

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *6.e

Title:

Recommendation to Award the Bid for Snow and Ice Removal Services for the 2019/2020 Winter Season

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: October 28, 2019

Proposed Cost: \$40,000.00

Budgeted Amount: \$157,000

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

The Public Works Department is responsible for snow and ice control on City properties and roadways throughout the community. To accomplish this task, contractors are used to supplement City staff in snow removal efforts in specific applications as conditions warrant.

For the last several seasons, the City has utilized the services of up to seven different contractors per year to maintain parking lots, sidewalks, alleys, and eight cul-de-sac routes. This work was originally bid and awarded in September, but the solicitation failed to generate a contractor to perform sidewalk snow removal services, or a contractor to address the Red Cul-de-Sac route (northwest quadrant).

On October 16, 2019, bids were opened for Snow & Ice Removal Services for the upcoming winter season for downtown sidewalks adjacent to City properties and parking lots, as well as the Red Cul-de-Sac route. This advertisement furnished two competitive bids with RSS Concrete being the lowest responsive responsible bidder for both the Red Cul de Sac route and sidewalk clearing.

As in previous contracts for these services, the compilation of this bid, collectively with those awarded in the September solicitation based on each vendor's indicated capability and availability, is required to meet the needs of the City for the upcoming snow season.

Attachments (*please list*):

*Bid Specifications * Location Maps

Recommendation/Suggested Action (*briefly explain*):

Recommendation to award the bid for Snow & Ice Control Services to RSS Concrete in the submitted bid rates, not to exceed amount of \$40,000.

SPECIFICATIONS/SPECIAL PROVISIONS

Sidewalk and Cul de Sac Snow Removal Services

BID OPENING – Bids must be submitted to the St. Charles Municipal Center, located at 2 E. Main Street, St. Charles, IL 60174 by October 16, 2019 at 2:00 PM.

Intent

The City of St. Charles desires to enter into an agreement with multiple contractors to provide Snow and Ice Removal Services. The locations will be throughout the City of St. Charles within the City limits as designated on the attached Snow Route Maps. Contractors will be asked to provide snow and ice removal services on an **as needed basis** and as defined in this contract.

General Information / Description

The City of St. Charles is responsible for Snow and Ice removal throughout the City. The City intends to utilize the services of several contractors to help supplement the City's Snow Program. City staff has maintained a progressive Snow Removal Program for over twenty-five (25) years and has always been focused on safe roads for our residents and visitors. Generally, the City will continue to maintain the majority of the arterial and secondary roadways throughout St. Charles, including plowing, salting, anti-icing applications for ice, sleet, light snow and heavy snow events.

Through this bid process, the City is seeking supplemental services from contractors to assist City staff as needed. Snow services available to contractors will not be limited; however, the current focus is for contractual Snow Removal to be performed within the City's Red Cul de Sac Route, located in the Northwest Quadrant of the City, and City sidewalks.

Particular snow services that are currently available and offered will be noted on the Snow Route Maps ("Exhibit C"). **Contractors are to submit bids based on the potential of accepting more work as it may become available. In the location provided on the Base Bid/Fee Schedule From, each contractor shall identify the quantity of work they can perform based on their available resources. Also, contractors shall identify the quantity of work they would like to perform if additional work becomes available.**

Contractors are responsible for coming to work based on the parameters of work (winter event/storm) established by the City.

Scope of Work

The Contractor shall be responsible for all services required herein to be performed, and shall provide and furnish all labor, materials, necessary tools, expendable equipment and supplies, vehicles and transportation services required to perform and complete the Snow and Ice Removal Services from defined areas within the corporate limits of the City of St. Charles for the duration of the contract. Such services shall be performed within the corporate limits of St. Charles and any territory hereinafter annexed thereto, all in strict accordance with the parameters and scope of this document.

Work will generally consist of Snow and Ice Removal in various locations throughout the City of St. Charles. Works locations will include, but not be limited to, Red Route located in the Northwest Quadrant of the City and sidewalks adjacent to City owned properties and parking lots in the downtown business district. Work locations are defined on the attached Snow Route Maps (“Exhibit C”).

The Contractor shall bid on all services/tasks for each Bid Item.

Contractor is responsible for any and all damage to any properties, which are a result of Contractor’s actions. Contractor shall repair or replace any and all property damaged due to Contractor’s work to the satisfaction of the property owner.

