



REQUEST FOR QUOTATION (RFQ)

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| RFQ # Q18-07 | TITLE: Storm Mountain Snow Removal |
| CLOSING DATE: September 20th, 2018 | CLOSING TIME: 10:00 A.M. (our clock) |

INTENT

The Larimer County Purchasing Department is requesting quotations on behalf of the Storm Mountain Public Improvement District (PID) #55 with the intention of contracting with a company for snow removal services.

Note: Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, Larimer County does not discriminate.

BACKGROUND

PID #55 has approximately 28 miles of mostly gravel roads, with a very small amount of pavement and chip seal. The elevation varies from about 6300' at the bottom of the access road to about 8500' at the highest point. The upper elevation roads within the Storm Mountain community often receive significantly more snowfall than the lower elevation roads, with 1-2 feet (occasionally more) not unusual. The upper elevation roads at times will require heavy equipment to properly maintain the roads. The PID board will notify the contractor when heavy equipment is needed. Vendors are encouraged to drive the snow removal route prior to responding to this request for quotation.

All questions regarding this quote must be in writing and should go to Christal Bateman, Purchasing Agent, at cbateman@larimer.org. Questions are due no later than 10:00 a.m. Monday, September 17th, 2018. Please call Christal Bateman at 970-498-5956 to verify receipt of your questions.

NOTE: Unauthorized contact with any other County employees regarding this quote may result in disqualification of your quote.

QUALIFICATIONS

- The contractor is required to have suitable heavy equipment for the upper elevation roads available when needed. Briefly describe the proposed equipment on the Quote Form.
- Award Vendor shall have a minimum of one (1) year experience in snow removal, of similar size and scope as outlined in this solicitation.
- All vendors **must** provide references (**Attachment A**) for snow plowing services provided of similar size and scope.

CONTRACTOR EXPECTATIONS

- Contractor will promptly repair or replace at their expense any street signs, utilities, culverts or other property or improvements which may be damaged by the contractor in the performance of their duties.
- Contractor will contact the owner of the item or Larimer County's designated representative for approval of the source and supply and or/assistance.

SCOPE OF WORK (See Plowing Priority Map – Attachment B)

Snow will be removed from roads on an “on-call” basis. Contractor will be as prompt as possible in responding to call from the PID.

- **Blue:** *Access road.* The 2.5-mile access road (from bridge off of CR 43 to the “T”) is to be plowed and sanded as needed during or as soon as possible after a snow event.
- **Green:** *Main Roads.* These roads should be plowed during or directly after a snow event so the snow depth does not exceed 6 inches; plowing will not begin if there is less than 4 inches.
- **Red:** *Secondary Roads.* These roads should be plowed when snow depth exceeds 6 inches
- **Yellow:** No snow removal on these roads (not maintained by the PID).

Contractor shall communicate (via phone or e-mail, as appropriate) with the appointed board member when plowing commences and to provide any needed information.

AWARD AND CONTRACT

This solicitation will be awarded to the vendor with the most responsive, responsible, reasonable quotation meeting all specifications and deemed the best fit and most advantageous to Larimer County.

A Larimer County [Purchase Order](#), this Request for Quote document, and the Award Vendor's response, all of which are incorporated by reference herein, will serve as the Agreement between the Board of County Commissioners of Larimer County, Colorado and the Award Vendor.

Any exceptions or requested additions to the [Purchase Order](#) must be stated and submitted with your Quote; these requests will not be accepted after the Quote has closed. The County makes no guarantee of any changes or concessions, but will review and consider all requests submitted.

NOTE: LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.

The County, at its sole option, may offer to extend this Contract for up to FOUR (4) additional one-year terms. The extension option may be exercised providing satisfactory service is given, and must be mutually agreed upon in writing, by and between the County and the Award Vendor.

PAYMENT

The Award Vendor shall submit and itemized invoice on a monthly basis for services rendered during the month to the PID's contact person, as listed on the Purchase Order, for approval. The invoice will be forwarded to Larimer County for processing the payment.

INSURANCE REQUIREMENTS

Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County Purchasing, 200 W. Oak St., #4000, Fort Collins, Colorado 80521. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

- I. Workers' Compensation and Employers' Liability **(only needed if you have a staff of people).**
 - A. State of Colorado: Statutory
 - B. Applicable Federal: Statutory
 - C. Employer's Liability: \$100,000 Each Accident
\$500,000 Disease-Policy Limit
\$100,000 Disease-Each Employee
 - D. **Waiver of Subrogation**
- II. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Medical Payments; Contractual Liability; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:

| | |
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| A. Bodily Injury & Property Damage General Aggregate Limit | \$2,000,000 |
| B. Products & Completed Operations Aggregate Limit | \$2,000,000 |

| | |
|--|-------------|
| C. Personal & Advertising Injury Limit | \$1,000,000 |
| D. Each Occurrence Limit | \$1,000,000 |

Other General Liability Conditions:

1. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
 2. **Contractor agrees that the insurance afforded the County is primary.**
 3. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.
- III. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:
- | | |
|---|-------------|
| A. Bodily Injury & Property Damage Combined Single Limit | \$1,000,000 |
| B. Medical Payment Coverage | \$5,000 |
| C. Uninsured/Underinsured Motorist Colorado Statutory Limit | \$1,000,000 |
- IV. **All Insurance policies** (except Workers Compensation and Professional Liability) **shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear.** The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto and Umbrella Liability. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.
- V. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than B+ and/or VII.
- VI. **Notice of Cancellation:** Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County Risk Management, 200 W. Oak St., #4000, Ft. Collins, CO 80521. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
- VII. Contractor shall furnish Larimer County certificates of insurance. Contractor will receive all sub-contractors certificates of insurance. Such certificate must meet all requirements listed above.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

ADD THE FOLLOWING AT THE END OF THIS SECTION:

LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.

