



# Madison County, Virginia: Bid for Services

Return to Facility Director, Roger Berry

On or before **4:00 p.m. on Friday, September 26, 2014**

PO Box 705, Madison, VA 22727

Hand Deliver To: 302 Thrift Road, Madison, VA

Or Fax To: 948-3843 or Email to [rberry@madisonco.virginia.gov](mailto:rberry@madisonco.virginia.gov)

## REQUEST FOR PRICE QUOTE FOR SNOW AND ICE REMOVAL SERVICES WINTER 2014-2015

### SCOPE OF WORK

Madison County seeks services of an independent contractor to perform, *as needed*, removal of snow and ice from parking lots, sidewalks, and other specific areas identified for the following properties owned by the County Board of Supervisors.

#### **1. Basic Service Areas**

Basic Fee: Fees will be charged at the rates established in this bid.

- a. **E911/Sheriff's Department**—the parking lot adjacent to and behind the Drug Store and the Arcade Building, together with the alley connecting the parking lot to Church Street; all public sidewalk areas adjacent to either the parking lot or the E911/Sheriff's Department building; the entrance(s) to the building; and the width of Church Street, from the intersection of Main Street just past the entrance to the sally port at the Sheriff's office.
- b. **Rescue Squad and EMS Buildings**—clear all paved parking and vehicular travel areas; clear all entrances to EMS and Rescue Squad buildings.
- c. **County Administrative Center, Kemper House and Health Department Building**—414 N. Main Street. Clear all parking areas; clear vehicular travel areas providing access to each building; clear all sidewalks, walkways and entrances to each building.
- d. **Washington Circle**, including the vehicular travel-way, all parking spaces, and all adjacent public sidewalks.
- e. **Circuit Court Complex**--Sidewalks, walkways, Court Square drive, and the parking areas that serve the Circuit Court and Commonwealth's Attorney's Office.
- f. **War Memorial/Social Services Buildings**—the public parking lot (upper only) behind the Social Services and War Memorial Buildings, along with the stairway connecting the upper and lower lots, the sidewalks in front of these properties along Main Street, and the walkways leading from the sidewalks to each of the entrances to both buildings.
- g. **Thrift Road Office Complex** all parking lot areas; walkways and handicapped-accessible ramps leading to building entrances plus parking in rear of building and access to better housing and VA Dept. of Forestry.



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- h. **538 South Main Street** - clear paved parking areas around the building; clear entrances to the building (3); clear public sidewalk area along Main Street adjacent to property.

## 2. Additional Service Areas (At County's Request)

- a. **Emergency Shelter Sites**—(if established) clear parking and vehicular travel areas at the site; clear entrances to the building containing the shelter.
  - b. **Entrance Road to Hoover Ridge and Driveway to Clore House at Hoover Ridge**
  - c. **American Legion, Thrift Road**
  - d. **Animal Shelter**—clear all vehicular travel areas providing access to clear all paved surfaces adjacent to the Animal Shelter. Treat paved surfaces at the Animal Shelter facilities with chemicals or materials to prevent slip-and-fall incidents in areas used by the public.
  - e. **Other areas as directed**
3. Clear Building Entrances for Public and Staff. The Contractor will upon request remove snow and ice from the entrances to buildings (from the entrance out to the main sidewalks and parking areas); steps; sidewalks, and parking areas, and to treat those areas with chemicals or materials as necessary to prevent icy or slippery conditions and to make areas safe for public use. Each area is to be cleaned and treated to its full width, along the entire length of County property.
  4. Maximize Usable Parking Areas. Snow removed from parking lots and parking areas will be piled at a location and in such a manner as will permit safe usage of the parking lot and that will maximize the area of the lot that will be available for use.
  5. Placement of Snow Removed. Where driveways and roadways are specified to be cleared of snow and ice, snow will be removed and will be pushed or piled to a location and in such a manner as will allow for adequate removal of additional snow and ice from second or subsequent events.
  6. Treatment materials. Chemicals, abrasives and other materials to be applied to the surfaces of parking lots, sidewalks, entrances, etc. shall be non-toxic. No rock salt shall be used.
  7. Supplies. The County will pay for chemicals or other treatment materials actually used, upon receipt of documentation satisfactory to the County of the Contractor's cost and of actual amounts used.
    - a. The County prefers to set up an account with a supplier of such materials, subject to the County's sales and use tax exemption, and then to pay the supplier directly.
    - b. Alternatively, The County will pay for treatment materials actually used by the Contractor, plus a Contractor's markup not to exceed a percentage specified below, upon receipt of documentation satisfactory to the County of the Contractor's actual cost and verification of actual amounts used by the Contractor.



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8. Time for Performance. Snow and ice removal shall begin promptly when requested in coordination with the County Facilities Director or the County Administrator, as soon as weather conditions permit. If for any reason the contractor is unable to promptly begin work at a high-priority location, the contractor will immediately notify the County Facilities Director or County Administrator so that arrangements can be made to schedule County staff. Snow and ice removal shall be completed within 12 hours after the conclusion of the weather event.
9. Special Services. Additional Snow and Ice Removal Services include any services above and beyond the labor and equipment necessary to completely remove snow and ice from a location one time during a Winter Storm Event. *(For example, Special Services include ongoing removal efforts at a particular location throughout the duration of a severe winter storm, or use of special equipment such as dump trucks, loaders, etc. not normally necessary in connection with removal of up to 24 inches of snow at a time).*
  - a. Additional Snow and Ice Removal Services must be authorized in advance, by the County Administrator or, if the County Administrator cannot be reached, by: the Chairman of the Board of Supervisors, the Director of Finance, or the Director of Emergency Services, in that order. No other County official or employee shall have authority to authorize Special Services.
  - b. Ordinarily, Special Snow and Ice Removal Services, particularly those involving a continuous removal efforts throughout the course of a Winter Storm Event, may be approved only for the following public safety facilities: (i) Emergency Operations Building (*Sheriff/E911 Building and related sidewalks and parking lots*); (ii) EMS/Rescue Squad Building and related parking/access areas; and (iii) location(s) operating as Emergency Shelter Facilities.
10. Prompt Billing Required. Contractor shall be required to promptly bill for services for each Winter Storm Event, and an invoice or detailed bill for each event shall be delivered to the County within 30 days of the date on which Services were commenced in connection with a particular Storm Event. Time is of the essence to the County with respect to receipt of billings for this type of service, and invoices or bills received after the 30-day submission date shall be subject to a 5% late submission fee (*which will be applied as a discount to the bill*) by the County.
11. Tracking Forms. The County will provide Contractor with forms on which to report the date, time, and location of services performed, and the number of hours worked per location. These forms will be completed by the Contractor and submitted with the bill for each Winter Storm Event. *(Sample Form Attached).*



