

# REQUEST FOR PROPOSALS FOR 2021-22 SNOW REMOVAL SERVICES



## I. BACKGROUND & INTENT

Rogers Park Business Alliance (RPBA), on behalf of Special Service Areas (SSA) #19, is seeking a full-service snow removal company to clear sidewalks and crosswalks of snow and ice within the boundaries of Special Service Area #19 in Chicago (refer to Exhibit A for boundary map). Service will supply personnel and related equipment for snow removal from all public pedestrian areas in the above-described area from October 15, 2021 to April 15, 2022.

We invite your firm to submit a response in accordance with the requirements outlined in this request for proposals ("RFP"). MBE/WBE firms are strongly encouraged to apply.

## II. SCOPE OF SERVICES

Supply personnel and related equipment for snow removal and salt application from all public pedestrian areas in the above-described areas from October 15, 2021 to April 15, 2022. This may require the vendor remove snow in the night and/or early morning hours. The vendor will remove snow by plowing, shoveling and salting sidewalks along Howard Street and at intersections to the alley opening. **Please provide pricing for two alternatives:** sidewalks cleared when **1" or more** accumulation has occurred in the previous 24 hours **AND** sidewalk cleared after **2" or more** accumulation has occurred in the previous 24 hours.

### In addition:

- If precipitation occurs after 4:00 p.m., the sidewalks are to be cleared within 3 hours.
- If precipitation occurs overnight, snow must be 100% cleared from the sidewalks by 7:00 a.m.
- Snow and/or ice must be properly removed from building front to curb line on all SSA streets in the contract area, including intersecting side streets up to 50 feet from the main road (If needed, removing snow from the service area will be as requested by Maintenance Director or other person as designated.)
- A mixture of rock salt and magnesium or calcium chloride shall be applied when any of the following conditions occur (materials with blue dye preferable):
  - Slippery and/or icy conditions
  - Occurrence of an ice storm
  - Request from RPBA's Maintenance Director or its designee
- Machinery with automatic spreader is required.
- Remove snow with shovels or with smaller machines in areas that are too small for regular machinery.
- Snow removal at times other than listed above may be required at RPBA's request.
- Provide photos as proof of snowfall measurements for every incident by using a ruler/tape measurer.
- Provide photos of completed work per incident.
- Invoices shall include a detailed list of dates and times of services rendered, work performed and locations of such work.

- Work will be performed under the general direction of RPBA's Maintenance Director.
- Snow removal evaluations and checklists may be administered by RPBA's Maintenance Director.
- Payment is by invoice only.
- Rogers Park Business Alliance reserves the right to pay invoices based upon satisfactory inspection of work completed. Inspection of work will take place within 24 hours of completion. If work is not deemed satisfactory, contractor will address issues identified before receiving payment.

### **III. INSURANCE**

Liability insurance with limits of at least one million dollars, along with Workers Compensation Insurance, shall be required. A Certificate of Insurance shall be provided naming Rogers Park Business Alliance and the City of Chicago as additional insured.

Proof of proper insurance certificate and additional insured must be submitted before any contract will be fully executed.

### **IV. DAMAGES**

Any damage to vehicles, store fronts, windows, planters or other personal or public property shall be reported to the Rogers Park Business Alliance Maintenance Director immediately. Failure to report damage or accidents within 24 hours will be considered a breach of contractual duty.

The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

### **V. PERFORMANCE STANDARDS**

The contractor's performance will be evaluated during the contractual period of one season by certain criteria, including, but not limited to, the following:

- Response time;
- Speed of work accomplishment;
- Cleanliness of plowed/shoveled areas;
- Damage; and
- Attitude and conduct of workers.

### **VI. VENDOR SELECTION**

Applicants will be evaluated on their cost effectiveness, technical skills, ability to think creatively and work with a diverse group of stakeholders. The SSA commission will look for portfolios that demonstrate a high level of professional skill and ability and a diverse and creative work product.

### **VII. PROPOSAL CONTENTS**

Proposals should include:

- Statement of qualifications and interest
- Years in business
- Number of personnel on job for each contract area
- Number of full-time, part-time or contractual personnel

- Total number of workers available should there be unusually heavy accumulation, snow event that lasts several days, etc.
- List of equipment, number and types of machinery used, including blade widths for each contract area.
- Labor and material cost estimate per occurrence, include additional pricing in increments of 2” up to 12” of snowfall including seasonal cap.
- Whether contract fee includes salting in the event of a deep freeze that is preceded by rain or thawing snow.
- Three references from clients of a similar size/scope.

## **VI. ADDITIONAL INFORMATION**

### **a. Statement of Non-commitment**

Issuance of this RFP does not commit RPBA to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. **RPBA** reserves the right to reject any or all proposals and re-advertise. All proposals become the property of RPBA.

