



**City of Gustavus, Alaska**  
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**Project: RFQ FY18-RM02**  
**Snowplowing Request for**  
**Quotation**

**THIS IS NOT AN ORDER**

**REQUEST FOR QUOTATION**  
**SNOWPLOWING SERVICE WINTER 2017-2018**

Important Dates:

**Issue Date: September 20, 2017**

**Bid Submittal Due: October 2, 2017**

Deliver to: Gustavus City Hall  
By: 1:00 pm.

**Bid Opening: October 2, 2017**

Location: Gustavus City Hall  
Time: 1:00 pm

The City of Gustavus seeks to develop a list of parties interested in providing snowplowing service on City roads and facilities during the 2017-2018 winter on an “as available basis”. Qualified parties will be called on a rotating basis as needed and issued a purchase order to plow specific roads or facility areas following snow storms. To qualify, parties must have a heavy plow truck or motor grader capable of plowing roads to city specifications. They must also show proof of insurance meeting City requirements before receiving a purchase order. Those requirements are attached to this notice. In addition, to qualify a party must not have an overdue account with the City for any taxes or usage fees. The City will pay for plowing of roads on a per-mile basis, as ordered each time by the Road Committee by purchase order, with the miles of each road being determined by the official list of road lengths on the attached schedule and map.

**Procedure for selection of qualified parties for snowplowing service**

1. Contractors complete the attached quotation form and submit it to the City Clerk/Treasurer at City hall by October 3, 2017.
2. The City will review quotations and notify parties whether they will be qualified pending submission of proof of insurance.
3. Qualifying contractors submit proof of insurance to the City Clerk/Treasurer. Insurance certificate must indicate that the City will be informed if the insurance is cancelled for any reason during the insurance period.
4. The City Clerk/Treasurer will check insurance certificates for compliance with City requirements.
5. The City Clerk/Treasurer will notify qualified parties of their entry onto a list of available contractors for snow-plowing services.

**Procedure for calling out contractors and monitoring snowplowing service**

1. The City Road Maintenance designated Point of Contact (POC) will monitor snow conditions and determine when roads or facility areas need to be plowed. Generally plowing will be ordered before snow depths reach 10 inches.

2. The City Road Maintenance POC will contact approved snowplowing contractors on a rotating basis to order plowing service. During particularly difficult conditions more than one qualified contractor may be offered work to plow specific areas of the City.
3. When offered snowplowing work a qualified contractor may accept or decline the work.
4. If the notified contractor declines the work for a particular opportunity, the City will offer the work to the next qualified contractor on the list. Contractors who decline work for a specific event will remain qualified for future call-outs without prejudice.
5. When a contractor accepts snowplowing work they will be issued a City purchase order for the work detailing the specific roads and areas to be plowed. Generally, the City will expect the contractor to complete the plowing within two days of the order to plow.
6. The City Road Maintenance Committee will spot check plowed roads and areas to determine whether plowing meets specifications, and determine acceptability prior to approving an invoice from the contractor.

## City of Gustavus Winter 2017-2018 Snowplowing Quotation Form

Quoting Party, or business name: \_\_\_\_\_

The above party proposes to offer snowplowing services to the City of Gustavus for the 2017-2018 winter according to the following schedule of rates:

**Roads on the City road map** and road list as requested by the City designee will be plowed at a rate of \$\_\_\_\_\_/mile, with mileage as indicated on the City road list.

**City facility areas** will be plowed as requested by the City designee at the following rates:

**City Hall access road and parking areas:** \$\_\_\_\_\_per plowing.

**Library driveway and parking area:** \$\_\_\_\_\_per plowing.

**Boat harbor area (road, ramp, 72-hour parking):** \$\_\_\_\_\_per plowing.

**Fire Hall paved apron:** \$\_\_\_\_\_per plowing.

**DRC entry and parking:** \$\_\_\_\_\_per plowing.

**Community Chest paved apron:** \$\_\_\_\_\_per plowing.

**Clinic Driveway and parking:** \$\_\_\_\_\_per plowing.

Please list equipment and individual hourly rates for use in work not in bid schedule.

