

Aurora Township

Aurora, Illinois

Request for Proposal

Request for Proposal: Aurora Township, an Illinois municipal corporation (the “Township”) is seeking proposals from qualified contractors to perform Pilot Senior Snow Removal Program for privately-owned properties within the Township from January 1, 2019 through April 30, 2019.

1. Scope of Work

The contractor(s) will be responsible for providing snow removal services on an on-call basis to seniors and disabled residents of Aurora Township. Residents will be pre-screened by the Aurora Township staff to determine eligibility for the 2019 winter season. Those who qualify for the service will receive five (5) snow removal vouchers to be presented to the contractor at time of service. The number of residents qualifying for the service is estimated at 90 for the 2019 winter season.

2. Primary Tasks

- a. Pilot Senior Snow Removal Program
To be completed at a frequency and extent of on-call services as requested by the pre-qualified residents. The extent of snow removal will correspond to each parcel’s unique specifications. This will require the use of motorized and non-motorized equipment: snow plows, snow blowers, shovels and other equipment as may be needed.
- b. Aurora Township expects a timely response and open communications with its selected contractors to address any contract issues that may arise or to report any problems observed on the job site. Aurora Township also expects that its selected contractor(s) will adequately train its staff so that consistent and professional services are provided. Snow removed from residential driveways and sidewalks is to be directed into the resident’s front yard and not illegally dispersed into city streets. Respectful communication with the public will be required. Township staff will be available throughout the season to answer contract questions. Additionally, Township staff will conduct periodic inspections to verify that work is completed in a satisfactory and timely manner.
- c. Pre-qualified Residents will each be issued five (5) snow removal vouchers at the start of the winter season period to be used at their discretion between January 1 and April 30, 2019. The contractor(s) will invoice Aurora Township on a monthly basis. The Township will pay contractor in accordance with the State of Illinois’ Compiled Statutes Local Government Prompt Payment Act 50 ILCS 505/1. The invoice must include the following information:
 - i. Address(es) of residence(s)
 - ii. Date work performed
 - iii. Amount of work completed (driveway, sidewalk and stairs/ramp, corner lot sidewalk)
 - iv. Original voucher signed by Resident and Contractor
- d. A mandatory pre-proposal meeting will be held to discuss the scope of this contract on December 10, 2018 at 2:00 p.m. in the Conference Room located at Aurora Township,

80 N Broadway, Aurora, IL 60505. The Township will not read or consider your Proposals unless you or a designated representative of your company attends this meeting. Please bring this RFP packet to the pre-proposal meeting.

- e. Prior to submitting Proposals, interested contractors are further encouraged to become familiar with variable widths and potential obstructions that could exist along the driveways and sidewalks. A list of potential addresses is available upon request.
- f. After the December 10, 2018 meeting, questions about the RFP may be submitted in writing by mail, fax (630) 897-8393 or by e-mail (William.c@auroratownship.org) to William Catching. A copy of all questions and their responses will then be faxed or e-mailed to all firms that attended the pre-proposal meeting by the close of business on December 14, 2018.

3. Potential for Equipment and Property Damages

- a. There may be landscaping or obstructions on these residential parcels adjacent and along the sidewalk that will require care when removing snow in their proximity in order to maintain the integrity and function of these structures and protect the contractor's equipment. Such obstructions could include, but are not limited to, fences, signage poles, landscaping plants, trees, shrubs, fire hydrants, planters and retaining walls. Obstructions are site-specific and workers awareness is required to avoid damage to equipment and residential properties. Contractors will not be compensated for damages to their equipment.
- b. Equipment utilized for snow removal must be equipped with tires or rubber tracks that do not damage property including but not limited to lawns buried under snow, sidewalks and landscaping.

4. Cost Proposals

- a. Interested contractors are asked to include their cost proposals on the enclosed cost Proposal Form. This Proposal Form identifies; 1. Removal costs for driveways based on a standard width. 2. Removal costs for snow blowing or shoveling sidewalks and exterior steps and/or ramp. 3. Removal costs for snow blowing or shoveling corner lot sidewalks. 4. Costs for salting of a standard driveway, sidewalks and exterior steps/ramps.
- b. All proposed price per unit should include all contractor's costs of labor, equipment, insurance and consumable supplies.
- c. Aurora Township, being a governmental unit, is exempt from sales and federal excise taxes. The price is to be net, exclusive of any taxes.

5. Submittals

- a. In addition to submittal of the completed Proposal Form described above, each contractor must also submit the following
 - i. Certificate of Insurance: All proposals shall be accompanied by evidence (Letter from Insurance Company) that the contractor will be able to obtain certificates of insurance confirming coverage for required minimum limits (See Section 6 for minimum limits).
 - ii. Equipment List: The proposer must include on the Proposal Form a list of equipment it intends to use in the execution of all aspects of this contract.
 - iii. Staff Capacity: The proposer must include on the Proposal Form the names of the Project Manager it intends to use in the execution of this contract and a statement that will assure Aurora Township that the commitments needed

under this contract will not conflict with other work or contract commitments of the contractor.

