



FACILITIES MAINTENANCE DEPARTMENT

970.668.4229 ph  
[www.SummitCountyCO.gov](http://www.SummitCountyCO.gov)

PO Box 5660  
Frisco, CO 80443

# **REQUEST FOR PROPOSAL**

**Bid Number: FM 2021 - 016**

## **SNOW PLOWING AND SIDEWALK SNOW REMOVAL SERVICES For Summit County Facilities**

**PORPOSAL DUE: 9/15/2021  
no later than 2:00 PM**

REQUEST FOR PROPOSALS  
RFP NO.: FM 2021 - 015

**A PRE-PROPOSAL CONFERENCE** will be held on September 1, 2021. All interested firms are encouraged to attend this meeting. Participants shall meet via zoom at 10:00 am MST. In order to register for this pre-bid meet. You must send an email to [kim.weiers@summitcountyco.gov](mailto:kim.weiers@summitcountyco.gov) by no later than August 31, 2021 in order to receive the zoom invite

**PROPOSALS** for Summit County Government will be received no later than September 15, 2021 by 2:00 pm MST in the Facilities Maintenance Department. Proposals are to be emailed to both [wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov) and [kim.weiers@summitcountyco.gov](mailto:kim.weiers@summitcountyco.gov)

Bid opening will be held September 16, 2021. Participants shall meet via zoom at 10:00 am MST.

Any questions regarding this Request for Proposal should be directed to Wayne Byrne, 970-668-4230 or [wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov)

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

**SUMMIT COUNTY**

**WAYNE BYRNE  
FACILITIES MAINTENANCE DIRECTOR**

**REQUEST FOR PROPOSALS**  
**for**  
**SNOW PLOWING AND SIDEWALK SNOW REMOVAL SERVICES**  
**08/13/2021**

**Proposals Due:**

09/15/2021 by 2:00 pm MST/MDT

**Overview**

Summit County Government (“County”) is soliciting bids from qualified contractors to provide services for the following:

**Specifications**

**SNOW PLOWING - BRECKENRIDGE**

Provide snow plowing services at the Justice Center, Old Courthouse and South Branch Library. Contractor will plow the parking areas when a snowfall of 2 inches or more in a 24 hour period as outlined below, November 1, 2021 thru through April 30, 2022 and then November 1, 2022 thru December 31, 2022.

Lots requiring plowing:

**Justice Center – 7 days a week**

- 1- Required completion by 5:45 am due to employee shift change  
Northwest Sheriff's lot  
North big lot
- 2- Required completion by 6:30 am  
South lot  
West Lots and Turnaround  
East bike path  
District Attorney and Probation parking lots  
Path way plowed back to the back exit of the Justice Center

**Old Courthouse** - Start time 6:45 am – Monday thru Friday 5 days a week

**South Branch Library** – Start time following Courthouse - Monday thru Friday 5 days a week. North lot only.

When there is a 2" snowfall by 4:30 am, the lots require plowing.

All plowing to be complete by 7:30 am.

**SIDEWALK SNOW REMOVAL - BRECKENRIDGE**

Provide sidewalk snow removal services at the Justice Center when a snowfall of 2 inches or more in a 24 hour period as outlined below, November 1, 2021 thru through April 30, 2022 and then November 1, 2022 thru December 31, 2022.

Sidewalks:

**Justice Center – 7 days a week**

Needs to be completed by 7am

Around the entire Justice Center including entrances

All snow to be placed on landscaping area or removed to parking outer perimeters

**District Attorney and Probation - 5 days a week Monday thru Friday**

Needs to be completed by 7:30 am

Around the entire District Attorney and Probation including entrances

All snow to be placed on landscaping area or removed to parking outer perimeters

- Alternate will be 7 days a week

**WEEKEND SIDEWALK AND LOT'S - FRISCO**

**Part 1** - Provide sidewalk snow removal services at the County Commons, Community / Senior Center, Fuel Island, Animal Control and Emergency Service when a snowfall of 2 inches or more in a 24 hour period as outlined below, November 1, 2021 thru through April 30, 2022 and then November 1, 2022 thru December 31, 2022.

Sidewalks:

**Weekends only 2 days a week**

Needs to be completed by 8:00 am

County Commons - Upper main entrance sidewalks and sidewalks to the west of the building.

Lower main entrance sidewalks and bus turn around sidewalks

Community / -  
Senior Center

Entrance and all sidewalks around the building.  
Exclusion front heated sidewalk

Animal Control -

All sidewalks around building

Fuel Island -

Fuel Pump Island

Emergency Services - All entrance and sidewalks

**Part 2** - Provide parking lot /roadway snow removal at County Commons, Community / Senior Center, Fleet Maintain Fuel Island, Transit, Animal Control, Recycling Center and Emergency Service. when a snowfall of 2 inches or more in a 24 hour period as outlined below, November 1, 2021 thru through April 30, 2022 and then November 1, 2022 thru December 31, 2022.

