



*City of Urbana, Illinois
Department of Public Works*

Request For Proposals (RFP)

Proposals shall be received at the Office of the Director of Public Works, City of Urbana, Illinois, located at 706 South Glover Avenue through 3:00 p.m., Monday, November 5, 2012 for:

**Parking Lot Snow Plowing
[RFP #1213-05]**

The City of Urbana shall receive proposals for a two-year contract for the work to be performed as stated below. The contract shall be in full force during the winter season from November 12, 2012 up to and including April 30, 2014.

- 1) The attached document marked “Contractors Parking Lot Index” is a group of maps depicting various CITY owned parking lots in the City of Urbana.
- 2) The CONTRACTOR agrees to provide snowplowing services for those parking lots within the “Contractors Parking Lot Index” from a period beginning at 12:01 a.m. on November 12, 2012 and extending through 11:59 p.m., April 30, 2014. For purposes of this agreement an “event” shall be defined as beginning at 6:30 a.m. on one calendar day and ending at 6:29 a.m. the following calendar day.
- 3) Upon authorization from the City’s Operations Division Manager or designee, if the accumulated snowfall shall exceed one and one half (1.5) inches in depth, the CONTRACTOR shall provide all necessary plowing services to clear Lots 1, 2, 5, 9, 10-A North, 10-A South, 10-B, 10-E, 10-F, 10-X, 11, 12, 16, 17 & Tepper Lot, 21, 22, 23, 24, 25, 26, Marro Parking Lot before 6:29 a.m. of that day. The Illinois State Water Survey official snow depth for Champaign-Urbana will be used to determine snow removal charges. All plowing services are to be done in a professional and workmanlike manner.
- 4) The CONTRACTOR shall plow all snow to an area in each respective parking lot as designated on the map. Additionally, the CONTRACTOR shall not pile snow onto:
 - Any parking spot designated as an accessible reserved space
 - Any parking spot that is designated as a reserved rental space
 - Any area landscaped with plant material
 - Onto any sidewalk or street, public or private unless designated otherwise
 - Onto any property not owned by the City of Urbana

- 5) The CONTRACTOR shall only be responsible for plowing services. If, in the determination of the CITY, it is necessary to haul out snow from or apply any snow abatement chemicals to either of the lots encompassed by this agreement, it shall be the full responsibility of the CITY to arrange for and pay for such services outside the scope of this agreement.
- 6) In the event that the CONTRACTOR is not utilized during the contracted snow season, the City of Urbana shall guarantee payment for a total of one (1) complete clearing operation of one and one half (1.5) up to and including five (5) inches of snow accumulation.
- 7) During the term of this agreement the CONTRACTOR shall maintain in full force and effect the following minimum insurance coverage at its own expense:
 - Workers' Compensation and Occupational Disease Insurance
Statutory amounts under the terms of the Illinois Workers' Compensation Act.
 - Commercial General Liability Insurance
Bodily injury, employer's liability, public liability and property damage including broad Occurrence Form insurance (claims-made type unacceptable), with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
 - Automotive Liability Insurance
Bodily injury, property damage, with limits of not less than \$1,000,000 each occurrence. This must include non-owned, hired, leased or rented vehicles, as well as owned vehicles (any auto, Symbol 1 type)

The CONTRACTOR shall cause a Certificate of Insurance to be issued naming the City of Urbana, Illinois as additional insured. The Certificate of Insurance shall be provided by an insurance company with a rating of B+:VI or better in the current edition of Best Key rating guide. The CITY must receive this Certificate of Insurance within fifteen (15) calendar days of the signing of this agreement. The CONTRACTOR must agree to maintain such insurance in force for the duration of this agreement. All insurance policies and Certificates of Insurance shall contain a Certificate Holder provision indicating that the CITY shall receive not less than thirty (30) days prior written notice to the effective date of any cancellation or reduction in coverage.

- 8) No assignment of this agreement, or any right under this agreement, shall be made in whole or in part by the CONTRACTOR to any other party without the expressed written consent of the CITY.

Proposals shall be mailed to or delivered to:

W. John Collins, Operations Division Manager
Public Works Department
706 South Glover Avenue
Urbana, Illinois 61802

Any questions concerning these specifications should be directed to Mr. Collins at (217) 384-2380.

City of Urbana and State of Illinois Sales Tax and Federal Excise taxes are not applicable to this project and must be excluded. The City of Urbana reserves the right to reject any and all proposals and to waive any formality.

COST PROPOSAL

**Parking Lot Snow Plowing
[RFP #1213-05]**

A. Complete clearing operation #1

One and one half (1.5) up to and including five (5) inches of snow accumulation

Cost per operation: \$ _____

B. Complete clearing operation #2

Over five (5) inches of snow accumulation

Cost per operation: \$ _____

Please provide below the type and amount of equipment dedicated to this proposal:

Comments:

_____ Signature of Company Official	_____ First Name
_____ Printed Name of Company Official	_____ Firm Address
_____ E-mail	_____ City/State/Zip
_____ Date	_____ Phone