



**REQUEST FOR PROPOSAL**

**For**

**SNOW REMOVAL OPERATIONS- DOWNTOWN PARKING LOTS**

*RFP Opening*

Tuesday, August 22, 2023 @ 4:00 pm  
City of Grand Island, City Hall  
100 East 1<sup>st</sup> Street  
Grand Island, NE 68801

**ENGINEERING DIVISION  
DEPARTMENT OF PUBLIC WORKS  
GRAND ISLAND, NEBRASKA**

**JULY 2023**

## ADVERTISEMENT

### REQUEST FOR PROPOSALS FOR SNOW REMOVAL OPERATIONS- DOWNTOWN PARKING LOTS

CITY OF GRAND ISLAND, NEBRASKA

Sealed proposals will be **received at the office of the City Clerk**, 100 E. First Street., Grand Island, NE 68801 or P.O. Box 1968, Grand Island, Nebraska 68802 until **4:00 p.m., (Local Time), Tuesday, August 22, 2023** for the **Snow Removal Operations- Downtown Parking Lots** for the City of Grand Island. Submittals will be publicly opened at this time in the Conference Room #1 located on 1st floor of City Hall. Submittals received after specified time will be returned unopened to sender.

Documents for use in preparing submittals may be downloaded from the Quest CDN website, [www.QuestCDN.com](http://www.QuestCDN.com) for a forty-two dollar (\$42) fee. Submittals must either be uploaded to the Quest CDN website or received in hard copy before the specified time to be considered. Any addenda may be viewed on-line at [www.grand-island.com](http://www.grand-island.com) under Business - Bid Calendar.

Contact Catrina DeLosh, Public Works Administrative Coordinator, at [catrinad@grand-island.com](mailto:catrinad@grand-island.com) for further information.

Submittals shall include, but are not limited to:

- Furnish the equipment and labor for snow removal operations (plow, haul and other related work) as requested by the City. Equipment shall mean adequate snow removal equipment to clean the drives, parking lots, and sidewalks of snow. Labor shall mean adequate personnel to operate the equipment on an "around the clock" basis, all days of the week.
- Provide equipment and labor to remove snow from all drives and parking lots and pile snow in the lots as directed by the City. The City will advise if it is necessary to haul any snow away from the lots. The snow will be hauled to the existing city snow pile area at 2930 E Bismark Road. Coordination will be required for any snow hauling with the City crews hauling snow to avoid conflicts. May be required to pile snow at the dump site.

The award winning submittal(s) will be required to comply with the City's insurance requirements.

Submittals will be evaluated based upon firm experience and qualifications on similar work, proposed equipment, past experience working with the City of Grand Island Public Works Department, and proposed price per year. Submittals shall remain firm for a period of ninety (90) days after due date. The City of Grand Island reserves the right to refuse any or all submittals, to waive technicalities, and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

#### TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

**SECTION 504/ADA NOTICE TO THE PUBLIC**

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator  
308-389-0140  
100 East First Street, Grand Island, NE 68801  
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards  
City Clerk



**CITY OF GRAND ISLAND  
REQUEST FOR PROPOSALS  
FOR SNOW REMOVAL OPERATIONS- DOWNTOWN PARKING LOTS  
CITY OF GRAND ISLAND, NEBRASKA**

**PURPOSE**

This Request for Proposals is for the solicitation of qualified individuals and/or firms to provide snow removal operations, including hauling as necessary, from downtown City parking lots.

**PROJECT BACKGROUND AND SCOPE OF WORK**

The City of Grand Island is requesting qualified individuals and/or firms to provide any/all services on an annual basis, with a yearly renewable agreement up to a five (5) year period, for Snow Removal Operations-Downtown Parking Lots with the City of Grand Island, Nebraska. Requested items include, but are not limited to:

- Furnish the equipment and labor for snow removal operations (plow, haul and other related work) as requested by the City. Equipment shall mean adequate snow removal equipment to clean the drives, parking lots, and sidewalks of snow. Labor shall mean adequate personnel to operate the equipment on an "around the clock" basis, all days of the week.
- Provide equipment and labor to remove snow from all drives and parking lots and pile snow in the lots as directed by the City. The City will advise if it is necessary to haul any snow away from the lots. The snow will be hauled to the existing city snow pile area at 2930 E Bismark Road. Coordination will be required for any snow hauling with the City crews hauling snow to avoid conflicts. May be required to pile snow at the dump site.