ILLEGAL ALIENS – PUBLIC CONTRACTS FOR SERVICES

1. The Contractor certifies that the Contractor shall comply with the provisions of C.R.S. 8-18.5-101, et. seq. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.
2. The Contractor represents, warrants, and agrees that it (a) has verified that it does not employ any illegal aliens, through participation in either the E-Verify Program or in the State of Colorado Verification Program ("Department Program").

- a. If the Contractor elects to participate in the Department Program pursuant to C.R.S. 8-18.5-102, the Contractor must provide the County a copy of Contractor's completed Notice of Participation Form.
 - b. If the Contractor hires a new employee who performs work under this public contract, the Contractor must provide the County affirmation as required by C.R.S. 8-18.5-102(5)(c)(II).
3. The Contractor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-18.5-101, et. seq., the County may terminate this Contract for breach of contract, and the Contractor shall be liable for actual and consequential damages to the County.
 4. The Contractor shall not use the E-Verify Program or the Department Program to undertake pre-employment screening of job applicants while this Contract is being performed.
 5. If the Contractor obtains actual knowledge that a subcontractor performing work under this contract knowingly employs or contracts with an illegal alien, the contractor shall:
 - a. Notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to sub-paragraph "a" above, the subcontractor does not stop employing or contracting with the illegal alien, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

COOPERATIVE PURCHASING:

Other governmental entities may piggyback on the award of this solicitation, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the Award Vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

VENDOR DEBARMENT

No vendor awarded a solicitation shall be federally debarred. Such debarment shall be checked through the System for Award Management, at www.sam.gov.

QUOTES MUST BE COMPLETED ON THE QUOTE FORM.

The **QUOTE FORM** on the next page **must** be received either by email, mail, hand-delivered, or via fax no later than 10:00 A.M. on **THURSDAY, SEPTEMBER 20TH, 2018**. Responsibility for timely submittal and routing of quotations prior to the opening lies solely with the vendor. **Quotations received after the closing time and date specified will NOT be considered.**

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| <u>Email:</u> | Email completed quote form to Christal Bateman at cbateman@larimer.org. Call Christal Bateman at 970-498-5956 to confirm your quote has been received. |
| <u>To Fax:</u> | Fax to the attention of Christal Bateman to 970-498-5942. Call Christal Bateman at 970-498-5956 to confirm your quote has been received. |
| <u>To Hand-Deliver or Courier:</u> | To the attention of Christal Bateman, Larimer County Purchasing, 4 th floor Suite 4000, 200 W. Oak St., 4 th floor Suite 4000, Fort Collins, CO 80521 |
| <u>To Mail:</u> | To the attention of Christal Bateman, Larimer County Purchasing, 200 W. Oak St., Suite 4000, PO Box 1190, Fort Collins, CO 80522-1190 |

QUOTE FORM:

Provide your billing rate for the equipment listed below. Billing rate for equipment shall include all associated fuel, rental, labor and material fees (no separate charges). Billing rate to include plowing and sanding per Scope of Work requirements. *Quotes must be furnished exclusive of any Federal, State, or Local taxes.*

Plow truck = \$ _____/hr

Heavy equipment for upper filings = \$ _____/hr

****Hypothetical Scenario****

| Equipment Billing Rate | Hypothetical # of hours needed to plow snow | Sub-Total Cost |
|---|---|----------------|
| Plow truck = \$ _____/hr X | 20 | = \$ _____ |
| Heavy equipment for upper filings = \$ _____/hr X | 10 | = \$ _____ |

Total Cost _____

Proposed Equipment for upper filing: _____

SIGNED: _____

PRINTED NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DUNS # _____

DATE: _____ TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

For further information regarding this Quote #Q18-07, please contact Christal Bateman, Purchasing Agent, Larimer County Purchasing Department, at 970 498-5956, or at cbateman@larimer.org.

REFERENCE LIST

Provide a minimum of three (3) references which were clients for snow plowing services of similar size and scope.

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|---|------------------------|
| 1) Contact Name: _____ | |
| Address: _____ _____ | Contact Phone #: _____ |
| | Contact Email: _____ |
| Year this occurred: _____ | |
| Services provided: _____ _____ _____ | |

| | |
|---|------------------------|
| 2) Contact Name: _____ | |
| Address: _____ _____ | Contact Phone #: _____ |
| | Contact Email: _____ |
| Year this occurred: _____ | |
| Services provided: _____ _____ _____ | |

| | |
|---|------------------------|
| 3) Contact Name: _____ | |
| Address: _____ _____ | Contact Phone #: _____ |
| | Contact Email: _____ |
| Year this occurred: _____ | |
| Services provided: _____ _____ _____ | |

ATTACHMENT B – Plowing Priority Map

