



REQUEST FOR PROPOSAL

SNOW REMOVAL AND ICE MELT APPLICATION

KITSAP REGIONAL LIBRARY

#1-2019

16 SEPTEMBER 2019

Kitsap Regional Library Snow Removal and Ice Melt Application Scope of Work

This scope includes Snow Removal and Ice Melt Application for parking lots, driveways, and sidewalks for five (5) buildings located in Kitsap County.

Project Walk-Thru on Monday, October 14, 2019 at 3:00 PM, at the Sylvan Way Library, 1301 Sylvan Way, Bremerton WA 98310

Kitsap Regional Library Proposal Terms and Conditions shall apply.

All Snow Removal, and Ice Melt Application will be performed during Library closed hours prior to 9:00 am. With the approval of the Kitsap Regional Library's, Point of Contact work can be done during business hours.

1. **Scope of Work:**

1.1. The contractor shall provide snow removal services at each of the facilities listed below on an as needed, if needed basis for the Kitsap Regional Library (hereinafter referred to as the Library), in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Library.

Facility Name	Facility Street Address	Facility City Location
Kitsap Regional Library - Sylvan Way	1301 Sylvan Way, Bremerton WA 98310	Bremerton, WA
Kitsap Regional Library – Silverdale	3450 NW Carlton St., Silverdale WA 98383	Silverdale, WA
Kitsap Regional Library – Poulsbo	700 NE Lincoln Road, Poulsbo WA 98370	Poulsbo, WA
Kitsap Regional Library – Bainbridge Island	1270 Madison Ave. N, Bainbridge Island, WA 98110	Bainbridge, WA
Kitsap Regional Library – Kingston	26159 Dulay Rd NE, Kingston, WA 98346	Kingston, WA

1.2. Additional pricing is being requested for extreme snow and ice conditions.

1.3. Snow plowing, and/or de-icing coverage begins when approximately 2" of snow has fallen and will continue at periodic, intervals throughout the storm. This applies to both seasonal and per visit agreements. Periodic plowing, and/or de-icing are defined as follows: These services will be performed at the discretion of the contractor during an active storm depending on the snowstorm's length and severity to plow, and/or de-ice those areas specified under this agreement. It is understood that depending on the length and severity of the ice or snowstorm that it may take the contractor varying amounts of time to fulfill all work covered under this agreement.

1.4. The contractor will be responsible for the following: damage to existing landscaping or any damages that occur to asphalt, concrete or stone surfaces because of their snow plowing, shoveling and/or de-icing services. Contractor assumes all responsibility for vehicles parked or in areas to be plowed. The contractor must notify Kitsap Regional Library's point of contact within 24 hours of any damages, problems that may have occurred. Contractor will be liable for any damages caused by his service. Contractor will be required to take pictures of damaged concrete asphalt etc. and provide a copy to the Kitsap Regional Library's point of contact. In the event of extreme conditions (*excessive snowfall totals*), or if it becomes necessary to move or remove piles of snow, this work will be done on an hourly basis using the hourly rates spelled out on the proposal form. There will be a maximum of one hour allowed for equipment loading, destination charges, equipment unloading, and returning equipment. These services will be rendered at the discretion of the Kitsap Regional Library's point of contact.

1.5. Bidders are required to use proper "Snow Removal equipment and a Kitsap Regional Library approved Ice Melt." Ice melt will be invoiced as a separate line item on a cost per pound basis with a maximum of

200 lbs. per plowing.

- 1.6. Extreme snow conditions may require services which could include the use of a loader/tractor or skid steer to pile the snow. This work will be performed only after notification from the point of contact.
- 1.7. Provide a narrative including the following: How long your company has been in business, special training obtained for your procedures, your specific Snow Removal and Ice Melt Application procedures, chemicals to be used, insurance modification rate, OSHA citations.
- 1.8. Kitsap Regional Library values our vendors and service companies, and their qualified personnel. It is our intent to renew contracts whenever possible for up to 3 years. The renewal process is based on performance, quality of work, cooperation, promptness, protection of Kitsap Regional Library property and reasonable pricing.

