

October 6, 2014

To: Mayor Bemrich and City Council
From: Nancy Rork
Subject: Nuisance Snow Removal Contract



ACTION: Approval on October 13, 2014

Brief History

In previous years a bid process was not used. We started to use the bid process in 2008 so it would be a more uniform process for all businesses participating.

Cost of Removal

The cost of removal of snow and ice from public walks as set out in Section 12.40.016 shall be determined annually at a rate per square foot. The city engineer shall determine such rate and establish same by department of engineering regulation subject to council approval.

Analysis of Issue

Five businesses were notified through contractors requesting bid information and a previous list of contractors on record. Our office received two bids. The lowest bid for \$0.17 per square foot for snow removal and \$0.24 per square foot for ice removal is attached. A five foot wide sidewalk will cost \$0.85 per foot for snow removal. This bid was reviewed by David Fierke, Nancy Rork, and Chad Schaeffer.

Budget Impact

N/A

Strategic Plan Impact

N/A

Impact on Existing Plans

N/A

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

Staff recommends approval of the bid received from Judy McGee.

Alternatives

N/A

Implementation and Accountability

N/A

Signed



David R. Fierke
City Manager

Signed

Chad Schaeffer
City Engineer

SNOW REMOVAL CONTRACTORS

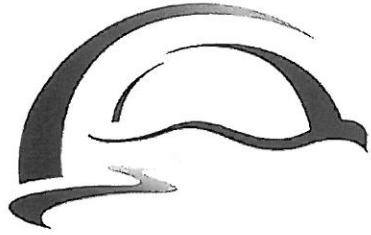
Contractor Requesting Bid Information

ABC Lawn Care	602 South 22 nd Street	955-5883
Maier Landscaping	2373 South 14 th – attn Ben benmaier157@gmail.com	302-4112

Contractors Used in the Past

J & J Lawn Service	1104 16 th Avenue North	573-8297
Judy McGee	PO Box 1002	576-7748
Stanley's Mowing Service	614 Folger Street Duncombe, IA 50532	571-4690

Posted on Facebook (viewed by 494) and City Website



CITY OF
FORT DODGE

MAYOR'S OFFICE | Matt Bemrich, Mayor | David R. Fierke, City Manager

Fort Dodge

September 19, 2014

Dear Contractor:

The City of Fort Dodge is accepting proposals for snow and ice removal from sidewalks which nuisance complaints are received.

Enclosed are the Request for Proposal information and Bidding Form. Sub-contracting out snow removal jobs is not allowed. If you are interested please fill out the bidding form and return it to our office in a sealed envelope by 3:00 PM on Friday, October 3, 2014.

Please feel free to contact our office and speak with Nancy regarding any questions you may have. We can be reached Monday through Friday, from 8:00 a.m. to 5:00 p.m. at (515) 573-7144.

Sincerely,

David Fierke
City Manager

**REQUEST FOR PROPOSAL
OCTOBER 2014
THE CITY OF FORT DODGE
SNOW & ICE REMOVAL**

1. The contractor shall use suitable equipment for removal of snow and ice from public sidewalks without doing any damage to the existing sidewalk. The width required to be cleaned for each sidewalk is 3' wide, the measuring device will be supplied to the contractor by the city. All snow and ice will be removed to the bare pavement. Clean up will be completed within 24 hours after notification of work. If another snowfall occurs before the contractor finishes the job, the contractor must wait another 24 hours after the snowfall has ended before completing.
2. Payments will be made during the City's regular payment schedule which is twice monthly. You will submit a bill electronically to the Mayor's office no later than a week after completion including copies of receipts for ice melt, salt etc. Each bill will need to be itemized by a square footage price per sidewalk and any miscellaneous charges.
3. The contractor must present evidence of a comprehensive general liability insurance policy in the amount of \$1,000,000 covering claims of bodily injury or property damage. The City of Fort Dodge is to be named additional insured and shall be held harmless and indemnify the City from all claims arising from this contract. Proof of insurance will be necessary before work can begin.
4. The contractor must have a digital camera with the dates and times printed on each photo taken before and after the work is completed, photos need to be taken with a view from each end of the sidewalk. For pictures of ice covering sidewalks, height of the ice must be shown with a measuring device that can be depicted from the photos.
5. All invoices, receipts, and photos will be sent electronically. New jobs will not be issued until all billing information is turned in for previous jobs assigned to that contractor.

6. The City will retain the right to be the sole judge of quality and performance of the services rendered by the contractor. It is the City's intent to utilize one contractor under this contract for a period of 1 year however; the City reserves the right to use additional contractors to meet workload demands. The City reserves the right to bid "unique" jobs before awarding. Should the City determine the contractor is performing at an unsatisfactory level; the contract may be terminated with a written notice from the City.
7. Supply a list of 3 professional references. Contractor shall not subcontract any duties or responsibilities without prior written consent of the City.
8. Sealed written proposals for snow and ice removal within the city limits will be received by 3:00 PM on Friday, October 3, 2014 at City Hall in the Mayor's Office, to the attention of the City Manager. Staff will evaluate the proposals and forward recommendations to City Council for award on October 13, 2014.
9. The City reserves the right to reject any or all bids, waive technicalities and award contract it deems in its best interest.

BIDDING FORM

Contractor: Stanley's Mowing Service
Address: P.O. Box 44 Duncombe IA 50532
Phone: 515-543-8224 , 515-571-4690

All equipment used for removal of snow and ice will be included in bid price.

- 1.) Snow Removal \$ 0.177 /square foot
- 2.) Ice Removal \$ 0.247 /square foot

List 3 professional references:

Name: <u>Bev Lansing</u>	Phone: <u>515-955-4050</u>
Name: <u>Peggie Fischel</u>	Phone: <u>515-576-8191</u>
Name: <u>Mark Steinberg</u>	Phone: <u>515-351-1375</u>

Copy of public liability insurance \$1,000,000 will be required.

I would be interested in bidding on grass mowing Yes No



Signature

03 Oct 14

Date

BIDDING FORM

Contractor: Judy A. McGEE
Address: P.O. Box 1002 Fort Dodge, Iowa
Phone: (515) 576-7740

All equipment used for removal of snow and ice will be included in bid price.

- 1.) Snow Removal \$.17 /square foot
- 2.) Ice Removal \$.24 /square foot

List 3 professional references:

Name: John Harris Phone: (515) 570-2405
Name: Evelyn Ayala Phone: (515) 571-0624
Name: Vicki Claude Phone: (515) 573-7257

Copy of public liability insurance \$1,000,000 will be required. — Already on file

I would be interested in bidding on grass mowing Yes No

Judy McGee
Signature

October 3rd 2012
Date