**CITY PARKING LOTS**

- Lot 1- Walnut Street and South Front Street (north side)
- Lot 2- Walnut Street and South Front Street (south side)
- Lot 3- Locust Street and South Front Street
- Lot 4- Pine Street and South Front Street
- Lot 5- Pine Street and 3<sup>rd</sup> Street
- Lot 6- Walnut Street and 2<sup>nd</sup> Street
- Lot 8- Walnut Street and 1<sup>st</sup> Street
- Lot 9- Wheeler Avenue and 1<sup>st</sup> Street
- \*Lot 7- Parking Ramp is handled under a separate agreement

**PROJECT INFORMATION**

Questions regarding the technical aspects of this project submittal are to be directed to Catrina DeLosh, Public Works Administrative Coordinator at [catrinad@grand-island.com](mailto:catrinad@grand-island.com).

**SELECTION PROCESS**

Submittals will be evaluated with the following considerations, along with the weight percentages assigned to each element, which will be used to rank and evaluate the proposals:

- Firm experience and qualifications on similar work. (25%)
- Proposed equipment (25%)
- Past experience working with the City of Grand Island Public Works Department. (10%)
- Proposed price per year (40%)

This Request for Proposals does not commit the City to award a contract or agreement, to pay any cost incurred in the preparation of a submittal responding to this request, or to contract for services. The City reserves the right to accept or reject any or all submittals received, to negotiate with qualified sources, or to cancel the request in total or in part. The City may require the selected consultant to submit such data or other information necessary to substantiate costs, or to revise technical, schedule or other elements of their submittals in accordance with contract negotiations.

## **CONTENT OF PROPOSAL**

Submittals should be as *concise* as possible, and should contain as a minimum the information presented below. Submittals for partial categories of work will not be accepted. Additional materials, including detailed resumes and brochures may be submitted as an attachment to the submittal. Brochures and marketing materials not directly related to specific experience with the proposed scope of work shall not be submitted.

Proposal package shall include the following:

### Introductory Letter:

- A one page introductory letter, addressed to the Public Works Administrative Coordinator which contains the individual's and/or firm's mailing address, telephone number, fax number, type of ownership, and the name of the person to contact regarding the proposal. The letter should also state an expression of the individual's and/or firm's interest in the work, and describe the firm's equipment and staffing available for such work.

### Statement(s) of Qualifications

- Qualifications and experience in the recent past on projects with similar work to that of the work category of interest. Consultant should demonstrate full capability in providing the required services.
- Identification and role of key personnel proposed to participate in the project, along with their background and experience.
- Identification of any sub consultant necessary for the project.

### Project Schedule and approach:

- Provide an approach and proposed schedule to the project.

### References:

- Attach a separate sheet containing a minimum of three references for whom the individual and/or firm has provided similar work during the previous ten years.

### Insurance:

- Include a statement that all individuals and/or firms involved have insurance coverage acceptable to the City. See Below.

### Miscellaneous:

- Any exception(s) to the submittal requirements
- If proposal is to remove snow per amount, such shall be based on the record kept by the National Weather Service and measured by the amount received at the Central Nebraska Regional Airport.

## **FINAL SELECTION IS SUBJECT TO REVIEW AND APPROVAL BY THE GRAND ISLAND CITY COUNCIL AND IS CONTINGENT UPON NEGOTIATING A SATISFACTORY AGREEMENT.**

### **PRICE**

The City will negotiate fees required to complete this project with the consultant whose qualifications best meet the project based on the criteria.

**SUBMISSION DEADLINE**

Respondents to this RFP must deliver five (5) copies of their proposal to:

City of Grand Island  
City Hall, 100 East First Street  
P.O. Box 1968  
Grand Island, NE 68802-1968  
Attn: City Clerk

Submittals should be marked **“Proposals For Snow Removal Operations- Downtown Parking Lots”** and shall be delivered to the Office of the City Clerk no later than **4:00 p.m. on August 22, 2023.**

Documents provided shall remain firm for a period of ninety (90) days after the submittal due date. Submittals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The City reserves the right to accept or reject any or all submittals and to waive informalities or irregularities in the selection process.

**ANTICIPATED SELECTION SCHEDULE**

August 22, 2023	Proposal Due
August 28, 2023	Begin Contract Negotiations with Highest Ranked Firm
September 12, 2023	City Council Approval of Agreement
September 13, 2023	Issue Notice to Proceed

**GRATUITIES AND KICKBACKS**

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

**INSURANCE**

Provide a summary of the firm’s (and sub-consultant’s) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

**WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY**

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage      \$500,000 Combined Single Limit

3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage      \$ 500,000 each occurrence  
\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage      \$1,000,000 each occurrence  
\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

**FAIR EMPLOYMENT PRACTICES**

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

**LB 403**

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

**FISCAL YEARS**

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

## **TERMS AND CONDITIONS**

The City will not pay any costs incurred by the firm in preparing or submitting the requested documents. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all submittals, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

