The City of Joliet, Illinois

Request for Proposal (RFP)
RFP 2781-1123

2023-2024 Residential Senior Snow Removal Program

Issued
September 28, 2023

Due
Thursday, October 18, 2023
11:00 AM CST

FINANCE DEPARTMENT
PURCHASING DIVISION
MELISSA L. LOPEZ
PURCHASING/CONTRACTS ADMINISTRATOR
PHONE: 815-724-3925
FAX: 815-724-3929

CITY OF JOLIET

150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

Prospective Proposer:

Enclosed are proposal documents which may be of interest to your company. Please note the date and time as to when these proposals will be opened. The proposal documents **must** be returned intact - the same order as received.

All proposals must be submitted in an opaque sealed envelope **prior** to the date and time set forth for the proposal opening in the Legal Notice. Each proposal must be addressed to:

City of Joliet – Sealed Proposal Enclosed
Office of the City Clerk
150 W. Jefferson St.
Joliet, IL 60432

The outside of the sealed envelope – face of the envelope, **must** include the following:

- Name of Proposer
- Statement that it is a sealed proposal to be opened for the contract considered at the date and time set forth in the Legal Notice
- Acknowledgement of Addenda to the Contract

Failure to do any of the above may invalidate your proposal.

Any questions or clarifications concerning these specifications should be in writing and directed to the Purchasing Division at purchasing@joliet.gov.

Any oral or written comments received from any other person other than the Contracts Administrator will not be considered and may invalidate your proposal.

Respectfully,

MAYOR
Terry D'Arcy

INTERIM CITY MANAGER
Rodney Tonelli

COUNCIL MEMBERS
Cesar Cardenas
Joe Clement
Cesar Guerrero
Larry E. Hug
Suzanna Ibarra
Pat Mudron
Jan Hallums Quillman
Sherri Reardon

PURCHASING/CONTRACTS ADMINISTRATOR
Melissa L. Lopez

LEGAL NOTICE
CITY OF JOLIET
ADVERTISEMENT FOR REQUEST FOR PROPOSALS

CONTRACT NO. 2781-1123

2023-2024 RESIDENTIAL SENIOR SNOW REMOVAL PROGRAM – RFP

The City of Joliet, Illinois does hereby invite sealed **Request for Proposals (RFPs) from qualified firms to provide 2023-2024 Residential Senior Snow Removal Services**.

Proposals will be received at the Office of the City Clerk, City of Joliet Municipal Building, 150 West Jefferson Street, Joliet, Illinois 60432-4156 until **11:00 AM** local time on **Wednesday, October 18, 2023. RFP OPENING LOCATION: RFPs WILL BE OPENED AND PUBLICLY READ ALOUD IN CONFERENCE ROOM 1, CITY OF JOLIET MUNICIPAL BUILDING.**

It is highly recommended that all RFPs be tabbed to mark the quote to perform the work. An electronic copy of the entire submission on a USB flash drive is also requested to be included in the proposal packet. RFP results will also be posted on the City's website, and emails sent out to individuals who have subscribed to the related RSS feed. It is preferred that you mail your proposals. They should be addressed as follows:

CITY OF JOLIET - SEALED PROPOSAL ENCLOSED
OFFICE OF THE CITY CLERK
150 W. JEFFERSON ST.
JOLIET, IL 60432

If you do choose to hand deliver your proposal, it must be delivered to the Office of the City Clerk – located at the address above, between business hours of 8:00 a.m.- 4:30 p.m. and marked clearly on the outside of the SEALED package with the RFP NUMBER AND NAME OF THE PROJECT, DATE AND TIME OF THE RFP OPENING, NAME AND ADDRESS AND PHONE NUMBER OF YOUR COMPANY and RECEIPT OF ALL ADDENDA (if applicable).

Receipt of your submittal in any location other than the Office of the City Clerk at City Hall does not constitute receipt. If you are using a delivery service, the fact that it was signed for by someone at City of Joliet does not constitute receipt. To ensure that your package was received prior to the opening, you can email cityclerk@joliet.gov or call 815-724-3780 to verify receipt of document.

Electronic copies can be downloaded free of charge at www.joliet.gov/bids. No hard copies will be available for purchase.