- iv. **Prevailing Wage:** Some or all of the work herein may be subject to the provisions of Prevailing Wage Act, 820 ILCS 130/0.01 et seq., providing for the payment of prevailing rate wages to all laborers, workmen and mechanics engaged on work. The contractor agrees that, prior to making any payments to its own laborers, workers, or mechanics or to any subcontractor, it will determine whether it must legally pay wages in accordance with the Prevailing Wage Act, and if so legally required, pay the then-current prevailing rate of wage as determined by the Illinois Department of Labor and posted at <http://www.state.il.us/agency/idol>.
- v. The Township may at any time inquire of the contractor as to rates of wages being paid employees of the contractor, and any subcontractor whereupon such information shall be promptly provided by the contractor. The contractor shall indemnify the Township for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said law.
- vi. **References:** The proposer will submit three (3) professional references that can attest to the contractor's ability to satisfactorily complete work of a similar scope. This must include:
 - 1. Name of the reference
 - 2. Reference phone number and e-mail address
 - 3. Description of the scope of work or projects completed for that reference.

- b. Three (3) copies of the contractor's Proposal Form and supporting documents described above must be returned by mail or delivery no later than noon on December 19, 2018.

Address proposals to:

Mail: William Catching
Aurora Township
80 N. Broadway
Aurora, IL 60505

Fax: (630) 897-8393
E-mail: William.c@auroratownship.org

6. Minimum Limits of Insurance Requirements

- a. The selected contractor will be responsible for the safety of its own employees and actions of the selected contractor may not put the public at risk.
- b. The selected contractor will be required to have insurance coverage that meets Aurora Township's minimum limits of insurance as described below:
 - i. **Liability Insurance:** The contractor shall obtain and maintain a commercial liability insurance policy with limits of no less than Two Million Dollars (\$2,000,000.00) each occurrence/aggregate for both bodily injury and property damage liability to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the term of the contract.
 - ii. **Auto Insurance:** The contractor shall obtain and maintain commercial auto insurance policy with limits of no less than Two Million Dollars (\$2,000,000.00) each occurrence/aggregate for both bodily injury and property damage liability

to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the contract.

- iii. Workers' Compensation: The contractor shall obtain and maintain workers' compensation insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per incident or injury to cover claims for injury or disease resulting or arising from the actions of the contractor, its officers, employees or agents during the contract. Insurance coverage will meet statutory requirement for the State of Illinois. The contractor shall also comply with all applicable federal, state, and local laws, ordinances, rules and regulations.
- iv. Aurora Township is to be named an "additional insured" to the contractor's insurance policy during the term of contract. Certificates of Insurance are to be provided to Aurora Township as verification of adequate insurance coverage.

7. Award of Contract

- a. Aurora Township reserves the right to award one contract or up to five (5) contracts for the entire geographic area of Aurora Township. Contractor selection will be based upon the following elements:
 - i. Experience with similar snow removal services
 - ii. Reasonableness of the cost proposals
 - iii. Ability to provide insurance coverage and performance and payment bonds
 - iv. Capacity and capability of the proposer to provide appropriate equipment and experienced personnel for each task
 - v. Supportive professional references
 - vi. Attendance at the mandatory pre-proposal meeting
- b. Aurora Township reserves the right to reject any or all Proposals and to waive informalities and to select the proposal it deems to be in the best interest of the Township.
- c. Aurora Township de not anticipate the need for the selected contractor to subcontract these services. If, due to unexpected equipment failure or loss of manpower, the selected contractor needs to subcontract any of the services required under this contract, prior approval must be obtained from Aurora Township.
- d. Township staff will evaluate the submitted proposals based on the criteria noted above and intend to make their selection no later than December 24, 2018. The selected contractor will be contacted and offered the opportunity to enter into a contract with the Township using the Township's standard contract language.
- e. Notice to Proceed will be issued after January 1, 2019 and upon completion of the signed contract and receipt of required documents, including proof of required insurance.

Request for Proposal: Professional Services for Pilot Senior Snow Removal
Program for Residential Driveways and Sidewalks in Aurora Township
January 1, 2019 through April 30, 2019

PROPOSAL FORM

Contractor Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

Primary Task	Unit	Proposed Price per Unit
Removal of Snow from Driveway	Per Address	
Removal of Snow from Sidewalk and Front Steps or Ramp – normal lot	Per Address	
Removal of Snow from Sidewalk - Corner Lot	Per Address	
Salting of sidewalk and Front Steps or Ramp	Per Address	

If additional space is needed, please attach additional sheets.

1. Certificate of Insurance (Section 5.a.i) – Letter(s) from Insurance Company(ies) for all three (3) liabilities:

- Liability Insurance
- Auto Insurance
- Workers' Compensation

2. Equipment List (Section 5.a.ii)

Equipment Type	Width	Intended Application

3. Staff Capacity (Section 5.a.iii) Please provide the maximum available staff you can apply to a single snow event:

4. Professional References (Section 5.a.vi)

Reference Name	Phone Number	E-Mail Address	Relevant Projects Completed
1.			
2.			
3.			

By signing below, the Respondent acknowledges that they have carefully examined all RFP Documents and understands all instructions, requirements, specifications, terms and conditions; and that all statements, information, costs, and schedules submitted in response to the RFP are current, complete, true and accurate.

Name of Company

Date

Printed Name of Company Representative

Signature of Company Representative

E-mail Address

Phone Number