2. General Safety Requirements:

- 2.1. Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and codes, relating safety and health measures in performing work under this contract.
 - 2.2. During the performance of work, the contractor shall comply with Kitsap Regional Library procedures prescribed for control and safety of persons visiting the site. Contractor is responsible for his personnel and for familiarizing each of his subcontractors with safety requirements. Contractor shall advise the Point of Contact of any special safety restriction he has established so that Kitsap Regional Library personnel can be notified of these restrictions. The contractor shall permit safety inspections of all work being performed.
- 1.1. The Contractor shall provide for the safe, careful, and efficient operations of all tools and equipment, in compliance with all manufacturers, recommendations.
 - 1.2. All tools and equipment shall be in good operating condition and properly calibrated.
 - 2.3. Contractor will maintain a complete inventory of all chemicals in use, to include Safety Data Sheets
 - 2.4. Safety Data Sheets (SDS's) for each product. Per OSHA requirements, contractor will maintain this documentation on-site where the products are in use. Contractor will provide each Library branch with a copy of SDS be for all chemicals brought onto Kitsap Regional Library property.

3. Proposal Submission:

Proposals are to be submitted to Kitsap Regional Library Facilities, 1301 Sylvan Way, Bremerton WA 98310. Two (2) copies of the proposal must be submitted by the due date and time. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "2019-20 Snow Plowing and Removal". The name and address of the proposing contractor must be shown on the face of the envelope. The initial contract will be for one (1) year with the option to renew for up to three (3) years. Proposals are due Friday November 01, 2019 at 2:00 PM. No other proposals will be accepted after this time and date.

4. Insurance Coverage and Equipment Standing:

The Supplier shall provide proof of insurance prior to award and maintain during the life of this contract. A copy of insurance must be included with the proposal:

- a. Complete Owner's Protective Liability Insurance in the following amounts: Bodily Injury - \$1,000,000 per Person / \$1,000,000 per Occurrence Property Damage - \$500,000 per Occurrence / \$500,000 Aggregate
- b. All drivers must possess a valid Washington Driver's License and provide upon request by the Library

Point of Contact:
Kitsap Regional Library
Patrick O'Neil,

Invoices and Billing:
Director of Facilities
1301 Sylvan Way

Bremerton, WA 98310
Phone: 360.405.9153
Email: poneil@krl.org

All properly prepared invoices shall be sent to:

Kitsap Regional Library
Accounts Payable
1301 Sylvan Way
Bremerton, WA 98310

**KITSAP REGIONAL LIBRARY
PROPOSAL TERMS AND CONDITIONS**

1. **RIGHT TO REJECT:** Kitsap Regional Library reserves the right to reject or accept this proposal, or any portion thereof, and to reject and call for new proposals if their interests or convenience is better served by such a course. If any portion of the above terms are not acceptable it is the proposers responsibility to so state in writing.

2. **PREPARATION OF PROPOSALS:**
 - (a) Failure to examine any drawings, specifications, and instructions will be at proposer's risk,
 - (b) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing proposal.
 - (c) Price "each item separately. Unit price shall be shown and total price shall be entered for each item proposal. (d) Time of delivery is a part of the proposal and must be adhered to.
 - (e) Prices quoted are firm for complete delivery of quantities specified. (f) In case of error in extension, unit price will govern.
 - (g) Wherever in these forms and specifications an article or material is defined by using a trade name and/or the name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted therewith, shall be implied. It is to be understood that any reference to a particular manufacturer's product, either by trade name or by limited description, has been made solely for the purpose of more clearly indicating the minimum standard of quality desired, unless "No Sub" has been entered. In the event "No Sub" is entered, the proposal must be for the specified item with no substitution allowed.

3. **FAILURE TO SUBMIT:** Failure to submit a proposal or to advise the Kitsap Regional Library that future RFP's are desired may result in removal of your name from the bidders list.

4. **SUBMISSION OF PROPOSAL:**
 - (a) Proposals must be signed and in sealed envelopes with the "Proposal Number" and opening date written on the envelope.
 - (b) Proposals and modifications or corrections thereof received after the closing time specified will not be considered.
 - (c) Only RFP's submitted on forms furnished by the Kitsap Regional Library will be considered unless the RFP specifies otherwise. Proposals transmitted by facsimile machine prior to the closing time specified will be accepted, providing that any documentations or material required to accompany the bid, and that cannot be transmitted by fax, is received within two working days following the closing date of the bid. The Kitsap Regional Library must be notified one hour prior to closing time that is specified on the proposal that RFP is being sent by facsimile machine.
 - (d) No charge for delivery, drayage. Express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the Kitsap Regional Library unless expressly included and itemized in the bid.