The successful proposer will be required to provide a Certificate of Insurance as specified in the contract documents. The City of Joliet's local qualified bidder ordinance does not apply to this contract. The City of Joliet reserves the right to reject any and all proposals, parts of any and all proposals or to waive technical errors or omissions in submitted proposals.

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. The City of Joliet is an Equal

Opportunity Employer. Section 3, Minority and Women's Business Enterprises are encouraged to apply.

The Contract shall be subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.) to the extent required by law and the City of Joliet Procurement Code (Section 2-430 – 2-453 of the Code of Ordinances).

All proposal document holders should sign up for RSS feeds at: https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/labor-and-services and provide your email address to automatically receive addendums. Addenda will also be posted on the City of Joliet's website at www.joliet.gov/bids. The potential vendor/contractor remains responsible for obtaining all addenda to the original specification so they should check the specific proposal page before submitting a proposal to make sure they have received all addenda to a specific contract.

Electronic download free
Published in the Herald News
September 28, 2023

Rodney Tonelli
Interim City Manager

Melissa L. Lopez
Purchasing/Contracts Administrator

Request for Proposal
2023-2024 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 CST on October 18, 2023**, and should be submitted to the following address:

City of Joliet – Sealed Proposal Enclosed
Office of the City Clerk
150 W Jefferson Street
Joliet, Illinois 60432

It is highly recommended that all RFPs be tabbed to mark the quote to perform the work. An electronic copy of the entire submission on a USB flash drive is also requested to be included in the proposal packet.

If you do choose to hand deliver your proposal, it must be delivered to the Office of the City Clerk – located at the address above, between business hours of 8:00 AM 4:30 PM and marked clearly on the outside of the SEALED package with the RFP NUMBER AND NAME OF THE PROJECT, DATE AND TIME OF THE RFP OPENING, NAME AND ADDRESS AND PHONE NUMBER OF YOUR COMPANY and RECEIPT OF ALL ADDENDA (if applicable).

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 2023/2024 winter season. The selected contractor will be provided a list of eligible residents before the 2023/2024 winter season begins. The City anticipates assisting approximately 200 residents this season.

Snow removal service will be required upon the accumulation of 3″ 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 Kristina McNichol, Housing Finance Specialist at kmcnichol@joliet.gov.

III. PROCEDURES

A qualifying event shall be defined as any snowfall event that accumulates more than 3" 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 2023/2024 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 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 a Certificate of Insurance to the City upon receipt of Notice of Award, prior to commencing work. 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 Kristina McNichol, Housing Finance Specialist, via e-mail at kmcnichol@joliet.gov and will be answered in the form of an addendum and posted on www.joliet.gov/bids. **All questions are to be submitted by 4:30 PM CST, Thursday, October 12, 2023.** Questions arriving after that date and time will not be answered nor acknowledged.

Prospective contractors, please sign up for RSS feeds at: https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/labor-and-services.

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)_____

AGREEMENT

THIS AGREEMENT is entered into on the date stated below by and between the City of Joliet, an Illinois Municipal Corporation (hereinafter "City") and _____ (hereinafter "Contractor").

In consideration of the mutual promises of the parties set forth in the Contract Documents, the Contractor agrees to timely perform all work, furnish all labor and materials necessary for the proper completion of the work; and the City agrees to pay for the work as set forth in the Contract Documents. The Contractor further agrees to comply with the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.).

The Contract Documents shall consist of the following documents which are hereby made part of this Agreement as if recited at length herein:

1) **Legal Notice**
2) **General Information / Scope of Services / Procedures**
3) **Requirements / Insurance Requirements**
4) **Coordination / Price Estimation / Final Section**
5) **Contractor Proposal**
6) **Questionnaire**
7) **Addenda**

IN WITNESS WHEREOF**,** the City and the Contractor, by their duly authorized representatives have hereunto set their hands this _____day of _____, 202__.

CITY OF JOLIET,
an Illinois Municipal Corporation,

By:_____
Rodney Tonelli
Interim City Manager

Attest:_____
Christa M. Desiderio
City Clerk

Approved as to form:

_____
Todd Greenburg
Interim Corporation Counsel

Print name of Contractor_____

By:_____

Print Name: _____

Title: _____