



City of Westbrook, Maine

Thomas Eldridge
Public Services Director

371 Saco St
Westbrook Me. 04092
(207) 854-0660

Interested Contractor:

8-13-13

Enclosed please find a request For Proposals to provide Winter Maintenance and snow removal services for the Riverfront Municipal Parking Garage. Your proposal should include all relevant snow removal experience with this type of work and your plan to accomplish the Winter Maintenance needs of the Riverfront Parking garage.

The city prefers a per season lump sum price for this service.

Deadline for proposals is 10:00am, 9-5-13. Please submit proposals to:

Westbrook City Clerk's Office
2 York St
Westbrook, Me. 04092

If you have any questions, please call Tom Eldridge@ Westbrook Public Services,
854-0660.

Thomas Eldridge
Westbrook Public Services Director

**City of Westbrook
REQUEST FOR PROPOSALS**

Winter Maintenance/Snow Removal

Introduction:

The City of Westbrook, Maine is seeking proposals for providing Snow/Ice Control and Removal services for Riverfront Municipal Parking Garage.

Process for Consideration:

To be considered, 3 copies of the proposal must submitted to:

**City Clerk's Office – Winter Maintenance/Snow Removal
Westbrook City Hall
2 York Street
Westbrook, Maine 04092**

(Telephone (207) 854-9105 Fax (207) 854-0627)

**Deadline for proposals is 10:00 am, September 5, 2013 at which time all proposals
will be publicly opened and available for public inspection.**

The City of Westbrook reserves the right to accept or reject any/or all proposals, parts thereof, and to further make modifications as it deems in the best interest of the City. The City also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this request for proposal.

All questions shall be directed, in writing, to Tom Eldridge, Public Services Director, at least five business days before the opening date. Questions received after this time will not be addressed. Responses from the City that substantially alter this RFP will be issued in the form of a written addendum to all those that have received a proposal. Oral explanations or interpretations given before the award of the contract will not be binding. All proposals submitted shall remain open to acceptance for ninety days from their opening.

The Proposer, in submitting a proposal, shall agree and so state in their proposal that no person acting for or employed by the City has, nor shall have, a direct or indirect financial interest in the proposal.

The successful proposer shall agree to defend, indemnify, and hold the City harmless from and against any and all such claims whatsoever arising out of or occurring during the performance of these services and occasioned directly or indirectly by its error or omission, negligence or fault. Prior to entering into a contract, the successful proposer shall provide evidence satisfactory to the City both professional and public liability insurance in an amount not less than \$400,000 and a certificate of Worker's Compensation insurance.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

If agreeable with the successful bidder, we prefer to accept a three-year contract starting October 30, 2013 with cost adjustments. If you elect to accept the three-year contract, submit your pricing on the attached form.

Proposals shall include but are not limited to:

- Your plan to accomplish the Scope of Services
- Expected results
- Experience in this type of work
- Resumes of proposing firm and person(s) assigned to project
- All fees & costs associated with proposal
- References
- Information and assistance required from the City
- Other information you feel would be of assistance to the City in evaluating your proposal

Scope of Services:

The City of Westbrook, Maine is seeking proposals for providing Snow Removal and winter maintenance services for its municipal parking garage. Contractor will provide services as needed and as weather conditions dictate. The hours of operation are as follows and are to be used as a guide for this proposal:

Monday – Friday 7:00 AM – 9:00 PM
Saturday & Sunday 7:00 AM – 3:00 PM

This scheduled may be subject to change from time to time.

Snow Removal/Winter Maintenance:

The contractor will provide all labor, equipment and materials necessary for providing all snow removal operations from the garage. Contractor will work under the General Direction of the Public Services Department. Snow removal will be

from a designated area of the garage and shall occur in a reasonable time frame following each storm event.

Specialized equipment is necessary for the snow removal operations. The Proposer shall detail equipment to be used and note all special equipment to insure the integrity of the parking garage structure.

Snow removal equipment and deicing chemicals shall meet the following guidelines:

- Vehicles to remove snow should weigh no more than 8000 pounds, fully loaded.
- All plow blades, skid plates and snow removal mechanisms in contact with the decks shall be covered with plastic or rubber.
- Deicing chemicals shall be limited to calcium magnesium acetate, (CMA), and or magnesium chloride, (MAG). Calcium Chloride is not recommended.
- Unsalted sand may also be used for spot icing.

All proposals shall include a description of services to be provided, 24 hour contact information and a listing of equipment to be used in the winter maintenance operations.

Contractor's personnel shall provide quality customer service to garage patrons, city personnel and the general public.

t.e. 8-13-13

Proposal Cost Form

Winter Maintenance/Snow Removal of Municipal Parking Structure

Lump sum price for snow/ice control and snow removal services for the 2013-2014 winter seasons.

Lump Sum: \$_____

OPTION 1

Continue contract for a second season (winter of 2014-2015).

Lump Sum: \$_____

OPTION 2

Continue contract for a third season (winter of 2015-2016).

Lump Sum: \$_____

The City of Westbrook prefers a three year agreement.