



Mark Neff
Fire Chief
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City of Oskaloosa, Iowa
Phone: 641.673.3541 Ext. 1 Fax: 641.673.3047

November 22, 2016

**City of Oskaloosa, Iowa
Snow Removal Agreement – 2016/2017
Due December 9, 3:00 p.m. (CST)**

The City of Oskaloosa, Iowa is accepting sealed bids for snow removal of residential sidewalks found in violation of Oskaloosa Municipal Code 12.12.140 for the 2016/2017 season. The extent of the work involved consists of clearing snow and ice from residential sidewalks as noted below.

Sealed bids will be received by the Oskaloosa City Clerk until 3:00 p.m. local time on December 9, 2016 at which time they will be publicly opened and read aloud. All entities submitting bids are welcome to attend, but attendance is not mandatory. Details of the award can be obtained by visiting our website www.oskaloosa.org, or calling the City Clerk's Office at (641) 673-9431

The bid opening will begin promptly at the appointed time in the City Hall Conference Room, located at 220 South Market. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

All bids must be in a sealed envelope and marked "Sealed bid: Snow removal, Open Dec 9, 2016 at 3:00 p.m."

Bid Specifications

The Contractor agrees to provide a base bid per lineal foot of sidewalk within 24 hours of notification of violation from the Oskaloosa Fire Department.

Contractor Responsibilities:

- Contractor shall remove all snow and ice from the property sidewalk
- Contractor shall complete work within 24 hours of notification unless otherwise agreed upon
- Contractor shall determine where the property lines are approximately
- Contractor shall utilize its own labor, equipment and materials necessary to perform contracted services to the City's expectations
- The snow removal proposal is for the 2016/2017 season
- Contractor shall bid each lineal foot of sidewalk on a "Per removal" basis





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- Contractor shall provide at least thirty (30) days' notice prior to terminating services for the City.
- Contractor shall maintain a minimum one million dollar (\$1,000,000) general liability insurance naming the City as an insured party.
- Contractor must provide City with Certificate of Insurance confirming the limits of insurance and showing City as additionally insured.

City Responsibilities:

- City reserves the right to award a contract based upon the lowest total per lineal foot.
- City reserves the right to terminate the contract at its sole discretion, with or without cause
- City will notify contractor by agreed means of address to be cleared
- City shall process invoices on the fifteenth (15th) of each month
- City reserves the right to reject any and all bids at its discretion

City Contacts:

If you have any questions regarding the request for proposal (RFP), Contact Fire Chief Mark Neff at (641) 673-3541 ext. 1 or mark.neff@oskaloosaiowa.org

(Bid Information Continues on Following Page)





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Example of how to provide the City with an acceptable bid:

Company Name

Company contact information (ownership name, address, phone number, email address, website if applicable)

Description of equipment and staffing levels of business

Tax ID#

Three (3) business references for work performed

Bid submitted for nuisance snow removal of \$XX.XX per lineal foot of sidewalk.

Printed name of company contact

Signature

Date