5. **BONDS:** The Kitsap Regional Library reserves the right to require a bid bond, a payment bond, and/or a faithful performance bond from the vendor in an amount not to exceed the amount of the contract.

6. **SAMPLES:** Samples of items, when required must be furnished free of expense to the Library and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

7. **WARRANTY:** Seller warrants that the merchandise will conform to its description and any applicable specifications, shall be of good merchantable quality and for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by Seller to Purchaser.

8. **APPROVAL:** Only purchase orders placed, or contracts that have written approval by the Kitsap Regional Library will be binding upon the Library as result of proposal.
9. **AWARD OF CONTRACT:**
- (a) Contracts and Purchases will be made or entered into with the responsible bidder making the lowest proposal, or best offer meeting specifications, expected quality, and suitability for intended use. Determination of best offer shall be at the sole discretion of the Library subject to Library's right to reject any or all proposals.
- (b) Unless the bidder has specified otherwise in this RFP by stating that individual unit prices are valid only if all items are accepted by the Library, the Library may accept any item or group of items of any kind and split or divide the order.
- (c) The Library reserves the right to reject any or all proposals and waive any informality or technicality in bids received in the interest of the Library.
- (d) The acceptance by the Kitsap Regional Library of this proposal shall create a binding and enforceable Contract of Sale with Kitsap Regional Library, dating from the time of said acceptance, without further action by either party and even though a written purchase order has not been furnished to or received by the successful proposer. Said created Contract of Sale shall include all of the provisions and specifications of the RFP, offer, acceptance, and purchase order relating thereto. Said contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Washington and the Ordinances of Kitsap County and shall not be assignable by the vendor in whole or in part without the written consent of the Library.
10. **RIGHT TO WITHDRAW:** The Library reserves the right to cancel and/or withdraw this Request for Proposal at any time that it shall be in the best interest of the Library to do so. If the Request for Proposal is withdrawn, notice will be mailed to the prospective proposers as soon as possible.
11. **DEBARMENT:** The bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the bidder cannot certify this statement, attach a written explanation for review by Kitsap Regional Library.
12. **WAGES:** As a public agency the Kitsap Regional Library is subject to Prevailing Wage law of the State of Washington. Any bid you submit must reflect a rate not less than this amount. These bids may be reviewed for compliance during routine audits by the state examiner from the Washington State Auditor's office.
13. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not be considered proprietary. Bids submitted may be reviewed and evaluated by any person at the discretion of the Library.
14. **TRADE/PROFESSIONAL LICENSING:** The State of Washington requires any person engaging in a construction trade or professional occupation, or acting as, or representing oneself as a contractor or professional for which licensure is required to be licensed before engaging in that trade professional activity. It is unlawful for any unlicensed person to submit a bid for any work for which a license is required. Any person who violates this provision cannot be awarded or accept a contract for the performance of the work.

Kitsap Regional Library Snow Removal and Ice Melt Application, Proposal Form

Company Name:		Date:	
Address:		Tax ID.:	
Contact:		Cell:	
Phone:		Fax:	
Email:			

BUILDING	Plow Parking Lot	Road Area	Sidewalk/ Walkways	Cost of Specified Ice Melt/200 lbs	Total Cost Snow Removal Each Event
Kitsap Regional Library – Sylvan Way 1301 Sylvan Way Bremerton, WA, 98310	\$	\$	\$	\$	\$
Kitsap Regional Library – Silverdale 3450 NW Carlton St., Silverdale WA 98383	\$	\$	\$	\$	\$
Kitsap Regional Library – Poulsbo 700 NE Lincoln Road, Poulsbo WA 98370	\$	\$	\$	\$	\$
Kitsap Regional Library – Bainbridge Island 1270 Madison Ave. N, Bainbridge Island WA 98110	\$	\$	\$	\$	\$
Kitsap Regional Library – Kingston 26159 Dulay Rd NE, Kingston, WA 98346	\$	\$	\$	\$	\$

Tractor (All Library Locations)
Loader (All Library Locations)
Lg. Plow (All Library Locations)

	\$
	\$
	\$
	\$
	\$

I _____ certify that I have inspected the property listed above making myself familiar with the specific location requirements. Further, certify I have carefully read, and understand the “Snow Removal, and Ice Melt Scope,” and the “Kitsap Regional Library Terms and Condition”. I propose a base bid for the total amount of _____ dollars \$_____.

Company: _____

Owner: _____

Title: _____

Date: _____

Corporate Seal: