.

1. Snow & Ice Removal Standards

Contractor shall provide all labor, tools, and equipment to safely and properly clear snow and ice from sidewalks as assigned by the City. Chemicals shall not be used unless written approval has been granted by the City. Snow and ice may not be deposited or blown into the street, neighboring property, or in a place that will interfere with the vision of motorists approaching any intersection. Other than from adjacent sidewalks and driveways, no snow shall be placed upon the boulevards.

2. Work Procedures

All work will be performed following the written direction of the City via email. Contractor shall fulfill its duties with full attention given to serving the best interests of citizens. All equipment will meet OSHA standards. Additionally, Contractor will remain in compliance with all OSHA personnel, equipment, and safety regulations. All large equipment shall be equipped with reverse gear warning devices. Once work has started, Contractor will provide a continuous operation until the sites are determined to be sufficiently abated.

Contractor will submit invoices within fourteen (14) calendar days of service. Invoices must include addresses of lots where work is performed and hourly breakdown per lot cleared with arrival and departure times. If there are questions regarding an assignment or unusual circumstances that would require additional time or alternate abatement measures, contractor must contact the City for approval prior to the commencement of work. Time lost to equipment failure or damage shall not be compensated. The City is not responsible for any repairs to equipment that fails or is damaged during its use under this Agreement. Contractor shall be responsible for all costs or charges incurred in the operation and maintenance of the equipment during the term of the Agreement including, but not limited to: fuel, oil, blades, plows, chutes, equipment repairs, communication equipment, etc. Work that is not performed in accordance with procedures defined in Item 1 above shall be promptly re-performed after receiving notice from the City. Any additional costs related to this work shall require pre-approval by the City. Subcontractors shall not be used.

No contractor who is the recipient of City funds, or who proposes to perform any work or furnish any goods under this Agreement, shall discriminate against any worker, employee,

applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, public assistance status, or other criteria protected by law.

3. Repairing Damages to Property

In the event that property is damaged as a result of Contractor's snow and ice removal operations, Contractor shall repair such damage to the City's satisfaction, at Contractor's expense. Contractor shall repair any damage within thirty (30) calendar days following notification by the City or the following spring as soon as weather permits. Failure to repair damages will result in a billing adjustment from future obligations based on fair and reasonable quotations for repairs as obtained by the City.

4. Insurance

By signing and submitting a quote under this solicitation, Responding Party certifies that if awarded the agreement, it will have the appropriate Worker's Compensation and Employer's Liability Insurance and will provide the City with a Certificate of Liability Insurance describing the limits of coverage and naming the City of Moorhead as an additional insured party. Responding Party is to furnish a compliant Certificate of Insurance within five (5) business days of request. Responding Party further certifies that if awarded an agreement, as Contractor, it will maintain the specified coverage during the entire term of the Agreement. Cancellation Policy statement shall read: "Should any of the above described policies be canceled or modified before the expiration date thereof, the issuing company will mail forty-five (45) calendar days' written notice to the certificate holder named as the additional insured, but shall impose no obligation or liability of any kind upon the company, its agents, or representatives." General liability insurance shall be no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

5. Conflict of Interest

All Responding Parties must disclose in writing with their quotes the name of any owner, officer, director, or agent who is also an employee of the City of Moorhead. All Responding Parties must also disclose in writing with their quotes the name of any employee of the City of Moorhead who owns, directly or indirectly, an interest of five percent (5%) or more in Responding Party's firm or any of its branches or subsidiaries. By submitting a quote, Responding Party certifies that there is no relationship between Responding Party and any person or entity which is or gives the appearance of a conflict of interest related to this RFQ.

6. Responding Party Qualifications

- Responding Party must currently be in the business of snow and ice removal services
- Responding Party must have five (5) or more consecutive years of experience
- Minority and women owned businesses, as well as contractors located in Moorhead, are encouraged to submit quotes

7. Evaluation Criteria

- Qualifications and experience of firm in providing similar services for similar projects
- Reference review
- Availability
- Equipment and resources to be used
- Familiarity with local conditions, codes and practices, as evidenced in previous projects
- Pricing

- Responsiveness of quote package

City staff will evaluate the quotes and make a recommendation to the City Council. The City Council will make the final decision in awarding the Agreement. Responding Parties will be notified of the selection results.

8. Contractor Requirements Summary

- Three (3) year agreement with option to extend two (2) years upon consent of both parties (rate changes will be reevaluated at such time)
- Flat hourly rate for service, billing within fourteen (14) calendar days of service
- Inventory of equipment to be used
- Five client references with dates in which snow removal services were provided (include contact information for each)
- City reserves the right to reject any and all quotes
- City reserves the right to terminate the Agreement for unsatisfactory performance of Contractor or when in the best interest of the City
- Insured according to requirements in Item 4, provide Certificate of Insurance
- Company contact name, mailing address, telephone number, and email address
- Primary method of communication is electronic (i.e., email)

9. Quote Instructions

Quotes may be submitted in the following ways and must be received no later than **9/29/2017**:

- Enclosed in a sealed envelope and hand delivered to Moorhead City Hall
- Emailed to tia.braseth@cityofmoorhead.com
- Mailed to:

City of Moorhead –City Hall, 4th Floor
Planning and Neighborhood Services
Attn. Tia Braseth
500 Center Ave
Moorhead, MN 56561

Important – All quotes must include Exhibit A: “Quote Form”.

Contact: Tia Braseth

Phone: (218) 299-5375

Email: tia.braseth@cityofmoorhead.com

EXHIBIT A**QUOTE FORM**

Company Name: _____

Address: _____

Company Contact: _____ Phone: _____

Email: _____ Website: _____

Federal EIN: _____

Please complete hourly pricing chart below:

Equipment Description/Condition & Age	Hourly Price (incl. personnel to operate equip.)

Average hourly rate: \$ _____

By submitting this quote, Responding Party certifies the following:

- This quote is signed by an authorized representative of the firm.
- Responding Party can obtain insurance certificates as required within ten (10) calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- Responding Party has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Quotes, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this quote is accepted within ninety (90) calendar days from the date of the opening.

Responding Party Signature_____
Printed Name & Date