



## Proposal Specifications

Project:

Snow and Ice Removal Services

**Mandatory Informational Meeting:**

Friday, September 22, 2017, 1:00 P.M.

Proposals Due:

Tuesday, October 3, 2017, 11:00 A.M.

Location:

Village Hall, 25 E. State St., North Aurora, IL 60542

Contact:

John Laskowski, Director of Public Works 630.906.7373



## **Advertisement**

The Village of North Aurora will receive sealed proposals for the Snow and Ice Removal Services. Proposals will be received at the North Aurora Village Hall, 25 East State Street, North Aurora, Illinois 60542 until 11:00 a.m. local time on Tuesday, October 3, 2017. All proposals must be addressed as follows:

### **SEALED PROPOSALS**

**Contractor Name**

**RE: Proposal for Snow and Ice Removal Services**

**Village of North Aurora  
Attention: John Laskowski  
Director of Public Works  
25 East State Street  
North Aurora, IL 60542**

The Request for Proposal can be downloaded, free of charge, at the Village's website <http://northaurora.org/government/rfp-rfq-bidding.aspx> or can be picked up at 25 East State Street, North Aurora, IL 60542 beginning Friday September 8, 2017. There will be a **Mandatory Informational meeting held on Friday, September 22, 2017 at 1:00 p.m. at the North Aurora Village Hall. All interested parties submitting a proposal to be considered for Snow and Ice Removal Services must be in attendance.**

Please contact John Laskowski, Public Works Director at 630-906-7373 if you have any questions.



## **Village of North Aurora Specifications for Snow and Ice Removal Services**

### **Description of Work**

The Village of North Aurora provides its residents with a safe and accessible road network during snowfall events. The Village is seeking a contractor to supplement its internal resources by partnering with a private firm to provide the residents of North Aurora with the highest level of service.

### **Scope of Work**

The Village has 77 centerline miles of roadway. The Village is divided by the Fox River which flows north to south. The divided sides of town are referred to the east side and west side of North Aurora. The contractor will be responsible for plowing road routes varying between 6 to 14 centerline miles of municipal streets, including 103 cul-de-sacs (40 cul-de-sacs on the east side and 63 on the west side). The Police Station parking lot will also be included in removal operations.

The resources requested by the Village of North Aurora of the contractor will vary with each storm event. The intention is to provide the most efficient and effective services to the community. The contractor must have the ability to assume additional snow and ice removal responsibilities on routes maintained by Village staff at times when staffing levels is reduced due to event duration and sleep deprivation of North Aurora employees.

Sub-contractors can be utilized to supplement the Contractor's resources. However, all subcontractors shall be identified in the contract documents. If the snowfall event does not require deployment of the contractor's entire fleet, the Village will authorize the number of units necessary. Limited plowing with partial contract support will be performed on an as needed basis as dictated by the weather conditions and determined by the Village of North Aurora.

### **Performance**

When the snow and ice removal operation is complete, the expectation is that the pavement surface will be completely cleared from curb to curb (edge of pavement to edge of pavement) down to the bare road pavement surface.

Cul-de-sacs shall be clear of snow down to the bare road pavement surface by 6 hours after the start of snow and ice removal operations as determined by the Street Superintendent or designee. If additional time is required due to severe weather events, approval shall be requested from the Streets Superintendent.

No large or excessive windrows will be allowed across driveways in cul-de-sacs as determined by the Public Works Director, Streets Superintendent, or designee. Stacking snow shall only be in designated areas. If snow piled in designated areas becomes a safety concern, the contractor shall notify the Streets Superintendent immediately.

The contractor will be responsible for any damage to parked vehicles, persons, residential property or parkways, including but not limited to: fences, landscaping, sod, trees, driveways or pavement appurtenances, fire hydrants, shutoff valves, extruding curb points, curbs or similar obstacles. All damage shall be reported to the Streets Superintendent immediately. Repairs or replacements shall be completed as soon as practical at the contractor's expense and to the satisfaction of the Village of North Aurora.

Mailboxes that have been struck by contractor's equipment shall be replaced at the contractor's expense. Mailboxes that have collapsed as a result of snow pushed from the roadway is the replacement responsibility of the homeowner. In both cases the contractor shall notify the Streets Superintendent of the damage. The contractor shall then replace the damaged mailbox with a temporary mailbox supplied by the Village of North Aurora and delivered by the contractor.