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## EQUIPMENT TO BE USED

a. The Contractor has the following equipment available on a routine basis, to devote to the services to be performed by the County:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

b. The Contractor contemplates that the following Special Equipment could be made available, upon request, in connection with extra-ordinary snow and ice removal efforts associated with a severe or ongoing Winter Storm Event:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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## PRICE QUOTE

The Contractor agrees to perform the Services described in this RFQ for the following rates and charges. The County may choose which method of service to be provided, item I or II.

### Item I

**Basic Snow and Ice Removal Services (complete clearing and treatment one time, at each location, in connection with a winter storm event based on total acclamation at start of plowing):**

Item I	Location	3" to 6"	7" to 12"	13" to 18"	Total
<b>a</b>	E911 / Sheriff's Department	\$	\$	\$	\$
<b>b</b>	Rescue Squad & EMS Buildings	\$	\$	\$	\$
<b>c</b>	County Administrative 414 N Main St.	\$	\$	\$	\$
<b>d</b>	Washington Circle	\$	\$	\$	\$
<b>e</b>	Circuit Court Complex	\$	\$	\$	\$
<b>f</b>	War Memorial / Social Service Complex	\$	\$	\$	\$
<b>g</b>	Thrift Road Complex	\$	\$	\$	\$
<b>h.</b>	538 South Main Street	\$	\$	\$	\$
				<b>Total Cost</b>	\$

### Item II

**Hourly rates for specified equipment and services. Hours are from starting to completion time on site.**

The Contractor has the following equipment available on a routine basis, to devote to the services to be performed by the County: The County may request hourly service and or single pass

#### Equipment and labor pricing

- a. Pick-up with plow and operator \$ \_\_\_\_\_ per hour
- b. Large truck and operator 8' blade or larger \$ \_\_\_\_\_ per hour
- c. Skid loaded and operator \$ \_\_\_\_\_ per hour
- d. Tractor (7' bucket) and operator \$ \_\_\_\_\_ per hour
- e. Labor with 20" or greater snow blower \$ \_\_\_\_\_ per hour
- f. Labor with hand tools \$ \_\_\_\_\_ per hour

Total Cost \$ \_\_\_\_\_ per hour

**Total Bid Cost, Total of Item I and Item II \$ \_\_\_\_\_ Bid**

This price must include all charges for labor and equipment. For this price, the Contractor will provide at least 2 persons assigned to clearing sidewalks, walkways and building entrances for each storm event.

Contract Award will be to the lowest responsive bid price by calculated the total bid of all locations Item I, A-H plus the total bid of Item II, A to F.



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## Contractor's Mark-Up for Supplies of Chemicals or Treatment Materials

\_\_\_\_\_ % Percent charged over actual costs not to exceed 10%

### **Additional Space If Needed:**

Please List if additional documents are attached

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### **BIDDER'S REPRESENTATIONS**

Bidder represents: **(1) Bidder has examined the Sites of the proposed work;** **(2)** Bidder and its subcontractors are qualified and licensed to provide the type of labor and services required by this contract; **(3)** Bidder is able to provide labor and services which will meet the County's objectives and requirements and that will comply with the requirements of all governmental laws, ordinances and regulations; **(4)** that Bidder has Insurance Coverage, Limits Required: Worker's Compensation - Statutory requirements and benefits, Employer's Liability - \$500,000 Commercial General Liability - \$1,000,000 combined single unit, Automobile Liability - \$500,000 per occurrence/\$1,000,000 aggregate (For each vehicle of the contractor, its agents or employees) and the Bidder will provide a certificate of insurance to the County Administrator prior to commencement of any work; and **(5) Bidder offers to perform the Work in accordance with the directions set forth within this Bid, and to accept as full and complete compensation the prices specified in this quote.**

**Term:** This agreement will be for the 2014 – 2015 winter season.

**Extension:** Upon mutual acceptance by the contractor and the county this agreement may be extended for three additional seasons, renewed annually.



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## **AUTHORITY TO BIND BIDDER**

The undersigned individual declares that he is duly authorized to execute this Bid Form on behalf of Bidder and that all information set forth within this Bid Form and all attachments hereto are, to the best of his knowledge, true, accurate and complete as of its submission date.

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

LICENSED CONTRACTOR NUMBER (if applicable): \_\_\_\_\_

BUSINESS MAILING ADDRESS \_\_\_\_\_

BUSINESS TELEPHONE: (\_\_\_\_) (\_\_\_\_\_)

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**ACKNOWLEDGED and AWARDED TO** \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2014 for snow and ice removal services for the winter of 2014-2015.

## **MADISON COUNTY**

\_\_\_\_\_  
By: Ernest C. Hoch

Title: County Administrator

Date: \_\_\_\_\_