



Carrie Eklund  
Central Services Manager  
Finance Department

**INVITATION TO BID  
SNOW REMOVAL EQUIPMENT AND OPERATORS  
2012-2013 WINTER SEASON  
BID NO.: 712-PW-088**

7/19/12

Name of Bidding Firm: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bid Opening Time and Date 11:00 a.m., Local Time, Thursday, August 9, 2012**

*Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.*

**Mandatory Pre-Bid Meeting 9:00 a.m., Local Time, Thursday, August 2, 2012**

Bid Deposit/Bid Bond: NO  
Prevailing Wage NO  
Performance Bond: YES

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

- 1. Bid Opening Date and Time
- 2. Title of Job
- 3. Bid Number

**RETURN BIDS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104  
Telephone: (815) 987-5560

***BIDS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**BID RESULTS:**

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174. or at [www.rockfordil.gov](http://www.rockfordil.gov)

## CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. **Prevailing Wage.** When indicated on the cover page of this document, this contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor’s responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. **Certified Payroll.** All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to [certified.payroll@rockfordil.gov](mailto:certified.payroll@rockfordil.gov).

27. **Substance Abuse Prevention.** When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. **Apprenticeship Requirement.** For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor’s Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor’s (or his subcontractor’s) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. **Indemnification.** To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the awarded vendor’s performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker’s Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.  
*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

**If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.**

**ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.**

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

\_\_\_\_\_ is the official who will be responsible for implementing this policy statement.

\_\_\_\_\_ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.



**CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise \_\_\_\_\_

Women Business Enterprise \_\_\_\_\_

Neither \_\_\_\_\_

City-Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

City Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

(Revised 12/21/09)

**Subcontractor/Leased Operator of Equipment Detail Form**  
**City of Rockford**

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Subcontractor/Leased Operator Information Please provide business name and address, and a contact person.	Type of Work Supplied Describe the work the subcontractor/leased operator will perform for this contract.	MBE/WBE Business?	Dollar Amount	Subcontract Percent of Bid Total
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Name _____ Address _____ City, State _____ Contact _____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %

The bidder intends to Subcontract/Lease Operators of Equipment for \_\_\_\_\_ % of the total contract with MBE/WBE firms.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Supplier Detail Form  
City of Rockford**

Firms submitting bids must supply information on suppliers selected for the project specified. It is required that suppliers listed below will be utilized during construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Supplier Information		Type of Product Supplied	MBE/WBE Business?	Dollar Amount of Supply Contract	Supplier Percent of Bid Total
Please provide business name and address, and a contact person.		Describe the product the supplier v provide for this contract.			
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				
Name	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
Address	_____				
City, State	_____				
Contact	_____				

The bidder intends to procure \_\_\_\_\_ % of the total contract from MBE/WBE firms.

\_\_\_\_\_  
Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Snow Removal Equipment and Operators  
2012 - 2013 Winter Season  
Bid No.: 712-PW-088**

**1.0 General Scope**

- 1.1 The minimum work assignment includes all labor and equipment necessary to complete a plowing route or snow haul crew as defined in these specifications. This contract shall not prevent the City from modifying snow plow routes, contracting for other labor and equipment, reassigning equipment in the field or utilizing any combination of City forces and contracted equipment as necessary to meet the needs of the public.

**2.0 General Requirements**

- 2.1 Contractor qualifications. Responsible bidders are those with a minimum of 5 years previous snow removal experience of the scope and nature required to provide the type of plowing services specified herein. References of previous experience shall be provided upon request to the City Representative. Responsible bidders also must meet the minimum equipment requirements specified for each category of service.
- 2.2 Insurance Requirements. Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.
- The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:
- 2.2.1 Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- 2.2.2 Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