Backing into residential driveways is prohibited.

Work not completed in a satisfactory manner shall be repeated with no additional compensation until it meets the standards of the Village of North Aurora as inspected by the Public Works Director, Streets Superintendent, or designee.

#### **Authorization/Response Time/Time of Completion**

The Village of North Aurora shall hereby provide sole authorization for work to begin. Any work completed prior to authorization will not be compensated by the Village of North Aurora.

Snow plowing will generally begin when there is an accumulation of 2.0 inches of snow on the ground and snow continues to fall. The contractor must respond and deploy drivers and equipment to arrive in the work area within 1 hour of being called out by the Public Works Director, Streets Superintendent or their designee. The Contractor shall report to the Public Works garage located at 314 Butterfield Road, North Aurora, Illinois, 60542 unless specifically directed to meet at another location by the Streets Superintendent.

If advance notice is provided, the contractor shall respond at the specified time. The contractor must be able to work 24 hours a day 7 days a week.

At no time while working for the Village shall the contractor perform any other work than as directed by the Village. Contractors shall not drive on driveways or leave public right-of-way without authorization by the Director of Public Works, Streets Superintendent, or their designee.

Any non-compliance with these provisions may result in termination of the contract at the sole discretion of the Village.

## **Personnel**

The contractor shall provide a 24 hour phone number for at least two individuals with the authority to deploy drivers and snow and ice removal equipment. These persons will be the contact for the Village when the snow and ice removal operations are concluded.

The firm must have licensed competent drivers capable of efficiently operating the snow and ice removal equipment. Contractor shall provide a copy of the driver's license to the Village. All drivers must pass a background check since plowing operations will have access to the Police Department parking lots. The drivers are required to possess the license prescribed by law for the vehicles they are operating. Contractor must perform work in a safe, professional, and courteous manner.

The drivers must be capable of reading maps.

## **Snow Removal Route Map**

The Village of North Aurora will provide the contractor with route maps after award of contract.

## **Site Visit**

The contractor is encouraged to travel the road network to become familiar with the routes.

## **Equipment**

The equipment must be adequate to remove snow and ice from the pavement to the standard described in the **Performance** section of this document. All equipment and vehicles used by the Contractor shall be maintained in good mechanical condition, and where applicable, said equipment should have a valid State of Illinois vehicle safety sticker. The Contractor shall have the ability to provide equipment and vehicles necessary to perform snow and ice removal services 24 hours per day, 7 days a week.

Trucks shall minimally have one amber light mounted on the roof of the vehicle or location visible from all sides of the vehicle. All equipment and vehicles that will be in service to the Village shall be inspected for fitness by the Department of Public Works prior to execution of the Contract. The Village reserves the right to determine the capabilities of the equipment offered for snow removal and ice removal operations. The Village reserves the right to accept or decline use of any or all equipment and vehicles proposed by the Contractor. The Village reserves the right to terminate the contract for use of improper or deficient equipment.

All equipment shall prominently display the name of the contractor or subcontractor on the sides of the vehicle. During plowing operations a magnetic sign "Contractor for the Village of North Aurora" must be displayed. This sign shall be cleaned periodically so that it is readable from the rear of the vehicle. The sign must be removed prior to performing work not authorized by the Village of North Aurora.

The contractor's equipment shall have the capability of spreading salt at a prescribed application rate. The Contractor's drivers must have cell phones in their trucks and be able communicate on them safely in a manner compliant with all applicable laws.



## **Materials**

The Village shall provide the contractor with salt. When available, a Village operator will load salt into the contractor's trucks. If the Village does not have an operator available the contractor shall load his own salt using Village equipment. There are two locations in town where salt is distributed. The east salt dome is located at the Public Works facility at 314 Butterfield Road, and the west salt dome is located at 2101 Tanner Road. Unused salt shall be returned to the location it was received. The Contractor shall be responsible for keeping track of the number of buckets placed in their trucks.

## **Additions and Deletions to Assigned Routes**

Additional parking lots and sidewalks may be added to contractor's responsibilities.

## **References**

The firm must have a minimum of five years' experience with snow and ice removal operations. The firm shall provide a minimum of 3 references. Two of the references shall be local government agencies.

