The City of Joliet, Illinois
Request for Proposals

Residential Senior Snow Removal Program

Issued
August 19, 2022

Due
September 2, 2022
11:00 am

Request for Proposals
Residential Senior Snow Removal Program

I. GENERAL INFORMATION

The City of Joliet, Illinois is soliciting proposals from qualified contractors for the Residential Senior Snow Removal Program. All such proposals must respond to the "Scope of Services" section of the Request for Proposals. Proposals will be accepted until 11:00 am on September 2, 2022 and shall be submitted to the following address:

Neighborhood Services
150 W Jefferson Street
Joliet, Illinois 60432
Attn: Gabe Friend, Interim Neighborhood Services Director
Email – gfriend@joliet.gov

Please submit one (1) copy by mail, email, or hand delivery to the address listed above. Email preferred with title "Senior Snow Removal RFP.

The contract for these services will be between **several** lowest and/or best contractors and the City of Joliet. Services will be financed with Community Development Block Grant (CDBG) funds provided to the City by the Department of Housing and Urban Development (HUD) as part of its entitlement grant.

Section 3 of the Housing and Urban Development Act of 1968 requires that to the greatest extent feasible, new opportunities for employment arising from this CDBG contract will be provided to low-income persons residing in the Joliet service area.

The City is required to follow federal regulations in the procurement of these services. Since the City is seeking a service, which may be available from many qualified providers, it has elected to follow the lowest and/or best competitive price method. Under this method of selection, the City will receive quotations from interested parties until the date and time printed above. Final selection will be made by Neighborhood Services.

The City reserves the right to reject any and all proposals.

II. SCOPE OF SERVICES

The City of Joliet is seeking quotations from qualified contractors for the Residential Senior Snow Removal Program. The City will be offering complimentary driveway snow removal vouchers to seniors 65 and over and disabled residents for the 2022/2023 winter season. The selected contractor will be provided a list of eligible residents before the 2022/2023 winter season begins. The City anticipates assisting approximately 150 residents this season.

Snow removal service will be required upon the accumulation of 2" of snow or more. Within 24 hours after the snow event has substantially stopped, the contractor must guarantee the driveway is plowed.

It is the contractors' responsibility to maintain proper documentation on each address such as the date/time of the plow. Plowing services are valid at eligible addresses only. It did come to the City's attention last year that certain driveways were already cleaned when the contractors arrived. In these cases, an agreed upon travel fee will be paid for the time it took to the drive to the property.

Contractor is not responsible for snow removal on public sidewalks or for providing salt. The contractor **is** responsible for plowing the driveway edge to edge and shoveling the service walk from the driveway to the front entrance door being cleared of snow.

Only residents with concrete or asphalt drives are eligible for plowing.

Contractor shall invoice the City at the end of each month for the plows performed that month. All invoices and supporting documentation must be emailed to gfriend@joliet.gov or hand delivered to Neighborhood Services in care of Gabe Friend, Interium Neighborhood Services Director.

III. PROCEDURES

A qualifying event shall be defined as any snowfall event that accumulates more than 2" in a 24 hour period as reported by the national weather service for Joliet, IL 60435. When a qualifying event occurs, the contractor will clean each of their properties within 24 hours after the snow has substantially stopped. The contract shall be responsible for snow removal for the first 5 qualifying events of the 2021/2022 winter season. Any event beyond the first 5 is not part of this contract. However, the City will be giving the participants their contractor's information and will recommend they speak with their contractor for any additional services needed. Work shall be performed during 7:00 am – 10:00 pm.

IV. REQUIREMENTS

- Contractor must provide an active cell phone number, facsimile number and a valid email address.
- Contractor shall be responsible for operating all equipment in a safe and prudent manner to prevent any injury or damages to persons or property.
- No equipment shall be left on any job site overnight.
- Contractor must provide supervision for all work. The supervisor shall be accessible directly by cellular/mobile phone and/or pager while performing services in the City.
- Any licenses or permits that may be required to perform any of the work or to provide any required equipment shall be obtained by, maintained by and at the expense of the Contractor. Evidence of any required licenses or permits shall be provided to the City of Joliet upon request. Any fines or penalties levied by any governmental entity for conduct by the Contractor in connection with the work contemplated by this request for quote shall be paid for by the Contractor.

V. Insurance Requirements

At the Contractor's expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits. The Contractor shall furnish current Certificates of Insurance to the City with application. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A VI, according to the latest edition of the A.M. Best Company. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

Comprehensive General Liability:

Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.

Limits:	
General Aggregate	$2,000,000.00
Each Occurrence	$1,000,000.00
Personal Injury	$1,000,000.00

Exclusions relating to the Explosion, Collapse and Underground hazards shall be deleted.

Coverage is to be written on an "occurrence" basis.

Cover all claims arising out of the Contractor's operations or premises,

Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

Owners & Contractors Protection:	
Bodily Injury	
Annual Aggregate	$1,000,000.00
Each Occurrence	$1,000,000.00

Property Damage:	
Annual Aggregate	$1,000,000.00
Each Occurrence	$1,000,000.00

Workers Compensation:

Shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide Workers Compensation Insurance. In case employees engaged in hazardous work under this contract at the site of the project are not protected under Workers Compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

Comprehensive Automobile Liability:
Coverage to include all Owned, Hired, Non-owned vehicles, and/or trailers and other equipment required to be licensed.

