
REQUEST FOR PROPOSALS:
SNOW REMOVAL SERVICE
FOR CODE COMPLIANCE
ABATEMENT ON
SNOW/ICE COVERED SIDEWALKS

PROPOSALS DUE:
FEBRUARY 3, 2022 AT NOON

SUBMIT PROPOSALS TO:
CITY OF PLYMOUTH
ATTENTION: CATHY AUSTIN , P.E.
900 CTH PP
PO BOX 277
PLYMOUTH, WI 53073





**REQUEST FOR PROPOSAL:
SNOW REMOVAL SERVICES
FOR CODE COMPLIANCE ABATEMENT ON
SNOW/ICE COVERED SIDEWALKS**

PROPOSAL FORM

COMPANY INFORMATION:

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Contact Name: _____

Contact Phone Number (to be used when calling in address locations): _____

CONTRACT SERVICE COST:

Description of Service	Unit	Cost per Unit
Mobilization	Each	
Sidewalk Clearing	LF	
Pedestrian Ramp Clearing	Each	
Sanding	LF	
Salting	LF	

The initial term of this proposal is for the remainder of the 2021-2022 Winter Season and for the entire 2022-2023 Winter Season. (Winter Season is defined as Oct through April of the following year.)

Signature: _____
(Contractor)

Date: _____

Signature: _____
(City)

Date: _____

**SPECIFICATIONS:
SNOW REMOVAL SERVICES
FOR CODE COMPLIANCE ABATEMENT ON
SNOW/ICE COVERED SIDEWALKS**

INTRODUCTION

The City of Plymouth receives and responds to complaints regarding snow covered public sidewalks which abut private property. After the City receives the initial complaint, the City issues the property owner a notice of violation pursuant to City Ordinance. The notice alerts the property owner that they are not in compliance and they shall immediately correct the violation. If they have not complied, the City will contact the contractor to remove the snow and ice to bring the property into compliance with-in the next 24-hours.

SCOPE OF WORK

- To be completed at a frequency and extent of on-call services in response to complaints received the City of Plymouth. The extent of snow and ice removal will correspond to each parcel’s sidewalk frontage (no driveways or driveway aprons).
- This work will require the use of equipment, such as, but not limited to, snow blowers, shovels, ice chippers, sand and salt.
- The Contractor shall provide timely responses and open communication on any issues that may arise. City staff will be available to answer any question the Contractor may have throughout the season.
- The Contractor shall direct the snow into the resident’s front yard and not illegally disperse the snow onto City streets.
- The Contractor shall be professional and respectful with the public.
- The Contractor shall take photographs prior to the start of snow removal and again once after completion. The photographs shall have a digital time stamp (date and time) and be taken from the same location – all East/West sidewalks shall have the picture looking to the East – all North/South sidewalks shall have the pictures looking to the north. (Corner lots will require additional photographs of the handicap ramps.) The photographs shall be submitted to the City with the request for payment for that property.
- The Contractor shall remove all snow and ice in a safe manner, with care given to the safety of the general public.
- When submitting an invoice to the City the following information must be included:
 - Address of the site
 - Date work was performed
 - Amount of work completed: Sidewalk Clearing / Pedestrian Ramp Clearing / Sanding / Salting (Linear Foot - LF)
 - Digital photographs meeting the specifications listed above

GENERAL REQUIREMENTS

- Provide insurance coverage as follows: (1) Public Liability Insurance, with the City as a named insured, in the following named amounts: \$1,000,000 for any one person; \$1,000,000 for any one accident; and \$1,000,000 for property damage resulting from the Independent Contractor's performance of this contract. (2) Workers Compensation Insurance as required by Wisconsin State law. A certificate of insurance showing coverage shall be provided annually to the City.
- Indemnify and save harmless City against all loss and damage, including reasonable attorneys' fees, for any damage to any person or property, arising from any act by, or negligence of, Independent Contractor, or his employees, agents, or subcontractors or the officers, agents, or employees of either, while engaged in the performance of this contract, or while on or about the premises which is the subject of this contract.

OTHER INFORMATION AND INSTRUCTIONS

- The City will reimburse the contractor by the following services:
 - Mobilization – This cost for the mobilization for on-call services based on a 24-hour response time from call to arrival on site. It should also include the necessary photographs as described in the scope of work.
 - Sidewalk Clearing – This cost will be based on per linear footage of sidewalk abutting the property for standard widths (typically 4-foot and 5-foot sidewalks)
 - Pedestrian Ramp Clearing – This cost will be based per each ramp cleared.
 - Sanding – This cost will be based per linear footage of sidewalk that required sand to be placed.
 - Salting – This item shall only be used when deemed necessary and will be based per linear footage of sidewalk that required salt to be placed due to ice forming.
- The Contractor shall assure that the commitments needed under this contract will not conflict with other work or contract commitments of the Contractor.
- Except for expenses or liabilities arising from the negligence of the City, the contractor who enters into a contract with the City of Plymouth as a result of this solicitation hereby expressly agrees to indemnify and hold the City harmless against any and all expenses and liabilities arising out of the performance or default of this contract.
- The City reserves the right to terminate the contract with the contractor when it is in the best interest of the City, including, but not limited to non-appropriation of funds. If the contract is so terminated, the City shall provide Contractor sixty (60) days written notice and shall compensate Contractor or proposer for all necessary and reasonable direct costs of performing the services actually accomplished as of the date of termination. No other costs shall be allowed for a termination for convenience.
- The contractor shall be responsible for insurance as outlined above.