All work shall be performed by experienced personnel directly employed by the Contractor.

The Contractor shall provide management and technical supervision through competent supervisors as required to implement the required contract.

Contractor shall be responsible for the skills, methods, and actions of Contractor’s employees and for all work.

Contractor shall employ a sufficient number of staff to ensure performance of the work described.

Designated Contact

The Contractor shall designate one person to be the primary point of contact, available to receive callouts twenty-four (24) hours per day. The City will make every effort to give as much advanced warning of a call-out as practical.

Contract Period

The term of this contract will be for two (2) years with the option to extend the contract for up to two (2) additional years. Prices shall remain fixed for the initial two (2) year bid. Each program year shall generally commence on November 15 and conclude March 15 of each year, depending on weather conditions. The City reserves the right to terminate any contract at any time with cause, or to cancel the contract without cause prior to October 1 of each calendar year.

Work to be done in response to the Invitation to Bid will be divided between multiple contractors and City of St. Charles staff. The work will be divided based on bid prices received and contractors’ ability to execute the work described herein.

Documentation

Contractor shall maintain a complete record of all services provided including, but not limited to, start and end times, driver information, salt utilization, vehicle information and special comments. Records shall be kept on a form provided by the City. Contractor shall keep forms available for review during monthly meetings and/or as required by City staff.

Submittals and Inspections

The City will conduct regular inspections of Contractor's work. The City may conduct monthly meetings with Contractor to evaluate Contractor's services. During such meetings, the Contractor's past billings may be reviewed for compliance with the contract.

Contractor shall provide the City with a report of any problems encountered and recommendations for resolution of problems outside the contract scope of services with the monthly progress billings.

Vehicles and Equipment

The Contractor shall furnish a complete list of vehicles and equipment to be used in servicing the contract as required by the City. The City reserves the right to require descriptive literature or specification sheets for each type of vehicle or equipment listed as it deems necessary to properly administer specifications of this contract. Upon request of the City, the Contractor shall demonstrate the equipment is suitable for the proposed services. The Contractor shall notify the City if there is any change in the number of vehicles or equipment being used.

All vehicles and equipment shall be maintained in good working order and appearance, free of rust, and shall be clean at the start of each working day. No vehicle or equipment shall be operated on a St. Charles street that leaks any fluids from the engine or working mechanism. In the event that any vehicle or equipment is not properly operable, a substitute vehicle shall immediately be provided that complies with the terms herein. All vehicles shall display the name of the Contractor, a local phone number, and a vehicle identification number that is clearly visible on both sides. All vehicles and equipment must have a flashing amber light affixed to them while plowing for the City to ensure proper visibility.

Accident Prevention and Notification

The Contractor shall be responsible for initiation, maintaining, and supervising all safety precautions and programs in connection with the work of this contract. Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, regulation and building codes shall be observed, including safeguards on machinery and equipment, the elimination of hazards, and worker safety training.

In the event of accidents of any kind that involve the general public and/or private or public property in St. Charles, the Contractor shall immediately notify the City. Upon request of St. Charles, the Contractor shall provide such accounting of details and/or copy of written accident reports as St. Charles may require.

Damage

The Contractor shall take all necessary precaution for the protection of public and/or private property. The Contractor shall be responsible for damages on or to public or private property resulting from careless or negligent operation of vehicles or handling of any receptacle. All property which suffers damage, including grass, mailboxes, etc. (reasonable wear-and-tear excepted) caused by the Contractor shall be repaired or replaced as soon as possible to equivalent quality at the time of the damage, and at no extra charge to the property owner or the City. If the Contractor fails to do so within a reasonable period of time, the City may, after the expiration of a period of forty-eight (48) hours after giving the contractor notice in writing, proceed to repair or replace such property as may

be deemed necessary at the Contractor's expense. Contractor agrees to pay for said expenses within ten (10) days of receipt of said invoice.

Employees and Conduct

The Contractor shall undertake to perform all Snow and Ice Removal Services rendered hereunder in a neat, orderly and efficient manner; to use care and diligence in the performance of this contract; and to provide courteous and knowledgeable personnel in its customer service office.

The Contractor shall prohibit any consumption of alcoholic beverages or use of any controlled substances by its drivers and crew members while on duty, or in the course of performing their duties under this contract.

