



Project Manual 2019-2021 Snow Removal & Ice Control

**All bids must be received by 5:00pm, September 4, 2019
Public Bid Opening: September 5, 2019 at 10:00 A.M.
(Prevailing Local Time)**

City of Crystal Lake Park

**c/o Frontenac City Hall
10555 Clayton Road
Frontenac, MO 63131
314-993-1160**



Post Office Box 31338 St. Louis, MO 63131
314.993.1160 www.crystallakepark.org

The City of Crystal Lake Park, Missouri, is requesting bid proposals for the following services at selected locations throughout the City:

- (a) Snow Removal
- (b) Ice Control

Please see the attached Project Special Provisions, Instructions to Bidders, Project Area Map, Material Specifications and Itemized Bid Form for further details pertaining to the proposed scope of work.

The project will be funded with **Capital Funds** from the City of Crystal Lake Park. In the bid, the Contractor shall provide a minimum of five (5) project and contact references from area projects and provide documentation showing a minimum of three (3) years of contracting experience.

Bids must be provided to Ms. Angela McCormick, City Clerk of Crystal Lake Park **by 5:00pm, September 4, 2019. Public Bid Opening: September 5, 2019 at 10:00 A.M. (Prevailing Local Time)** at Frontenac City Hall, 10555 Clayton Road, Frontenac, MO 63131. The bid proposal shall be delivered in a sealed envelope clearly marked on the outside **RFP #19-0002 2019-2021 SNOW AND ICE REMOVAL SERVICES** on or before the time specified above. No facsimiles will be accepted. At 10:00 a.m. the bids will be opened and read.

<p>Bid proposals shall be submitted to the following address:</p> <p>Ms. Angela McCormick – City Clerk City of Crystal Lake Park c/o Frontenac City Hall 10555 Clayton Road St. Louis, MO 63131</p>	<p>All questions pertaining to the content of the Project Bid Documents should be forwarded to the Street Commissioner using the following contact information:</p> <p>Jim Link Street Commissioner streets@crystallakepark.org (636) 590-6197</p>
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This Letter and the attached Project Special Provisions, Instructions to Bidders, Project Area Map, Material Specifications and Itemized Bid Form shall be made part of the Contract between the Contractor and the City of Crystal Lake Park.

INVITATION FOR BIDS

Two (2) copies of sealed bids for the **2019-2021 Snow Removal & Ice Control** in the City of Crystal Lake Park, Missouri, will be received by City Clerk's office until **5:00 pm CST September 4, 2019** at Frontenac City Hall – 10555 Clayton Road, Frontenac, MO 63131.

The scope of work for this project includes, but is not limited to, providing snow removal and ice control to keep all streets and parking areas within the city free and clear for public use. This work will be divided into two (2) parts, which are identified below and are more specifically defined in the Contract Documents:

1. Part 1: Snow Removal;
2. Part 2: Ice Control;

The City reserves the right to award separate contracts for each part listed above, to award one contract for all parts, or to award contract(s) for any combination of these parts. Furthermore, the City reserves the right to revise the project scope to match the City's maintenance needs. Each maintenance services contract will be awarded for a period of one (1) year, 2019, with the City reserving the option to extend each contract by one (1) year increments, in 2020 and 2021, subject to annual appropriation. Contract year shall be October 1, of present year to April 15, of the following year.

OPENING OF BIDS

All bids will be opened at Frontenac City Hall, 10555 Clayton Road, St. Louis, Missouri, at **10:00 a.m. on September 5, 2019** at Frontenac City Hall – 10555 Clayton Road, Frontenac, MO 63131. The City reserves the right to reject any and all bids, offers, or proposals submitted, or to advertise for new bids. Collusion between bidders is sufficient cause to disqualify all bidders so involved.

BASIS OF AWARD

Bids will be compared by the extension and summation of the unit prices submitted in the proposal. The quantities as shown on the proposal form are estimated and are furnished to be used as a basis for calculations and for the preparation of the bid. The quantities are not necessarily exact.

The City plans to award the contract to the lowest, responsive, responsible bidder. In determining "lowest, responsive, responsible bidder", in addition to price, the City shall consider: the ability, capacity or skill of the bidder to perform the contract or provide the service required; whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference; the reputation, experience and efficiency of the bidder; the quality of performance of previous contracts or services; and the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services.

The Snow Removal and Ice Control Services contract will be awarded for a period of one (1) year, with the City reserving the option to extend the contract, in one (1) year increments, in 2020 and 2021, subject to annual appropriation. Each maintenance service contract will run from October 1st through April 15th of the contracted year.

RIGHT RESERVED TO REJECT BIDS

The City reserves the right to reject any and all bids, offers, or proposals submitted, or to advertise for new bids.

AWARD OF CONTRACT

The City intends to award the contract during their **September 23, 2019**, Board of Alderpersons meeting. The City reserves the right to reschedule this meeting due to any unforeseen circumstances.

EXECUTION OF CONTRACT

The bidder to whom the contract has been awarded shall sign and return the contract to the City within seven (7) days after receipt of the contract. Failure to execute and return the contract the City within seven (7) days after receipt of the contract shall be cause for the annulment of the contract award and the forfeiture of the bid guaranty to the City.

