

REQUEST FOR PROPOSALS FOR TOWN OF STEVENSVILLE SIDEWALK SNOW & ICE REMOVAL PROGRAM

The Town of Stevensville invites proposals to provide services to the Town for the clearing of snow and ice on sidewalks located in the public right-of-way that poses a safety hazard.

Stevensville Municipal Ordinance 138, adopted on April 25th, 2013 authorizes the Town to take action to enforce snow removal in cases of non-compliance.

The Town may engage one or more individuals/businesses (independent contractors) throughout the 2018-2019 snow season (October 1 – April 30) to remove snow and ice from the public right-of-way.

Independent Contractors interested in removing snow and ice from sidewalks on an as needed basis as described in attached SPECIFICATIONS, are encouraged to submit a proposal to provide services.

Additionally, the Town of Stevensville offers a hardship snow removal program for Senior Citizens, Residents with Disabilities, and Deployed Active Military Service. Independent Contractors interested in removing snow and ice from sidewalks on an ongoing basis as described in attached SPECIFICATIONS, are encouraged to submit a proposal to provide services.

The proposal must include the following information

- Contact person and contact information including phone number and email address
- A list of equipment and supplies that may be used in completing requested work.
- A standard minimum ½ hour charge
- A standard hourly charge after the first ½ hour.
- City Business License number (if required by law)

Independent Contractors engaged by the Town of Stevensville must have a current Town Business License, if required, for snow removal and/or snow maintenance and proof of insurance per the SPECIFICATIONS.

Proposals will be accepted until 12:00 PM, Tuesday, February 26, 2019.
Proposals should be delivered to the Finance Department in Town Hall or mailed to:

Town of Stevensville
Attn: Finance Department
206 Buck Street
Stevensville, MT
59870

Independent Contractors selected to provide services will be asked to sign an Agreement for Services for the 2018-2019 snow season. Independent Contractors will be provided with a "snow removal order" that specifies the location and address where snow removal needs to occur. See SPECIFICATIONS for details.

Questions concerning this invitation may be directed to the Finance Department by calling (406) 777-5271.

SPECIFICATIONS
Sidewalk Snow and Ice Removal Services
(Please read these carefully before submitting your proposal)

- 1) SCOPE OF SERVICES:
 - a) Independent contractor, with a valid Town of Stevensville business license (if required by law), that is issued a “snow removal order” shall furnish all labor, equipment and materials necessary to complete the work in a safe and timely manner.
 - b) Ice melt material applied by contractor shall be pet safe and environmentally friendly.
 - c) Snow and ice removal shall take place between 8 a.m. and 7 p.m., Monday through Friday only.
 - d) The intent is to remove snow and ice from sidewalks in the public right of way, as requested, to provide a safe walking surface.
 - e) Any objection to the snow removal work, by a property owner or occupant, shall result in immediate cessation of work at the location. Independent contractor shall immediately notify the Town of such objection.
 - f) Work completed for the purposes of the Hardship Snow Removal Program, will be completed according to the specifications here-in, as well as the program guidelines.

- 2) SELECTION/NOTIFICATION:
 - a) Independent contractors selected to perform sidewalk snow and ice removal services will be contacted via email.
 - b) Selection of an independent contractor will initially be based upon Unit Cost. Performance will be assessed according to the following standards:
 - (1) Responsiveness: Has the work been done to the satisfaction of the Town.
 - (2) Quality of Work: Has the work been done to the satisfaction of the Town.
 - (3) Efficiency: Was the work completed within a reasonable amount of time at a reasonable cost.
 - (4) Character of Workers: The independent contractor is expected to perform the work in a skilled and professional manner as well as exhibit a temperate and courteous demeanor in personal contacts with citizens or agents of the Town.

- 3) TIME OF COMPLETION:
 - a) Upon receipt of the “snow removal order” by email, the independent contractor will begin snow removal within 4 hours. A before and after photo of the work site, including date and timestamp, will be required via email to facilitate payment.
 - b) No work will be required on weekends or legal holidays, including
 - November 6, 12, and 22
 - December 25
 - January 1 and 14
 - February 18
 - c) Extensions of time may be requested in cases of inclement weather. The Town may grant extensions to complete the work.