In the event that any of the Contractor's employees are deemed by the City to be unfit or unsuitable to perform the services under this contract as a result of intoxication, drug use or by virtue of abusive or obnoxious behavior, upon formal written or verbal request by the City, the Contractor shall remove such employee from work within St. Charles and furnish a suitable and competent replacement employee.

The Contractor's drivers and crew members shall be attired at all times in a neat and professional manner. St. Charles has the right to require or define what shall be considered suitable work clothes for the Contractors' employees.

All vehicle operators shall carry valid Illinois state driver's licenses for the class vehicle operated. Vehicle operators shall obey all traffic regulations, including weight and speed limits.

Non-Performance of Service

If the Contractor fails to respond in accordance with the provisions of this specification for more than two (2) consecutive working days/call-outs, the City reserves the right to determine if there has been sufficient cause to justify non-observance of the service schedule. If, in the City's sole judgement, sufficient cause has been demonstrated, then the City shall serve notice either personally in writing stating that this contract shall be deemed in default if the Contractor does not take action to re-establish the schedule within twenty-four (24) hours of said notice (or the next call-out). If at the end of the twenty-four (24) hour period the Contractor has not taken corrective action, the City shall take such steps as are necessary to remedy the situation. In such cases, the Contractor shall be liable for any costs incurred by the City to correct such default. Notwithstanding, the City shall further reserve the right to terminate this contract.

Prevailing Wage

Per the Illinois Department of Labor website, snow removal activities not associated with covered "Public Works" activities are not subject to the Illinois Prevailing Wage Act. As such, services rendered under this scope are not covered under the Prevailing Wage Act.

<http://www.illinois.gov/idol/FAQs/Pages/Landscaping.aspx>

Minimum Requirements

All contractors MUST meet the following minimum requirements to be considered for work:

Contractors may be required to respond at any time at the direction of the Public Works Division Manager or designee, and remain until all awarded areas are cleaned to the standard of the City of St. Charles and the event is completed. The Public Works Division Managers will maintain sole call-out discretion based on the event.

1. Minimum of five (5) years of experience providing snow and ice removal on public or private roadways, not including parking lots. If less than five (5) years of experience, previous experience with the City will be considered.
2. Provide adequate communications. All vehicles will need a cellular phone with hands-free capabilities. The City may opt to have the Contractor(s) carry a two-way radio with the Public Works frequency. If this option is exercised, the City will provide the Contractor(s) with a radio to carry. The radio must be returned by the end of the season.
3. Ability to respond to designated work area within one (1) hour of being called out.
4. Ability to provide necessary assigned equipment twenty-four (24) hours per day, seven (7) days per week.
5. Ability to provide competent drivers/operators that are capable of efficiently operating the equipment assigned and are able to read City supplied maps.
6. Provide equipment that meets or exceeds the Department of Public Works equipment specifications. All equipment shall display the name of the contractor for identification purposes.

Snowplowing Specifications

The City of St. Charles prides itself on providing safe roadways to our residents during every type of snow event. The Public Works Department will expect the same level of service from our contractors. The City is seeking hourly rate unit costs for snow plowing of the Red Route located in the Northwest Quadrant of the City and City and downtown sidewalks adjacent to City properties, parking lots and bridges.

All Snow and Ice Removal Services shall be performed in appropriately sized equipment or a pickup truck.

All snowplowing operations **MUST** meet the following minimum specifications. All work is subject to approval from the Public Works Department based on these specifications.

1. Snowplowing shall commence within one (1) hour following notification by the City.
2. Snowplowing of Red Route and sidewalks shall be completed within four (4) hours following commencement of the work. Contractors are to provide enough equipment and the proper equipment to complete the tasks in a timely manner.