Parking Lots:

**Weekends only 2 days a week**

Needs to be completed by 4:00 am

County Commons - Upper lot starting at fire lane turn around to the west including driveways into the lot

Lower entrance bus turn around

Community /  
Senior Center -

Front lot and kitchen / dumpster lot in back of the building

Animal Control -

Starting at Nancy's Way Road, plow to Animal Control lot. Plow lot. Includes back dragging to the garage door.

Recycling Center -

Clear lot

Copies of the request are available at [www.SummitCountyCO.gov](http://www.SummitCountyCO.gov) under 'Bids & Proposals' or by request at the County Facilities Maintenance Department Office. Contact Wayne Byrne Facilities Maintenance Director for additional project information at 970-668-4230 or [wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov)

**Scope of Services**

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the snow removal service.

Work shall be completed as set forth in a contract for this project to be negotiated with the County \ based upon the contractor's written proposal.

**Date and time of service**

Service will be performed beginning in November 1, 2021. Service will be performed as agreed upon prior to contract. Potential schedule should be included in contractor's written proposal.

**Indemnification and Insurance**

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses

arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- Standard Workers' Compensation as required by law in the State of Colorado; and
- Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$400,000 on account of any one person and \$1.2 Million for each occurrence of property damage and personal injury; and
- Automobile Liability insurance in those instances where Contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$400,000 (bodily injury per person), \$400,000 (each accident) and \$400,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

### **Proposal Format**

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

### **Refinements and Improvements**

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

## **Part I - ADMINISTRATIVE INFORMATION**

### **A. Issuing Officer**

This Request for Proposals ("RFP") is issued by and the Facility Maintenance Department. For questions, please contact Wayne Byrne, 970-668-4230 or [wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov).

### **B. Purpose**

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

### **C. Scope**

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

### **D. Scheduling**

Proposals must be submitted via email to both [wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov) and [kim.weiers@summitcountyco.gov](mailto:kim.weiers@summitcountyco.gov) of the Facilities Maintenance Department by September 28, 2020 no later than **2:00pm MST/MDT**. The proposal should outline the schedule for commencement of service.

**E. Inquiries and Questions**

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Wayne Byrne  
Facilities Maintenance Department Director  
970-668-4230  
[wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov)

Time Schedule:

Request for proposals advertised	08/13/2021, 08/20/2021 and 08/27/2021
Pre-proposal meeting	09/01/2021 at 10:00 am Via Zoom
Proposals received by Facilities Maintenance	09/15/2021 no later than 2:00 pm
Bid opening	09/16/2021 at 11:00 AM
Interview Process	09/17/2021
Contract Award	No later than 10/09/2021

Bid opening will be held on September 16, 2021 11:00 am MST via Zoom Meeting.

**F. Instructions for Submission of Proposals**

It is imperative, when submitting a proposal, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

[wayne.byrne@summitcountyco.gov](mailto:wayne.byrne@summitcountyco.gov) and [kim.weiers@summitcountyco.gov](mailto:kim.weiers@summitcountyco.gov)

Subject Line Text:

<Vendor's Name> - Proposal for: **Summit County Snow Plowing and Sidewalk Snow Removal Services**

Body Text:

ATTN: Wayne Byrne Director

Facilities Maintenance Department

Proposal for: **Summit County Snow Plowing and Sidewalk Snow Removal Services**

1. Contractor's company name
2. Contact name and phone number

**G. Late Proposals**

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to the Facilities Maintenance Department by 2:00pm MST on September 15, 2021.

**H. Proprietary Information**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

**I. Response Material Ownership**

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

**J. Incurring Costs**

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

**K. Acceptance of Proposal Content**

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

**L. Acceptance Time**

The County intends to make a proposal selection within 20 business days after the closing date for receipt of proposals.

**M. Budget**

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

**PART II – PROPOSAL CONTENT**

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

**Scope of Work**

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

**Qualifications**

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

**PART III – PROPOSAL EVALUATION AND SELECTION**

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract,



purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

**Selection Process.**

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals (“Proponents”) or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that includes but is not limited to:
  - a. Cost;
  - b. The reputation, experience and efficiency of the Proponent;
  - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
  - d. The comparative quality of the goods and services bid;
  - e. The Proponent’s performance under previous contracts with Summit County;
  - f. The number and scope of conditions attached to the proposal;
  - g. The Proponent’s interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
  - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent’s standard contract if the County’s standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.