### **b. Equal Opportunity**

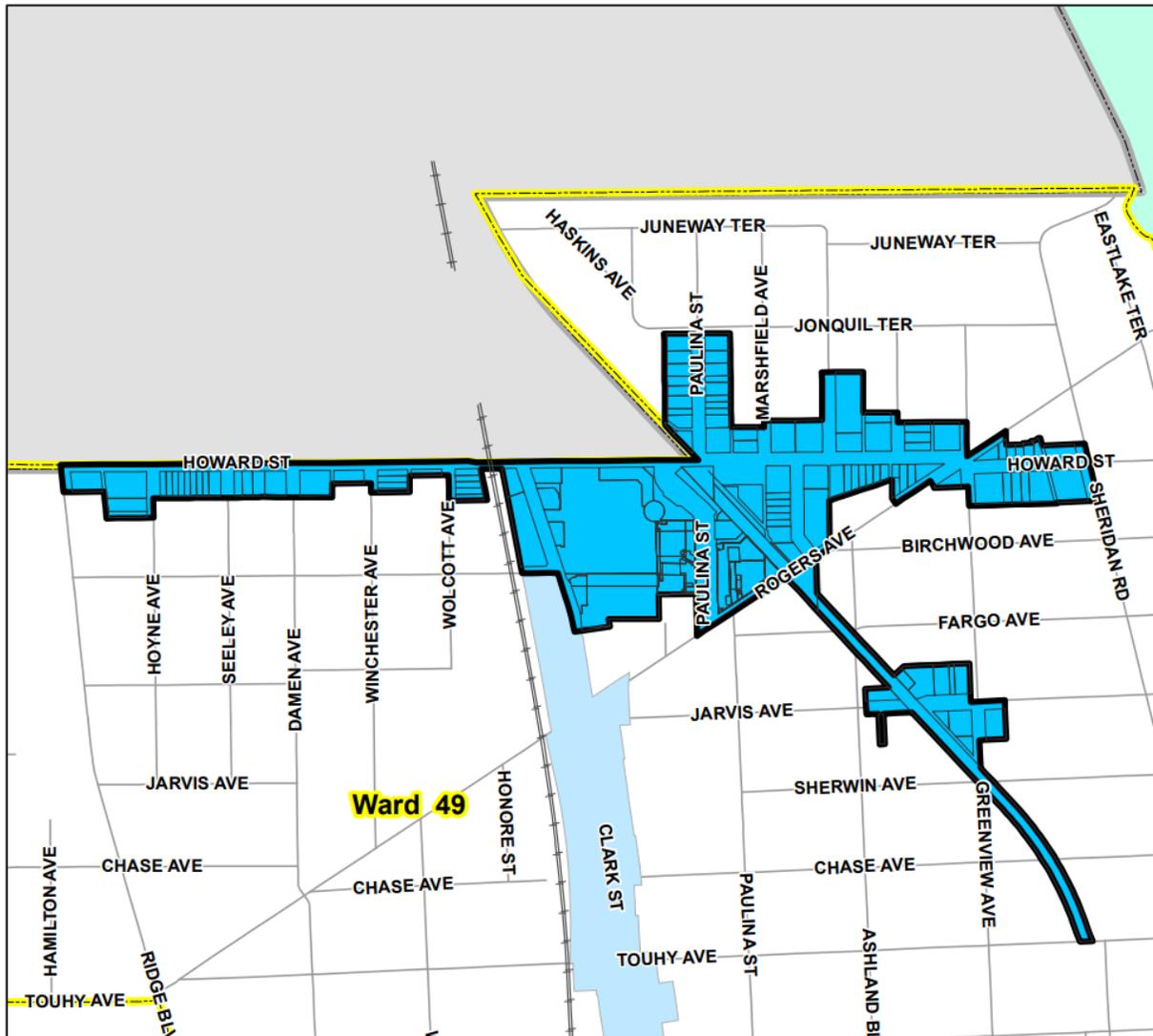
RPBA does not discriminate against applicants for employment on the basis of race, gender, disability, age, veteran status, national origin, religion, sexual orientation, or political affiliation.

## **VII. REQUIREMENTS & PROPOSAL SUBMISSION DEADLINE**

Proposals must specifically supply all items of information requested in this RFP. **Submit proposal for all services by June 30, 2021.** Proposals must be submitted to the attention of Cindy Plante at Cplante@rpba.org.

For questions concerning this RFP, contact Cindy Plante at 773-508-5885 or cplante@rpba.org. When submitting your proposal, include the name of the contact person at the company.

## EXHIBIT A



Streets listed include sidewalks on both sides of the street unless otherwise noted.

- Howard Street, on the south from Sheridan to Ridge
- Howard Street, on the north from Sheridan to Paulina
- Paulina Street, from Rogers to Jonquil
- Rogers Avenue, from Howard to Clark
- Jarvis Avenue from Ashland to Greenview (sidewalks and Jarvis Alfresco Plaza)