3. Plowing operations shall be continuous until the work is complete unless otherwise directed by the Public Works Division Manager.
4. Snow will be plowed from all Red Route and sidewalks as per agreed upon in the contract.
5. Plowing shall be from curb-to-curb and plowed to bare pavement.
6. No large or excessive windrows will be allowed across driveways in the Red Route or sidewalks, such determination shall be made by the Public Works Division Manager.
7. Residential driveways shall be clear of all large snow and ice boulders or chunks, allowing cars to pass through. Acceptable conditions shall be made at the sole discretion of the Public Works Department.
8. Backing into residential driveways is prohibited.
9. Stacking snow shall be done only in designated areas identified on the Snow Maps.
10. Special snow handling equipment requiring special charges above and beyond the contractor's normal snow plowing rates shall be utilized only with the City's prior authorization. Tandem axle dump trucks (6-wheelers) and single axle dump trucks (3-tons) are prohibited in Red Route and sidewalks unless approved by the City.
11. Fire hydrants, shutoff valves, extruding curb points, curbs or similar obstacles may or may not be flagged by the City at the City's sole discretion. Such items not flagged by the City may be flagged by the Contractor at his discretion/expense. Any damage to such items shall be repaired or replaced by the City at the Contractor's expense.
12. Any damage to residential property or parkways, including, but not limited to fences, landscaping, mail boxes, driveway improvements, etc. shall be repaired by the Contractor at the Contractor's expense. Repairs or replacements shall be completed as soon as practical, but no later than May 1 of the same year.
13. Contractor is to notify Public Works Division Manager if snow piles in the Red Route and sidewalks become too large and/or impede on sidewalks, driveways, or parking stalls.

Salting Specifications

All salting operations MUST meet the following minimum specifications. All work is subject to approval from the Public Works Department based on these specifications.

1. Salting operations shall commence within one (1) hour following notification by the City.

2. Salting operations shall be complete within four (4) hours following commencement of the work. Contractors are to provide enough equipment and the proper equipment to complete the tasks in a timely manner.
3. The City shall provide rock salt for contractors use or the City may direct the Contractor to provide salt as needed based on the alternate unit price. Salt will be billed to the City on a per-ton basis. Proper documentation for salt amounts/use must be provided to the City. Contractor shall verify that they have had their salt distribution equipment calibrated to meet City's standards.
4. Contractor shall be given access to the City's salt storage areas. The Contractor shall provide the City a detailed monthly inventory of the City's salt utilized. City staff will record salt inventory for each Snow Event. Contractors will be expected to assist utilizing City provided documentation sheets.

The City will not provide an operator to load salt into Contractor equipment.

5. Contractor shall apply rock salt, salt/sand mix, or chemical at all collector roadways and intersections when plowing or salting as warranted and throughout the local area as directed by the City.
6. Contractor shall apply rock salt, salt/sand mix, and/or chemicals on all icy areas on roadways, driveways, entries, and exits with particular emphasis on intersections, but only as prioritized by the City.
7. During the existence of chronic ice, Contractor shall implement an ongoing program for applying rock salt, salt/sand mix and/or chemicals to assure maximum safety.

Red Route and Sidewalks Snow Removal Specifications

All snow removal operations for the Red Cul de Sac Route and sidewalks MUST meet the following minimum specifications. All work is subject to approval from the Public Works Department based on these specifications.

The City maintains sidewalks in its downtown business district. For the purposes of this bid, the sidewalks may be divided among multiple contractors based on their location with respect to the Fox River, or service need. Sidewalks shall be identified as those east of the river (adjacent to parking lots A, B, J, K, N, P, S, U, and the Public Works Department, as well as the adjacent sidewalks and sidewalks on the Main Street Bridge, the Prairie Street Bridge, and the N. 2nd Avenue, N. 3rd Avenue, and N. 5th Avenue bridges). West Side sidewalks shall be identified as those on the west side of the river (adjacent to parking lots C, E, F, G, H, I, L, O, Q, R, T, V, X, and Y, as well as the adjacent sidewalks and the Pedestrian Bridge and the Illinois Street Bridge).

1. Sidewalk snow removal shall commence within one (1) hour following notification by the City.

2. Sidewalk snow removal shall be complete within four (4) hours following commencement of the work. Contractors are to provide enough equipment and the proper equipment to complete tasks in a timely manner.
3. Sidewalks shall be cleared from edge to edge and shoveled to bare pavement.
4. Contractor shall apply safety salt as supplied and when directed by the City.
5. Contractor shall be given access to the City's Public Works Garage area for pickup of City supplied materials and used for removing snow from sidewalks.
6. Snow shall be piled and plowed in areas designated by City staff.
7. Many of the City's downtown sidewalks and Plaza areas consist of brick pavers and/or set stone. Caution shall be taken at all times to ensure that no damage is caused to the surface. All powered equipment shall have rubber/poly protective covers over all steel that contacts surfaces. **No steel blades will be allowed on powered equipment for paver or concrete surface snow removal.**

REFERENCES

List below other organizations (users of similar size and structure to St. Charles preferred) for which these or other similar services have been provided:

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

BASE BID / FEE SCHEDULE

Bidders will be required to submit costs for Snow and Ice Removal based on the following Fee Schedule. Bidders will be compensated based on hourly rates for use of the specified equipment to perform the specified services. Bidders will be awarded this procurement not necessarily based on least cost, but rather to the contractor whose bid and documentation best meets the requirements of this document. It is understood that the contractor will be required to perform and complete the proposed work in a thorough and professional manner. The contractor shall provide all necessary labor, tools, implements, equipment, materials, and supplies to complete the contracted work.