Combined Single Limit	$1,000,000.00
Umbrella: Aggregate	$1,000,000.00

Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

The City of Joliet, its officers and employees shall be named as additional insureds on a primary and non-contributory basis under all required policies of insurance.

An endorsement from the insurance carrier confirming the City of Joliet is additional insured, including the provision of legal representation in the defense of claims asserted against the City of Joliet.

The policy shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as "Should any of the above described policies be canceled before the expiration date, the issuing company will mail 15 days written notice to the certificate holder named to the left".

The Contractor shall require any and all subcontractors performing work under this Agreement to also maintain such minimum insurance coverage.

The Contractor understands and agrees that any bond or insurance required by this contract or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City as herein provided.

Nothing contained herein shall be construed as prohibiting the City, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Contractor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

Neither the Contractor nor any subcontractor shall commence work under this Agreement until the insurance requirements of this Article have been met and a certificate of insurance from the Contractor and any subcontractors evidencing the required coverage has been provided to the City.

Contractor must ensure any of its subcontractors maintain the same insurance set forth in the above paragraph. The contractor shall furnish the City with certificates showing the type, amount, class of operations covered, effective dates and date of expiration of policies. The City of Joliet must be included as an additional insured. Contractor must provide the City with ten (10) days advance written notice in the event the insurance coverage is cancelled or materially modified in any manner.

VI. Coordination

The contract for services will be with the City of Joliet, Illinois. All coordination will be through Neighborhood Services.

The quantities stated are estimated and are not guaranteed. The numbers shown will be used for award purposes only. It is assumed that the amount of services required for the season will depend on the severity of the winter season.

VII. Price/Cost Estimation

Pricing for this proposal shall include snow plowing, edge to edge, and clearing service walk/steps from front door to driveway per address planning for a 20' x 45' driveway. Payment may be adjusted to the submitted bid price according to the actual area of the driveway as follows:

For up to 900 square feet of driveway, bid price multiplied by 1;
For 900 to 1500 square feet of driveway, bid price multiplied by 1.5;
For driveways over 1500 square feet, price will be negotiated;

Neighborhood Services will determine actual size of driveways and consider price adjustment at the request of the contractor.

VIII. Final Section

Local Preference - The City of Joliet has a local Bidder's Ordinance which shall not apply to this contract.

The contract to be awarded will be between the City of Joliet and the contractor and must conform to all applicable federal, state and local laws and regulations.

All proposals serve as the basis for selecting the contractors. The City of Joliet will exercise its rights to negotiate the terms of the proposal in its best interest to allow the best available price. The award will made be to those contractors for a negotiated price based on proposals received. Should a contractor not accept the negotiated rate, the next lowest contractor would be offered the contract.

Once contractors and pricing has been determined, applications will be received for participants in the program. A lottery will be used to determine who is on the program. Once the City has the list of participants, the City will group these in geographical locations and assign a set to each selected contractor. We anticipate approximately 40-80 driveways per contractor, but that could fluctuate up or down depending on different factors.

All questions should be addressed to Gabe Friend, Interim Neighborhood Services Director via e-mail at gfriend@joliet.gov and will be answered via email.

The City of Joliet is an Equal Opportunity Employer. Section 3, Minority and Women's Business Enterprises are encouraged to apply.

The City of Joliet

Senior Snow Removal Program

Firm/Individual Name _____

Address _____

Phone _____

Email _____

Number of employees available for this program _____

OFFER

Having examined all matters referred to in the Project Documents, we the undersigned hereby provide a quote to perform the Work for the Sum of:

$_____ per residential driveway and service walk at each address (Use 20' x 45' for bidding purposes, actual price adjusted as required based on the above specified area), in lawful money of the United States of America.

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for sixty (60) days from the submission closing date.

If this offer is accepted by the Owner within the time period stated above, we will:

1. Execute the Agreement within seven (7) days of receipt of Notice of Award.
2. Furnish the required insurance within seven (7) days of receipt of Notice of Award in the form described in the Project Documents.

SCOPE OF WORK

Snow plowing, edge to edge, and clearing service walk/steps from front door to driveway per address including maintaining and submitting proper documentation as specified in the RFP.

Signature of official authorized to bind the firm/individual to the provisions of the RFP

_____ _____

Signature Date

_____

Printed Name

Business Owner Questions

Federal funds are being utilized for this contract.
Please answer the following questions

Business Owner- Racial/Ethnic Report (enter number from below) _____

1 – White American
2 – Black/African American
3 – Asian
4 – American Indian/Alaskan Native
5 - Native Hawaiian/Other Pacific Islander
6 – American Indian/Alaskan Native and White
7 – Asian and White
8 – Black/African American and White
9 - American Indian/Alaskan Native and Black
10 - American Indian/Alaskan Native and Black/African American
11. Other Multi-racial

The business owner is Hispanic (yes/no)_____

The business owner is non- Hispanic (yes/no)_____

The business owner is female (yes/no) _____

Prime Contractor Identification Number/EIN _____

Section 3 Business (yes/no) _____

Will additional employees be hired to complete this contact (yes/no)_____