- 2.2.3 Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate
- 2.2.4 Workers Compensation. Contractor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.
- 2.2.5 Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.
- 2.3 Bid Evaluation. All bids will be evaluated by at least one representative from the Public Works and Finance departments based on the criteria of the cost of the bidder's services and the capability of the bidder to meet the specified service requirements.
- 2.4 Basis of Award. The contract will be awarded to the lowest responsible and responsive bidder for each service category. The lowest responsible bidder shall meet all general and specific service requirements of this bid specification. Multiple awards may be made at the discretion of the City. The successful bidder must conform its' conduct to all ordinances, policies and regulations of the City of Rockford, including obtaining required permits for all other work performed., which requires a permit. If the contractor does not conform its' conduct to all ordinances, policies and regulations of the City of Rockford, they may forfeit the second year of the contract and may be disqualified to bid on future contracts.
- 2.5 Contract Length. The contract is effective for one year from the date of the award. The contract shall have two (2) one-year options to renew. Renewals require the mutual consent of both parties. Consent for renewal shall be stated in writing forty-five (45) days in advance of the termination date of the contract. Thus, this contract may be effective for a total of three (3) years from the date of the original award.
- 2.6 Pre-Bid Meeting. There will be a mandatory pre-bid meeting scheduled for August 2, 2012 at 9:00 A.M. at the City Yards Administration Building located at 523 S. Central Ave. Rockford, IL. All prospective bidders must attend this meeting in order for their bids to be accepted.
- 2.7 Price Adjustments at Renewal. Prior to each annual extension, the contractor may request to increase their price rates. The maximum allowable increase shall be the lesser of 5% or the current Consumer Price Index (CPI). These price increases must be submitted in writing to the Central Services Manager at least 45 days before the contract extension and will only become effective upon approval by the Public Works Department and the Central Services Manager.
- 2.8 Contact Person. All questions regarding this specification are to be directed to Carrie Eklund, Central Services Manager, (815) 987-5565 or carrie eklund@rockfordil.gov.
- 3.0 Equipment and Operation Requirements

### 3.1 Category I - Plowing Residential Routes (Heavy Configuration)

#### 3.1.1 Scope of Services.

This bid is for equipment and operators for use in plowing snow on twenty-four (24) residential routes. Each route will consist of two (2) graders, loaders or trucks, one of which shall be designated as a route supervisor. The City will specify routes based on bids received.

This bid is to establish committed rates for the specified type of equipment and personnel to be used for this plowing operation to be available to the City under this contract. The Public Works Department representative shall call out this equipment and personnel at least two (2) hours in advance of plowing operations. The plowing operation will be continued until complete.

It is the intent of the City to use in-house manpower and resources to do cleanup after a regular snow operation. If it is determined by the Director of Public Works that City manpower and resources are unavailable, the Contractor may be required to perform additional cleanup on residential streets with category I equipment.

#### 3.1.2 Minimum Equipment Specifications.

The equipment used in CATEGORY I shall meet the following minimum requirements: Truck Plows - minimum 24,000 pounds G.V.W. with minimum ten (10) foot plow. The requirements for CATEGORY I, end loaders are rubber tired with a minimum bucket size of 3.5 cubic yards. The requirements for CATEGORY I motor (road) graders is a minimum of 110 Draw Bar (S.A.E. Net) Horsepower and a minimum blade width of twelve (12) feet.

#### 3.1.3 Back Up Requirements

The Contractor must also have an additional 20% of the equipment bid in reserve for the City's use in the event of breakdowns, emergencies or extra heavy snow. These additional graders, loaders and/or trucks will be paid at the same rate per hour as the equipment bid. At the discretion of the Public Works Department representative, up to six (6) vehicles may be held over past the end of the primary plowing operation for "Clean-up Operations." Payment for said vehicles shall be dependent on whether they are performing "New Plowing" or "Corrective Plowing." "New plowing" is defined as additional streets the contractor was not made aware of prior to the operation or streets not specified on the route maps provided by the City. "Corrective plowing" is defined as previously specified areas that were missed or once plowed, did not meet City specifications. The City shall be under no obligation to reimburse the contractor for "Corrective Plowing."

#### 3.1.4 Operations Requirements

The successful bidder/bidders shall have a person on call twenty-four (24) hours per day, at a telephone number supplied to the Public Works Department representative, during the snow season (October 15 through April 30). The successful bidders' equipment and operators shall commence operations within two (2) hours from the time the Public Works Department representative's call is placed with the bidder's "on call" representative. Contractor is required to have two-way communication between vehicles and a base station where the City can contact the base station operator by telephone and/or E-mail. A snow and ice coordinator will maintain communication with the base station operator in order to track completion of each section within the plowing route(s). The Contractor base station shall be located within the Rockford Metro area (Rockford, Loves Park, and/or Machesney Park) so as to facilitate communications between the City and the Contractor.