The bid shall include a detailed list of the equipment that the contractor will have available, including the following information for each piece of equipment:

1. The make and model of equipment
2. Age of equipment
3. Condition of equipment

All costs entered below shall be on an hourly rate for the 2019/2020 and 2020/2021 Snow Season.

Bidder Information

Company Name: _____ **Telephone:** _____
Address: _____ **Fax:** _____
City, State, Zip: _____ **Email:** _____
Contact Person: _____

List any and all deviations from minimum specifications:

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

Signature of Authorized Representative

CITY OF ST. CHARLES
SNOW and ICE REMOVAL EQUIPMENT RATES
2019/2020 and 2020/2021 SEASONS

EQUIPMENT	HOURLY RATE
Single Axle Dump (3-ton)	\$
Dump Truck (1-ton)	\$
4WD Utility Truck (4WD Pickup)	\$
Sidewalk Snow Removal (shovel/snow blower)	\$

Other (if applicable)	\$
Other (if applicable)	\$
Other (if applicable)	\$
Other (if applicable)	\$

A. Please indicate which services you are able to perform as of November 2019:

- ☐ East Side Downtown Sidewalks
- ☐ West Side Downtown Sidewalks
- ☐ Cul-de-Sac Routes

i. Number of Routes Capable of Covering: _____

ii. Route Preference (if multiple, check all that apply)