## **Proposal Selection**

Each proposal will be evaluated based on references, equipment, response time, subcontractors, flexibility to respond to the varying snowfall and ice events, and hourly rates.

**Insurance Requirements:**

The Contractor will be required to meet our standard insurance requirements. Unless otherwise specified the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Village of North Aurora. The contractor shall supply a certificate of insurance with the Village of North Aurora an additionally named insured in the following minimum amounts with specific coverage. The certificate shall contain a 30 day notification provision to the Village of North Aurora prior to cancellation or modification of the policy.

Commercial General Liability insurance including Products/Completed Operations, Owners and Contractor Protective Liability and Broad Form Contractual Liability. The exclusion pertaining to Explosion, Collapse, Property Damage hazards is eliminated. The limit of liability shall not be less than the following:

General Aggregate	\$2,000,000
Products and Completed Operations	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

Business Automotive Liability Insurance including owned, hired and non-owned automobiles, and/or trailer and other equipment required to be licensed, with limits of not less than the following:

Each Person for Bodily Injury	\$1,000,000
Each Occurrence for Bodily Injury	\$1,000,000
Each Occurrence for Property Damage	\$1,000,000
Or-Combined Single Limit	\$1,000,000

Statutory Worker’s Compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including Operational Disease Act provisions, for employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in Occupational Disease Act, the Contractor shall provide, and shall cause Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

**Umbrella Liability:**

Aggregate Limits	\$2,000,000
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**Schedule of Prices**

**Schedule of Prices for Vehicles and Equipment**

	<b>Winter 2017-2018 Rate [\$ / Hr.]</b>	<b>Winter 2018-2019 Rate [\$ / Hr.]</b>	<b>Winter 2019-2020 Rate [\$ / Hr.]</b>
<b>Vehicles</b>			
6-Wheeler with an 11-12 ft. Plow & Salter			
6-Wheeler with an 11-12 ft. Plow & Salter with a wing plow			
6-Wheeler Haul Off (if necessary)			
5-Yard Truck 11 ft. Plow & Salter			
5-Yard Truck 11 ft. Plow & Salter with a wing plow			
1-Ton Truck 9-10 ft. Plow & Salter			
Pick-up Truck 8.5 ft. Plow			
Skid Steer with Bucket			
Skid Steer with Plow			
Wheel Loader with Bucket			
Wheel Loader with Plow			

	<b>Winter 2017-2018 Rate [\$ / Hr.]</b>	<b>Winter 2018-2019 Rate [\$ / Hr.]</b>	<b>Winter 2019-2020 Rate [\$ / Hr.]</b>
<b>Equipment</b>			
Snow Blowers			
4 Wheeler with Plows			

**Schedule of Prices for Alternate Vehicles and Equipment**

<b>Alternate Available Vehicles (Added by Contractor)</b>	<b>Winter 2017-2018 Rate [\$ / Hr.]</b>	<b>Winter 2018-2019 Rate [\$ / Hr.]</b>	<b>Winter 2019-2020 Rate [\$ / Hr.]</b>

<b>Alternate Available Equipment (Added by Contractor)</b>	<b>Winter 2017-2018 Rate [\$ / Hr.]</b>	<b>Winter 2018-2019 Rate [\$ / Hr.]</b>	<b>Winter 2019-2020 Rate [\$ / Hr.]</b>

**List of Subcontractors**

The sub-contractors listed below will be involved in this contract work. We understand that any deviation from this list must be requested and approved in writing ten (10) days before the start of the work that is involved.

Legal name, current telephone number and address of all subcontractors must be included.

<b>Sub-Contractors (Name)</b>	<b>Address/City/State/Zip Code</b>



**Contract Term**

The contract shall cover 3 winter seasons and terminate May 1, 2020. Either party has the ability to terminate the contract at any time by providing written notification 30 days in advance of the termination date.

**Contract**

The contract shall be deemed as having awarded when formal notice shall have been duly served upon the intended awardee by an officer of the Village of North Aurora duly authorized to give such notice.

**I. Bidding Company Contact Information**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I \_\_\_\_\_ verify that I am authorized to provide the Village of North Aurora  
<Print Name>

with a proposal for Snow and Ice Removal Services on behalf of \_\_\_\_\_  
<Company Name>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date