Equipment Item Description	Hourly Rate

In quoting snowplowing service to the City of Gustavus for winter 2017-2018, I have read and understand the City snowplowing specification and insurance requirements, as attached, the list of City Roads, as attached, and the corresponding City road map, as attached. I understand that call-outs will be on an as-needed basis and that I will be issued a purchase order for specific services before beginning the plowing. The City may issue a purchase order in advance but with a separate notice to proceed to be issued orally or by email from the City Road Maintenance Committee or City Clerk/Treasurer when services are to begin. I understand that I am responsible for billing the city for accepted services following completion. I also understand that I shall respectfully request any members of the public with complaints or comments to direct their comments to City Hall or a member of the Road Committee.

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name/Title (print or type)

\_\_\_\_\_  
Telephone Number

## **INSURANCE REQUIREMENTS**

During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or as specifically approved by the City Council.

Limits: The Contractor shall obtain insurance for not less than the following limits:

- Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
- Comprehensive automobile liability: \$1,000,000 combined single limit;
- Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.

Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Contractor is using them to do work under this Agreement. If the Contractor submits insurance covering only scheduled autos, then the Contractor must assure that any additional vehicles are insured before using them in the work under this contract.

Workers’ Compensation: Any employee of the Contractor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Contractor is not required to provide a certificate of workers’ compensation insurance if the Contractor certifies in a manner acceptable to the City that the Contractor has no employees subject to the Act. The Contractor is not required to provide a certificate of workers’ compensation covering certain employees under the following circumstances: *Corporations* - If the executive officer claims an exemption, then the Contractor must provide a certificate of waiver for that officer from the Alaska Department of Labor; *Sole Proprietors* – The Contractor must sign a workers’ compensation release on a form provided by the City; *Partnerships* - Every partner must sign a workers’ compensation release on a form provided by the City.

Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

Additional Insured: During the contract term, the Contractor shall add and maintain the City as an additional insured in the Contractor’s commercial general liability policy. This policy will provide primary coverage for the City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

Certificate of Insurance: Prior to commencing any work under this Agreement, the Contractor will provide a certificate of insurance in a form acceptable to the City showing that the Contractor has the required insurance coverage.

Cancellation: The Contractor must assure that the City receives notice if the Contractor’s insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify the City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

Increased Coverage: If during the Agreement term the City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then the City will pay the Contractor the difference between the new and old premiums.

Subcontracting: The Contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of it to the City upon request. All subcontractors must carry and show proof of the minimum limits of liability indicated above.

## **END OF INSURANCE REQUIREMENTS**

ROUTE NAME	LENGTH (MILES)
<b>Area 1</b>	
Owen+Porcupine	0.27
Veneta	0.41
Trudy	0.38
Lynn	0.14
Snow	0.18
Tong - main stem (E-W to intersection)	0.48
Tong - Branch A (N-S intersection through center of subdivision)	0.41
Tong - Branch B (extension to start of Country Inn driveway)	0.13
Owen's Ditch Road	0.50
XtraTuff (off Tong Branch A)	0.10
Spruce	0.37
Bartlett	0.31
<b>Area 1 Total Miles</b>	<b>3.68</b>
<b>Area 2</b>	
Good River Road	0.86
Mary's Road	0.22
Grandpa's Farm Road	0.59
Meadow Lane	0.28
Dickey Drive	0.35
<b>Area 2 Total Miles</b>	<b>2.30</b>
<b>Area 3</b>	
Dolly Varden	0.65
Smelt	0.05
Greenling	0.18
Chinook	0.35
Chum	0.16
King Salmon	0.15
Sandlance	0.14
Halibut	0.33
Capelin	0.10
Humpy	0.27
Needlefish	0.13
Sockeye	0.29
Herring Lane	0.14
Coho	0.27
Steelhead	0.25