☐ ~~Blue~~

☐ ~~Yellow~~

☐ ~~Green~~

☐ ~~Orange~~

☐ ~~Purple~~

☐ Red

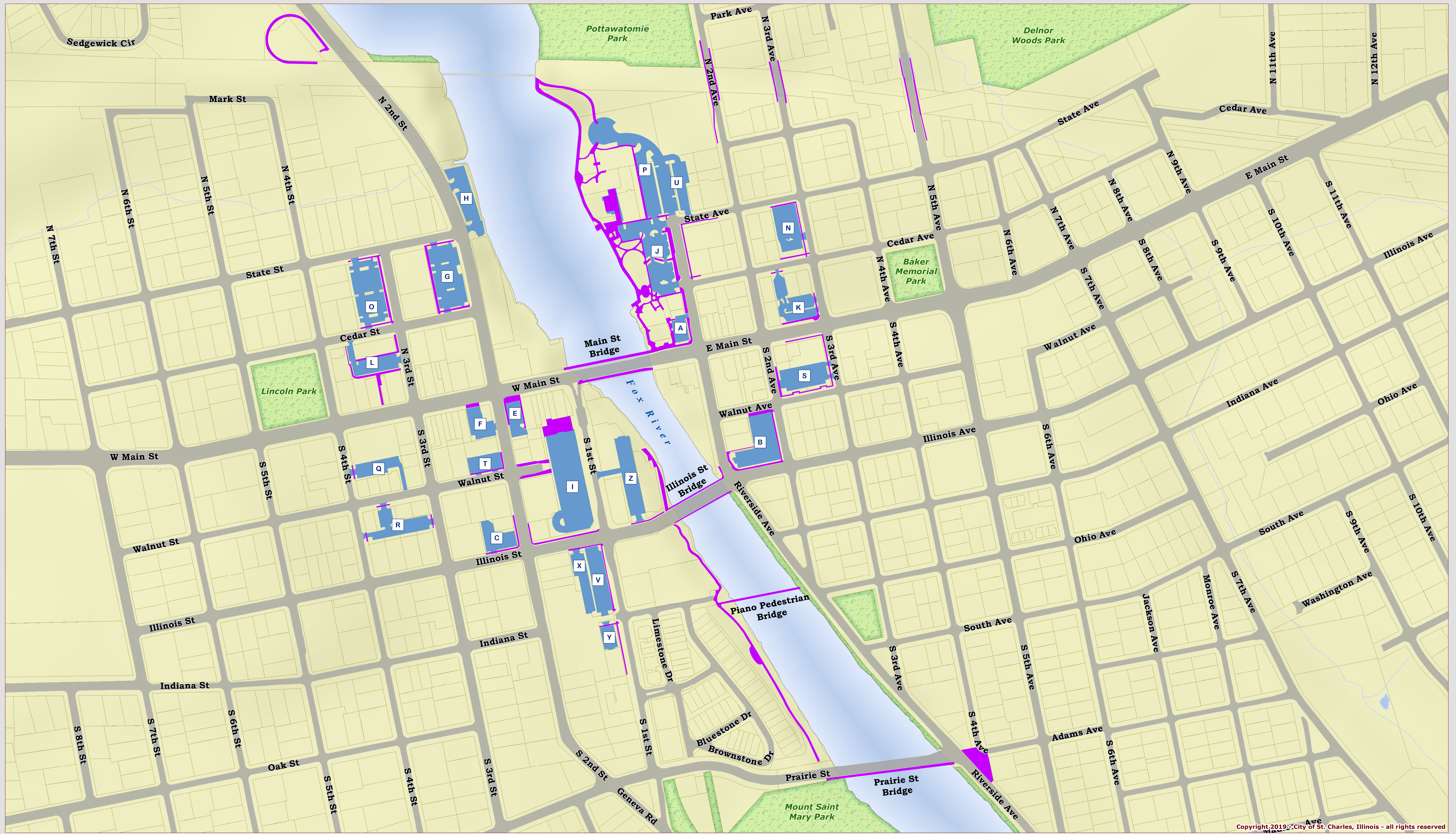
☐ ~~Brown~~

☐ ~~Emerald~~

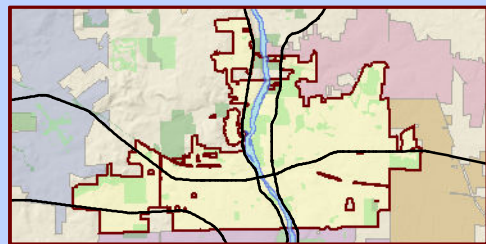
*The City will make every attempt to accommodate route preferences where practical;
however, such accommodation cannot be guaranteed.*



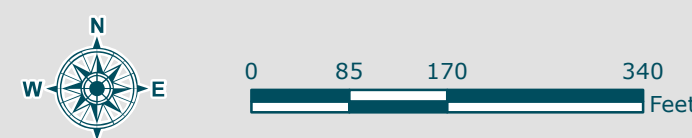
Downtown Snowplow Parking Lots, Sidewalks, & Paths



Copyright 2019, City of St. Charles, Illinois - all rights reserved



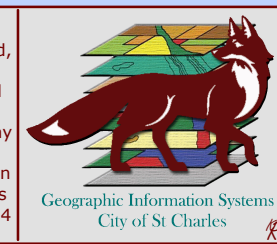
Publication Date:
August 8, 2019
Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum, 1983
Ticket #: 1712



Snowplow Paths

City Owned or Leased Parking Lots

This work was created for planning purposes only and is provided as is, without warranty of any kind, either expressed or implied. The information represented may contain proprietary and confidential property of the City of St. Charles, Illinois. Under United States Copyright protection laws you may not use, reproduce, or distribute any part of this document without prior written permission. To obtain written permission please contact the City of St. Charles at Two East Main Street, St. Charles, IL 60174.