The Contractor shall provide the required equipment to complete the specified routes in accordance with the City of Rockford Snow Removal Plan; copies of this plan are available in the office of the Director of Public Works or the Street Superintendent. Residential plowing shall be completed within twelve to fourteen (12-14) hours of the beginning of the bidder's operations. The Contractor will submit to City progress reports as specified by Street Superintendent as each sub-section within City routes are completed during plowing operations (email or fax). Roadways shall be plowed in such a manner (curb to curb) as not to inhibit parking lanes or delivery of mail by Postal employees. Snow shall not be deposited on street corners at intersections so as to unreasonably inhibit pedestrian traffic or visibility (at "T" intersections, snow shall not be plowed across the intersection and deposited on City of Rockford right-of-ways so as to constitute a pile rather than a normal windrow of snow). Windrows left at intersections shall be carried down the street and deposited along the normal windrow over the length of the street. Streets deemed to have been improperly plowed shall be addressed and corrected by the Contractor at no additional cost to City. Charges for "Missed Streets" (streets clearly defined on City prepared route maps or made aware of prior to the start of the operation) shall include only the actual time spent plowing said street(s) and will not include travel time to and from said street(s). Contractor must report equipment breakdowns immediately to the City.

**The contractor will be supplied maps of the specified routes on a clipboard. The contractor will follow the instructions outlined on the map as to where to start first, what order to follow, and general direction of plowing.**

The Contractor shall submit, within two (2) working days, a written report that lists each piece of equipment, the starting time, the time completed, the specified equipment used (by number and type), down time and an assessment of any damage done to public or private property. This report shall also document time spent performing corrective plowing or travel time spent returning to and from "Missed Street(s)" done at no additional cost to City. From the time the contractor is contacted to the time contractor completes operation the contractor shall not perform other private or public snow removal.

### 3.1.5 Basis Of Payment

Payment shall be made on the actual hours worked plowing the specified routes. The bidder shall be paid a single hourly rate for work done; there shall be NO premium or differentials for overtime or holidays.

The successful bidder/bidders shall be issued, for each operation, a purchase order under which this work shall be done. A 10% retainage shall be held by the City until property damage can be assessed and repaired (generally by May 15). Magnetic signs which designate a vehicle number will be issued by the City for each contractor route. Signs are to be displayed on each side of the contractor vehicle during snow operation. City inspectors will field verify all contractor routes for vehicles with signs to qualify for payment. Failure to post the City provided signs may result in no payment for those hours worked without signs posted. The Contractor shall collect all signs and return to the City at the end of each snow season (April 30<sup>th</sup>). Lost signs will be replaced at contractor's expense (signs are estimated to cost \$25-\$50 each).

## 3.2 Category II – Plowing Residential Routes (Light Configuration)

### 3.2.1 Scope of Services

This bid is for equipment and operators for use in plowing snow on twenty four (24) residential routes. Each route will consist of six (6) four-wheel drive plow trucks, one of which shall be designated as a route supervisor. The City will specify routes based on bids received.

This bid is to establish committed rates for the specified type of equipment and personnel to be used for this plowing operation to be available to the City under this contract. The Public Works Department representative shall call out this equipment and personnel at least two (2) hours in advance of when plowing operations are to be initiated. The plowing operation will be continued until complete.

It is the intent of the City to use in-house manpower and resources to do cleanup after a regular snow operation. If it is determined by the Director of Public Works that City manpower and resources are unavailable, the Contractor may be required to perform additional cleanup on residential streets with category II equipment.

### 3.2.2 Minimum Equipment Specifications

The equipment used in Category II shall meet the following minimum requirements:

- a. Four-wheel drive ¾-ton trucks or larger vehicles with reversible plows.

### 3.2.3 Back Up Requirements

The Contractor must also have an additional 20% of the equipment bid in reserve for the City's use in the event of breakdowns, emergencies or extra heavy snow. These additional trucks, if used, will be paid the same rate per hour as the equipment bid. At the discretion of the Public Works Department representative, up to six (6) vehicles may be held over past the end of the primary plowing operation for "Clean-up Operations." Payment for said vehicles shall be dependent on whether they are performing "New Plowing" or "Corrective Plowing." ("New plowing" is defined as additional streets the contractor was not made aware of prior to the operation or streets not specified on the route maps provided by the City. "Corrective plowing" is defined as previously specified areas that were missed or once plowed, did not meet City specifications). The City shall be under no obligation to reimburse the contractor for "Corrective Plowing."