- 4) COST ESTIMATE
Independent contractor must provide a standard minimum charge and a standard hourly rate beyond the minimum charge. The standard charge should include labor, equipment, and supplies necessary to complete the work order.

- 5) UNSATISFACTORY WORK:
The independent contractor will be emailed regarding unsatisfactory work. Work found to be incomplete or unacceptable must be corrected within twenty-four (24) hours from the date of the email notification describing the unacceptable work. Payment shall be withheld until the Town has accepted the work performed.

- 6) PAYMENT:
 - a) The Finance Department must receive invoices within seven (7) days of completing the snow and ice removal on each individual property. The Town of Stevensville shall, upon receipt of an invoice within the contract and after confirming that the completion of work is acceptable, provide payment in accordance with the standard Town of Stevensville accounts payable process at the hourly rate quoted by independent contractor in their Agreement to Provide Services. No payment will be made until the Town accepts the work performed.

- b) Minimum Payment: The independent contractor will be paid a minimum of ½ hour per location, only if sidewalk snow and ice removal is performed. A minimum of \$15.00½ hour payment will be paid to the independent contractor if the site is in compliance upon arrival. Before and after photos of each location is required to facilitate payment.
 - c) Invoice: The invoice must contain the following information:
 - (i) Company Name and Address.
 - (ii) Invoices must include the property address or description as specified on the “snow removal order.”
 - (iii) An itemized cost breakdown showing **equipment used, hours, number of operators and the approved standard rate**, for each property.
- 7) INSURANCE REQUIREMENTS:
- a) Proof of insurance must be submitted to the Town of Stevensville before the independent contractor may do any work under this agreement. Liability Insurance Requirements: Minimum liability insurance requirements for independent contractor shall be as follows:
 - (1) Bodily Injury portion shall include coverage for injury, sickness, or disease, and death, arising directly or indirectly out of, or in connection with the performance of work under this agreement, and shall provide for a limit of not less than \$750,000 for all damages arising out of bodily injury, sickness or disease to or death of one person and a total limit of \$1,500,000 for damages arising out of bodily injury, sickness, or disease and death of two or more persons in any one occurrence.
 - (2) Property Damage portion will provide for a limit of not less than that listed below for all damages arising out of injury to or destruction of property of others arising directly or indirectly out of or in connection with the performance of work under this agreement and in any one occurrence including explosion, collapse, and underground exposure.
 - (i) Automobile \$100,000
 - (ii) Other than automobile \$100,000 each occurrence, \$300,000 aggregate.
 - b) Contractor is an independent contractor pursuant to Montana State law. Independent contractor shall provide proof of compliance with Montana Division of Worker’s Compensation regulations concerning accident or occupational disease incurred by the independent contractor’s employees during the course of their employment. Proof of compliance shall be submitted to the Town of Stevensville before independent contractor may do any work under this agreement.
- 8) AFFIRMATIVE ACTION POLICY: Contractors, subcontractors, subgrantees, and other firms doing business with the Town of Stevensville or any agency connected with the Town of Stevensville must be in compliance with Title 49, MCA (Montana Code Annotated) or forfeit the right to continue such business dealings.
- 9) TOWN OF STEVENSVILLE NON-DISCRIMINATION. All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.
- 10) COMPLIANCE WITH LAWS: Independent contractor agrees to comply with all applicable Federal, State, and local laws, including, but not limited to child labor laws.
- 11) TERM OF AGREEMENT: This agreement shall be in force and effect from the date first entered above and shall expire on May 1, 2019.
- 12) NOTIFICATIONS OF ACCEPTANCE: Three proposals with the lowest unit cost will be accepted and independent contractors notified by mail of the acceptance of their proposal by the Town of Stevensville. Selected independent contractors will be required to sign an Agreement to Provide Services and to submit their Certificate of Insurance within 5 days of this notice. If the performance of any of the selected independent contractors is not satisfactory or if the workload dictates, additional proposals will be accepted.