



FACILITIES MAINTENANCE DEPARTMENT

970.668.4229 ph
www.SummitCountyCO.gov

PO Box 5660
Frisco, CO 80443

REQUEST FOR PROPOSAL

Bid Number: FM 2021 - 015

THE MEDICAL OFFICE BUILDING (“MOB”) SNOW PLOWING SERVICE

**PORPOSAL DUE: 09/15/2021
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 by no later than August 31, 2021 in order to receive the zoom invite

PROPOSALS for Medical Office Building Owner's Association 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 and 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

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
MOB SNOW PLOWING
08/13/2021

Proposals Due:

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

Overview

Medical Office Building Owner's Association (Owner) is soliciting bids from qualified contractors to provide services for the following:

Specifications

Snow Plowing of MOB Parking Areas

Contractor will plow the parking areas of the Medical Office Building when a snowfall of 2 inches or more in a 24 hour period Sunday through Saturday, November 1, 2021 thru through April 30, 2022 and then November 1, 2022 thru December 31, 2022.

Contractor agrees to have plowing complete by 7:00 am

Cut any build-up of snow pack during plowing

Snow stacking areas are for the sole purpose of the Medical Office Building. At no time will the Contractor stack or plow snow from adjacent facilities without written consent and approval by Owner's Association.

Contractor agrees to notify Owner's Association immediately of any inconsistencies, damage, or plowing issues resulting from or hindering plowing operations.

Upon request from Owner's Association, Contractor shall perform additional services as required by snowfall amounts at the rate of \$_____ per hr.

Copies of the request are available at 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

Scope of Services

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the janitorial service. Work shall be completed as set forth in a contract for this project to be negotiated with the Owner \ 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 Owner 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 Owner and Contractor, the Contractor shall provide the Owner 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 Owner's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the Owner upon request. With regard to all insurance, such insurance shall:

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

Proposal Format

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the Owner 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 Owner to consider in terms of any efficiencies, issues or processes. The Owner 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 Owner and the Facility Maintenance Department. For questions,

please contact Wayne Byrne, 970-668-4230 or 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 and kim.weiers@summitcountyco.gov of the Facilities Maintenance Department by September 15, 2021 no later than 2:00pm MST. 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

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 Via Zoom
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 and kim.weiers@summitcountyco.gov

Subject Line Text:

<Vendor's Name> - Proposal for: **MOB Snow Removal Services**

Body Text:

ATTN: Wayne Byrne Director
Facilities Maintenance Department

Proposal for: **MOB 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 Owner and will only be returned at the Owner's option.

J. Incurring Costs

The Owner 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 Owner 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 Owner 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 Owner intends to engage the most qualified contractor available for this assignment while minimizing the costs to the Owner. 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 Owner'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 Owner reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The Owner 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 Owner. The Owner 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 Owner;
 - 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 Owner; 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 Owner reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the Owner'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.