Candlefish	0.10
Willow Way (Formerly "Yurtville")	0.44
Shooting Star	0.10
Lupine	0.12
City Hall Access	0.10
<b>Total Area 3 Miles</b>	<b>4.32</b>
<b>Area 4</b>	
Wilson Road	2.10
Fara Way	0.29
White	0.32
Parker	0.30
Harry Hall/Chuck Kearns	0.40
River Bend	0.17
Chase	0.40
Jensen	0.20
Mackovjak's Road	0.25
<b>Area 4 Total Miles</b>	<b>4.43</b>

<b>Area 5</b>	
Rink Creek Road	3.74
Bouy Drive	0.21
Island View Drive	0.28
<b>Area 5 Total Miles</b>	<b>4.23</b>

<b>Area 6</b>	
Boat Harbor Road	0.21
Bill's Drive	0.25
Meadowbrook Lane	0.24
Fairweather	0.25
Pleasant Avenue	0.23
Jacob	0.27
Gustav	0.19
Travis	0.20
Benjamin	0.18
Glen's Ditch Road	0.20
Same Old Road	0.83
Dungeness Way	0.11
Glen's Ditch to Nagoonberry Trail parking	0.31
End of the Trail	0.26
<b>Area 6 Total Miles</b>	<b>3.73</b>

**Total City Road Miles = 22.69**

## **SECTION 215 SNOW PLOWING**

### **215-1.01 Description**

This work consists of plowing snow from specified City roadway surfaces and from special areas of City property such as driveways, parking areas, and the boat harbor uplands. The Road Committee shall designate one person to be responsible for ordering snow plowing. The Contractor shall be notified if another Road Committee member substitutes in that designee's place, or if the order will come from the Mayor or the City Clerk/Treasurer, in the absence of the Mayor. All snow plowing shall commence within 12 hours from the time the Contractor is called out by the Road Committee designee unless otherwise arranged with the Road Committee.

### **215-2.01 Plowing Requirements**

The roadway surface shall be cleared of snow from roadway shoulder to roadway shoulder each time it is plowed, with the exception of those designated by the Road Committee as impractical to do because of obstructions or width. Contractor shall plow snow evenly to both sides of the road such that berms along both sides are approximately equal throughout the winter—unless otherwise agreed by the Road Committee.

Roads that have not been cleared to a width of at least sixty feet (60') may or may not be cleared after snowfall has reached a depth of eighty inches (80"). Snowfall amounts will be determined for Gustavus by NOAA, or the National Weather Service. Snow berms shall be winged back at road intersection radii to a maximum height of 30 inches measured from the roadway centerline. This shall apply to city roads and intersections only.

Gravel shall not be plowed off the road surface. It is acceptable to leave up to two inches of snow or hard pack on the road surface over the gravel.

The Contractor shall be responsible for all damages he causes to the roadway surface and damages to any facilities, public or private, located in or along the roadway. Traffic surfaces of special areas such as city driveways and parking lots and the boat harbor uplands shall be cleared of snow and the snow shall be piled at locations designated by the Road Committee designee.

### **215-3.01 Method of Measurement**

Snowplowing of city roads will be measured by miles of road plowed. City road lengths have been determined by the Road Committee and are provided to the Contractor at the time of bidding. The Road Committee shall specify to the Contractor which roads are to be plowed. The Road Committee designee will call out the Contractor to plow snow on specified roads before 12 inches of fresh snow has accumulated. Fresh snow is defined as snow no more than three (3) days old.

Special areas such as City driveways, parking areas, and the boat harbor will each have unit prices per complete plowing as determined in the bid.

### **215-4.01 Basis of Payment**

Snow plowing will be paid for at the contract bid unit price per mile for specified roads, and per contract bid unit price for plowing for specified special areas, completed and accepted by the Road Committee. The Road Committee designee may order plowing of snow under special conditions, or in locations not addressed in the bid documents, and make payment according to the contractor's hourly billing rate for the equipment used.

## **END OF SECTION**