PETERSBURG
PUBLIC WORKS

DRAFT

REQUEST FOR PROPOSALS

SNOW REMOVAL AND STREET SANDING SERVICES FOR PAPKE'S LANDING AREA

PROPOSAL DUE DATE
2:00 PM, October 24th, 2019

Petersburg Borough is seeking proposals for snow removal and sanding at the Papke's Landing area. For questions or more information, contact Public Works Director Aaron Marohl at (907) 772-4430 or amarohl@petersburgak.gov.

PAPKE'S SNOW REMOVAL AND SANDING

Scope of Snow Removal and Street Sanding Services

Provide timely snow removal and application of traction sand on private roads in the Papke's landing area south of Petersburg. Roads to be serviced include approximately 2.2 miles of dirt driveways – a map of the subject roads is attached as Exhibit A.

Snow removal and street sanding services will be initiated via Borough call-out and must be completed within 4 hours of notification. During conditions when ice formation and/or snowfall is likely, the Contractor must be available 24/7 via telephone and must also be able to quickly mobilize and perform snow removal and sanding on nights, weekends, and holidays, and in any weather conditions that may be encountered. Contractor must also be aware that upkeep of roads within the subject area is not the Borough's responsibility, and condition of the road surfaces to be plowed varies from fair to poor.

Upon being dispatched by the Borough, Contractor shall remove accumulated snow the full width of each subject roadway and any intersections, down to the road surface or hard packed ice. Snow berms for individual driveways do not have to be removed, however for driveways serving more than one residence, berms should be removed. After plowing, traction sand shall be applied to all plowed surfaces within 2 hours.

When road conditions are icy due to factors other than fresh snowfall, the Borough may dispatch the Contractor to apply traction sand in order to maintain road safety. All roads on the plow route must be sanded within 3 hours of Borough notification to the Contractor that sanding is needed.

Contractor shall track all hours spent on snow removal and sanding and will provide the Borough with a monthly invoice itemizing the call-outs by day and the hours spent subsequent to each call-out performing the required services. Sand used will be tracked by cubic yard and itemized on each invoice for plowing and sanding services. The Borough will review, approve and pay each invoice within 30 days of receipt.

Maximum value of this contract is budgeted at $15,000. Any overage will be subject to Borough Manager approval and availability of funds. No work in excess of the $15,000 limit should be anticipated or planned by the Contractor.

Proposal Specifications:

In order to be responsive to this solicitation, written proposals will include a signed cover letter, and shall contain the following information:

1. Qualifications of the proposing Contractor, including: Alaska business license; contractor's license (if applicable); a description of the firm's experience doing this type of work in the Petersburg area; and at least (3) references from customers for whom the contractor has performed similar work. References shall include a description of the work performed for each referenced party along with complete contact information for each reference, including current telephone and email.
2. Qualifications/resumes of each driver that would be assigned to this work, including a copy of current Alaska Driver's License and past experience in snow plowing.

DRAFT

3. Type/s of equipment the Contractor would be using for performing snow removal and sanding on the subject roads. Year, Make and Model should be provided for each piece of equipment, along with current hours/mileage. Trucks utilized for plowing shall be a minimum 1-ton size.
4. Cost proposal including:
    - The Contractor's rates for the work described, including (at minimum) an hourly billing rate inclusive of labor, vehicle time, fuel, insurance, and all other incidental costs.
    - Contractor shall also provide and clearly define any call-out charges, overtime rates, holiday rates, or travel-time rates that would apply.
    - A cost per cubic yard for sand to be provided by the Contractor during the performance of this work. A gradation sheet for this material will be required before starting work. It is expected that this material will meet the Borough's specification for 3/8" minus traction sand. This specification is attached as Exhibit B.

Contractor Selection Procedure

- **Submittal Requirements**. Sealed proposals must be submitted not later than 2:00 PM, Thursday, October 24th, 2019, addressed to Aaron Marohl, Public Works Director, Petersburg Borough, P.O. Box 329 / 303 S. 2nd Street, Petersburg, Alaska 99833. All proposals received on time will be opened in the Public Works office immediately following the deadline. Late proposals will be rejected.

- **Proposal Review & Contractor Selection Committee**. Proposals received in response to this solicitation will be reviewed and scored by Committee consisting of Borough personnel. Selection of the Contractor will be subject to a recommendation from the Committee and approval by the Borough Manager. The Committee may choose to interview representatives of the Contractor if any questions arise during review of that Contractor's proposal. This contract will be awarded to the Contractor who submits the highest scoring proposal that is responsive to the proposal specifications.

- **Evaluation Criteria and Process**. The criteria to consider during evaluations, and the associated point values, are as follows:

1.	Qualifications and experience of the firm	30 points
2.	Qualifications and experience of the driver/s	20 points
3.	Equipment	20 points
4.	Rates for the work	30 points
	Total points available	100 points

- **Qualitative Rating Factor**. Firms will be ranked using the following qualitative rating factors for each RFP criterion:

1.0 Outstanding
.8 Excellent
.6 Good
.4 Fair
.2 Poor
-0- Unsatisfactory

DRAFT

- **Contract Approval.** A sample contract is attached as Exhibit C. This is the contract that will be used to formalize the snow removal agreement between the Borough and the selected Contractor. Any modifications to the contract form desired by the Contractor should be noted in red or blue ink, and the annotated version submitted along with the Contractor's snow removal proposal. Upon selection of a Contractor by the Committee, the proposed contract including any agreed upon changes will be submitted to the Borough Manager for approval.

- **Notice to Proceed.** Upon approval by the Borough Manager and after receiving a signed contract and proof of insurance from the Contractor, the Borough will issue the Contractor a Notice to Proceed with the work described.

2:00 PM, October 24th, 2019

DRAFT