## **TITLE VI**

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

## **SECTION 504/ADA NOTICE TO THE PUBLIC**

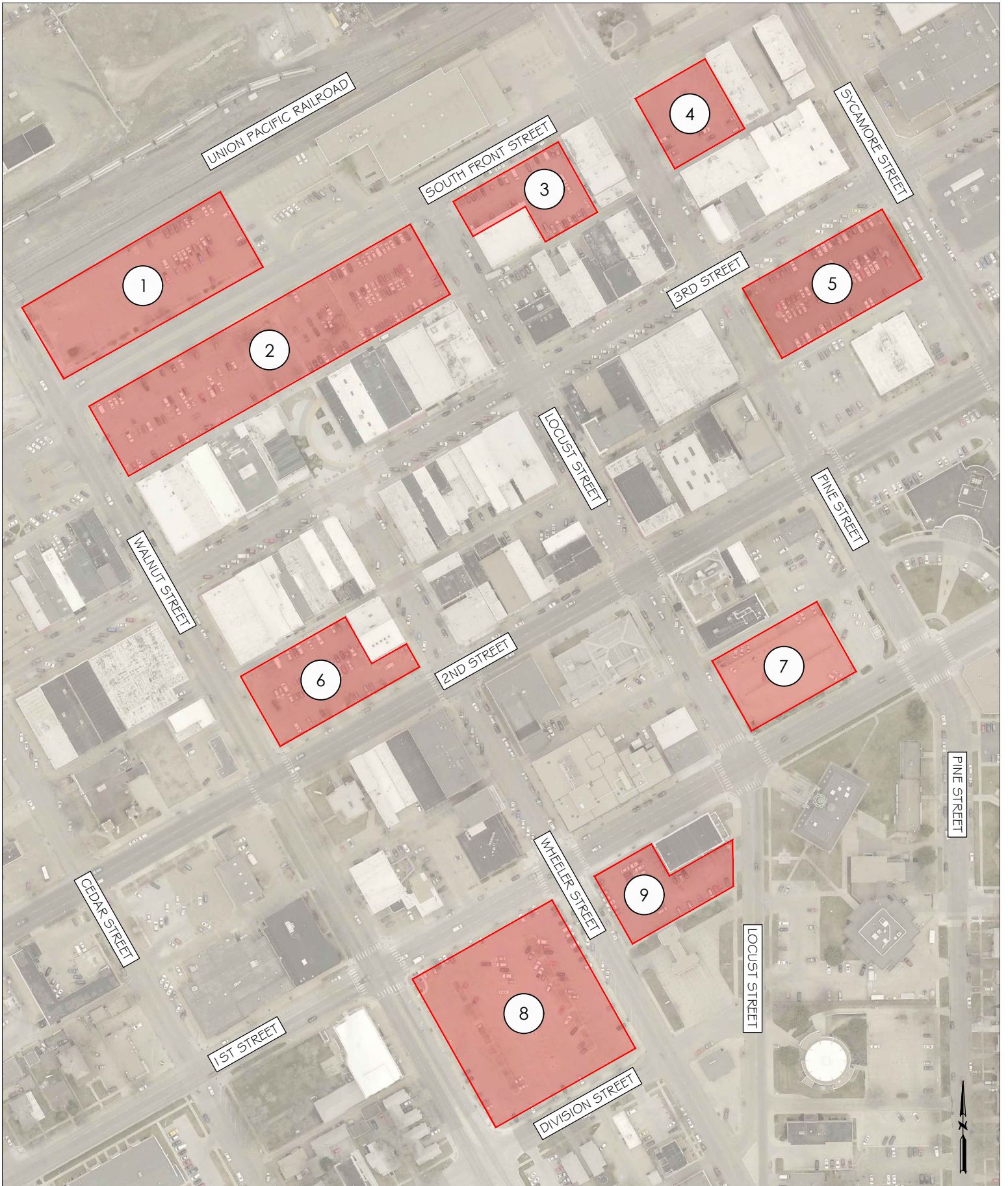
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Monday through Friday; 8:00 a.m. to 5:00 p.m.

End of Request for Proposals Information





DWG: J:\DOWNTOWN\DT LOT SNOW REMOVAL\2018 BID\EXHB\_DOWNTOWN PARKING LOTS.DWG - EXHB MICHELLE SOTO 7/30/2018 10:56:07 AM

DOWNTOWN PARKING LOT EXHIBIT

SNOW REMOVAL LOCATIONS  
 GRAND ISLAND, NEBRASKA