As a municipal corporation, the City is bound by Missouri constitutional and statutory restrictions on incurring debt through contingent risks and liabilities and for multi-year obligations. Accordingly, the City cannot and will not agree to indemnify you for potential liability incurred by you, nor will the City agree to limit your liability for your failure to perform the terms of the contract or for your negligence in the performance of the contract. The City is fully insured and will be responsible for the consequences of its own performance of the contract. Bids that include indemnity or hold harmless provisions or limitations on liability for your actions shall not be considered. Furthermore, any contract requiring any multi-year obligation on behalf of the City shall be subject to annual appropriation by the governing body.

CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the Contractor has, by careful examination, satisfied himself/herself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract.

INSURANCE

Contractor agrees to obtain and maintain, at its own expense, comprehensive general liability insurance protecting against claims for personal injury and property damage occurring in connection with the 2019 - 2021 Snow Removal and Ice Control, subject to annual

appropriation. Contractor agrees to name the City as an additional insured and provide proof of the same to the City within ten (10) days of the date a contract is entered into between the Contractor and City and prior to construction operations starting. The amounts of the general liability insurance to be secured by the Contractor shall at all times be in accordance with the maximum amounts contained in RSMo. 537.610, and as amended in the future.

Contractor will also obtain and maintain worker's compensation insurance, employer's liability insurance and automobile liability insurance, evidence of which shall be provided to the City within ten (10) days of the date a contract is entered into between the Contractor and City and prior to construction operations starting.

PREVAILING WAGE

The Contractor shall comply with, and is bound by, the provisions of Missouri law pertaining to the payment of wages on public works projects contained in RSMo. Sections 290.210 through 290.340. In accordance with Missouri law, the Contractor shall not pay less than the prevailing hourly rate of wages specified by the Missouri Department of Labor and Industrial Relations Division of Labor Standards to all workmen performing work under a contract entered into with the City.

SAFETY

The Contractor is responsible for all job site safety and shall follow all governmental rules and regulations particularly those of the Occupational Safety and Health Administration (OSHA).

SCOPE OF WORK

The contractor shall plow snow and apply ice control materials to all city streets and city parking areas within the City of Crystal Lake Park.

LOCATION

City streets (see map) and two (2) city parking areas located on North side of Country Club Drive. Streets within gated Willows condo property off Bopp Road are excluded.

LIMITATIONS

No snow plowing will take place when snow accumulation is one (1) inch or less.

SNOW REMOVAL AND ICE CONTROL SPECS

Contractor shall provide all equipment, vehicles, manpower, supervision and supplies to provide snow removal and ice control to keep all streets within the city free and clear for public use. Ice control materials shall include deicing salt, calcium chloride pellets (when air temperature is below 18 degrees Fahrenheit), sand, or combination of materials as needed but not limited to listed materials.

Contractor is responsible for purchasing and storage of all deicing materials. Materials to be applied with vehicle mounted spreaders in good working order with controls for different application rates as needed.

Snow plows shall be in good working order equipped with a rubber cutting edge backed by a steel cutting edge. Rubber cutting edge to be used on all streets unless city authorizes change to a steel or composite edge. Snow plows shall be a minimum of seven (7) feet and maximum of nine (9) feet.

Contractor shall be responsible for monitoring weather conditions during periods in which inclement weather could result in unsafe road conditions.

When removal or treatment is required to maintain safe streets, the contractor and mayor or his/her representative shall agree upon an action plan.

When authorized, the contractor shall proceed with operations within two (2) hours and complete plan as needed to maintain safe streets.

Contractor shall be available at all times including holidays during inclement weather. Supervisor must be available during and after events to deal with problems and concerns.

Contractor and their employees shall operate all equipment and vehicles in a safe and responsible manner when providing snow removal and ice control services for the city. Contractor is responsible for any damage done to public or private properties. Care is to be taken not to block driveways or mailboxes with snow during plowing operations.

Crystal Lake Park

FRONTENAC



Zoning Districts

A	B	C	D
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The municipal boundaries depicted here are solely for representational purposes and do not in any way supersede the legal descriptions of the boundaries for the municipalities currently on file at the St. Louis County Clerk's office.

Prepared by
St. Louis County
GIS Service Center
February 2012

St. Louis County
GIS Service Center
MAPPING AND DATA SOLUTIONS

Sources: City of Crystal Lake Park (zoning), St. Louis County GIS Service Center, Police, and Revenue.

Project location: \\ssnas2\gis\maps\workfiles\maryc\Projects_2011\Public_CrystalLakePark_Map

BID PROPOSAL

2019*

Snow Removal 1-3 inches \$ _____

Snow Removal 3-6 inches \$ _____

Ice Control (per application) \$ _____

This proposal quote has been prepared and submitted by:

Contractor's Authorized Representative

Business Address: _____
Street City Zip

Business Phone: _____ Fax: _____

Email: _____

Date: _____

*Contract year shall be October 1, of present year to April 15, of the following year.

BID PROPOSAL

2020* (option)

Snow Removal 1-3 inches \$ _____

Snow Removal 3-6 inches \$ _____

Ice Control (per application) \$ _____

This proposal quote has been prepared and submitted by:

Contractor's Authorized Representative

Business Address:

Street

City

Zip

Business Phone:

Fax:

Email:

Date: _____

*Contract year shall be October 1, of present year to April 15, of the following year.

BID PROPOSAL

2021 (option)*

Snow Removal 1-3 inches \$ _____

Snow Removal 3-6 inches \$ _____

Ice Control (per application) \$ _____

This proposal quote has been prepared and submitted by:

Contractor's Authorized Representative

Business Address: _____
Street City Zip

Business Phone: _____ Fax: _____

Email: _____

Date: _____

*Contract year shall be October 1, of present year to April 15, of the following year.