

**REQUEST FOR PROPOSAL FOR BACKUP  
SNOW REMOVAL SERVICES IN THE CITY OF  
MORRISTOWN**

Sealed bids will be received at the City Council, Municipal Offices, Morristown, Minnesota 56283 until 4:00 p.m., August 16, 2018, to furnish services outlined in the RFPs in the City of Morristown, Minnesota.

All bids must be sealed in an envelope and addressed as specified in the RFP. Specifications, if not herein included, are on file and may be examined at the Office of the City Hall at the following address:

2018 Snow Removal RFP City of Morristown  
402 S Division Street S- PO Box 362  
Morristown, MN 55052

The City reserves the right to reject any bids and to waive informalities and irregularities.

Brad Potter  
City Administrator  
507-685-2302  
Email: [brad@community-fix.com](mailto:brad@community-fix.com)

**CITY OF MORRISTOWN**  
**REQUEST FOR PROPOSAL FOR**  
**SNOW REMOVAL SERVICES**

**Introduction:**

The City of Morristown, Minnesota hereby requests a written proposal to provide snow removal services on City streets and parking lots. These snow removal services will be a backup to City staff snow plowing and will be on an as needed basis as requested by the City.

**General Requirements:**

One copy of a written response to this request for proposal must be submitted to the City of Morristown on or before **4:00 p.m., August 16, 2018**. Proposals submitted after the above deadline shall be considered late and will not be opened or considered. Proposals may be mailed or hand delivered in an envelope clearly marked with the following information:

2018 Snow Removal  
RFP City of Morristown  
402 S Division Street S- PO Box 362  
Morristown, MN 55052

All questions regarding this Request for Proposal shall be directed to Brad Potter at [brad@community-fix.com](mailto:brad@community-fix.com)

**Insurance Requirements:**

The awarded bidder of the RFP, who may have employees, contractors, or agents working on City property, **shall provide** copies of current insurance certificates prior to the execution of subsequent contracts. Certificates for: workers' compensation (unless otherwise exempt), commercial general liability, and automobile liability coverage with a limit of not less than \$1,500,000.00 per each occurrence \$2,000,000.00 aggregate. The City of Morristown must also be listed as an additional insured. **There will be no exceptions to the insurance requirement.**

### **Proposal Specifications:**

The City of Morristown is issuing a request for proposal (RFP) for snow removal for City owned and operated property as described in this RFP. This request is for the period of November 1, 2018, thru April 15, 2019. The contract(s) may be extended for up to two additional terms with the same fees, terms, and conditions if the City and the contractor agree.

#### **This includes, but is not limited to the provision of the following services:**

1. Snow plowing / removal shall occur once per day when there is a snowfall/drifted more than **2 inches** (see site details for other snowfall considerations). Contractor is to have snow removed from designated areas before 8:00 a.m. (unless otherwise specified in site details) and may be called for additional plowing / removal at the rate specified herein.
2. Snow removal services shall be performed at times mutually agreed upon between Owner and Contractor. The Contractor shall service the property one time per day unless called back by the property manager under a per push contract.
3. The Contractor shall keep snow levels behind all curbs at the traffic intersections of the City lots, streets and internal circulation areas below the level for clear visibility of vehicle operators. Snow piles can be managed and piled on-site in areas designated by each facility.
4. Concrete curbs, asphalt, fences and lawn conditions shall be inspected prior to each season and at the end of the season. The Contractor shall be responsible for all damages to the Owner's property caused by either equipment or operator error **including reseeding winter/freeze damaged or gouged turf the following spring as a result of the snow removal process**. The Owner reserves the right to repair any damages with other sources if the Contractor fails to do so within a reasonable time of notice and repair and will be deducted from future payments.
5. A Contract shall be considered by the Morristown City Council based upon a recommendation from staff regarding the most responsible bidder. The Contractor shall cooperate with staff in providing the required and enforce certificate of insurance, bond or escrow, and or other information requested.
6. Contractor shall maintain or obtain parking lots to conform to public and commercial standards. Ice or hard packed snow shall be salted to MNDOT recommended rates on designated sidewalks and intersections to maintain the safest walking and driving conditions possible. Specified intersections and or roadways will be identified for salting on each individual property.

## **Criteria**

Criteria used will be the following when considering the services with said percentages.

**Price 50%** - The Company shall list its prices per hour for trucks and operators for the 2018-2019 season.

**Experience 25%** - Experience in completing other similar jobs. Two references should be provided with similar work.

**Capacity 25%** – Capacity to do the work will be based upon the equipment and number of operators available to do the work. The company shall provide a list of equipment and number of operators available to do listed work.

### **Term of Contract:**

The term of the contract(s) shall run from November 1, 2018, thru April 15, 2019 (Early starts or season extensions may be granted by Staff if conditions warrant). The contract may be extended for up to two additional terms with the same fees, terms, and conditions if the City and the contractor agree.

### **Contract Nullification:**

The City of Morristown may, at any time, nullify the agreement if, in the judgment of the City, the contractor has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor, but no further sums shall be owed to the contractor. The agreement between the City of Morristown and the contractor is contingent upon approved annual budget allotments, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by the City.

### **Payments:**

Contractors are responsible for submitting invoices for services of the previous month. A 10% retainage will be deducted from each payment and will be processed for payment upon end of season inspections of the properties addressing any damage to turf, fencing, curb/gutter, fencing, buildings, landscape plantings and asphalt. The invoice shall include a detailed description of the service dates and services that were provided during the preceding month. Invoices must be received by the City of Morristown prior to the 10<sup>th</sup> day of each month for a payment to be processed in that month. Invoice receive after the 10<sup>th</sup> day of the month will be processed in the following calendar month.

**Award:**

Proposals will be awarded to the best overall respondent(s) as determined by that which is in the best interests of the City of Morristown. In comparing the responses to the RFP and making awards, the City of Morristown may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor in addition to that of the proposal price. The City reserves the right to separate properties and award separate contracts.