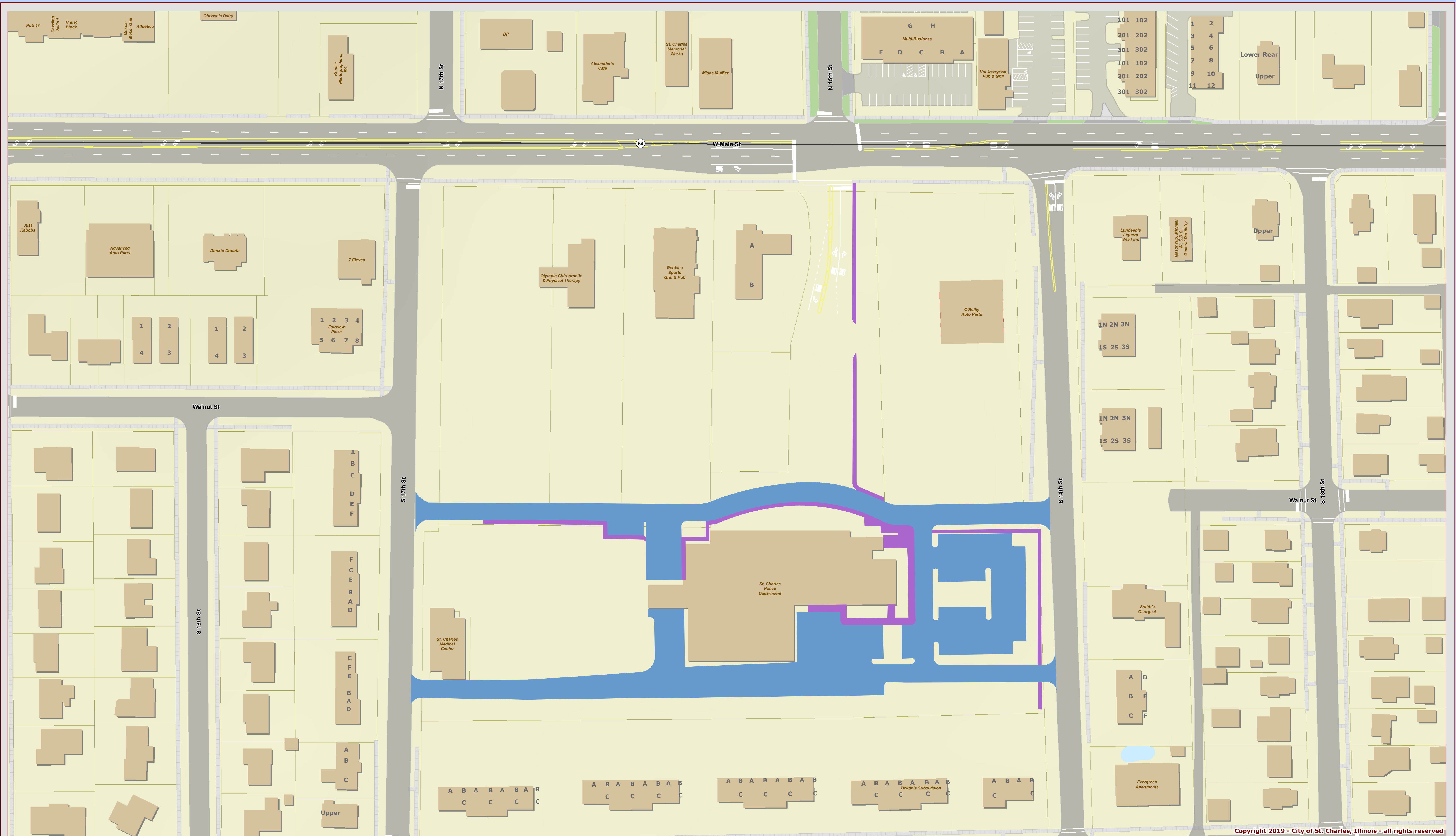


City of St. Charles, Illinois

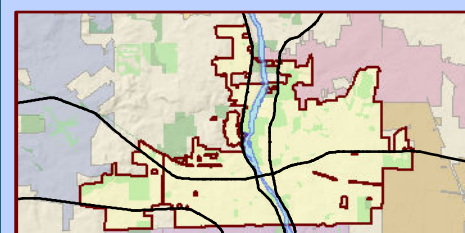
Two East Main Street St. Charles, IL 60174-1984
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

Police Station Access Roads, Sidewalks, & Parking Lots

RAYMOND ROGINA Mayor
MARK KOENEN City Administrator



Copyright 2019 - City of St. Charles, Illinois - all rights reserved



Publication Date:
August 8th, 2019
Data Source:
City of St. Charles, Illinois
Kane County, Illinois
Dugage County, Illinois
Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983
Ticket #: 130410133952517



0 0.005 0.01 0.02
Miles

Sidewalks
Access Road & Parking Lots

This work was created for planning purposes only and is provided as is, without warranty of any kind, either expressed or implied. The information represented may contain proprietary and confidential property of the City of St. Charles, Illinois. Under United States Copyright protection laws you may not use, reproduce, or distribute any part of this document without prior written permission. To obtain written permission please contact the City of St. Charles at Two East Main Street, St. Charles, IL 60174.