### 3.2.4 Operations Requirements

The successful bidder/bidders shall have a representative on call twenty-four (24) hours per day, at a telephone number supplied to the Public Works Department representative, during the snow season (October 15 through April 30). The bidders' equipment and operators shall commence operations within two (2) hours from the time the Public Works Department representative's call is placed with the bidders' "on call" representative. Contractor is required to have two-way communication between vehicles and a base station where the City can contact the base station operator by telephone and/or E-mail. A snow and ice coordinator will maintain communication with the base station operator in order to track completion of each section within plowing route. The Contractor base station shall be located within the Rockford Metro area (Rockford, Loves Park, and/or Machesney Park) so as to facilitate communications between the City and the Contractor.

The Contractor shall provide the required equipment to complete the specified routes in accordance with the City of Rockford Snow Removal Plan; copies of this plan are available in the office of the Director of Public Works or the Street Superintendent. Residential plowing shall be completed within twelve to fourteen (12-14) hours of the beginning of operations. The

Contractor will submit to City progress reports as specified by the Public Works Department representative as each sub-section within City routes are completed during plowing operations (email or fax). Roadways shall be plowed in such a manner (curb to curb) as to not inhibit parking lanes or delivery of mail by Postal employees. Snow shall not be deposited on street corners at intersections so as to inhibit pedestrian traffic or visibility (at "T" intersections, snow shall not be plowed across the intersection and deposited on City right of ways so as to constitute a pile rather than a normal windrow of snow). Windrows left at intersections shall be carried down the street and deposited along the normal windrow over the length of the street. Streets deemed to have been improperly plowed shall be addressed and corrected by the Contractor at no additional cost to City. Charges for "Missed Streets" (streets clearly defined on City prepared route maps or made aware of prior to the start of the operation) shall include only the actual time spent plowing said street(s) and will not include travel time to and from said street(s). Contractor must report equipment breakdowns immediately to the City.

**The contractor will be supplied maps of the specified routes on a clipboard. The contractor will follow the instructions outlined on the map as to where to start first, what order to follow and general direction of plowing.**

The Contractor shall submit, within two (2) working days, a written report that lists each piece of equipment, the starting time, the time completed, the specified equipment used (by number and type), down time and an assessment of any damage done to public or private property. This report shall also document time spent performing corrective plowing or travel time spent returning to and from "Missed Street(s)" done at no additional cost to City. From the time the contractor is contacted to the time contractor completes operation the contractor is considered under contract to plow snow for the City and contractor may not perform other private or public snow removal.

#### 3.2.5 Basis of Payment

Payment shall be made for the actual hours worked plowing the specified routes. The bidder shall be paid a single hourly rate for work done; there shall be NO premium or differentials for overtime or holidays.

The successful bidder/bidders shall be issued, for each operation, a contract purchase order under which this work shall be done. A 10% retainage shall be held by the City until any property damage can be assessed and repaired (generally by May 15).

Magnetic signs which designate a vehicle number will be issued by the City for each contractor route. Signs are to be displayed on each side of the contractor vehicle during snow operation. City inspectors will field verify all contractor routes for vehicles with signs to qualify for payment. Failure to post the City provided signs may result in no payment for those hours worked without signs posted. The Contractor shall collect all signs and return to the City at the end of each snow season (April 30<sup>th</sup>). Any lost signs will be replaced at contractor's expense (signs are estimated to cost \$25-\$50 each).

### 3.4 **Category III - Snow Removal From Business Districts and Municipal Parking Lots**

#### 3.4.1 Scope of Services

This bid is for equipment and operators for use in the removal of snow from the business districts and parking lots. This operation is only completed in the event of a heavy snow accumulation. This bid is to establish rates for each type and size of equipment to be used for

removal operations and to establish the numbers of each type of equipment that will be available to the City under this contract. The Public Works Director or his designee shall have the option to call the equipment he deems necessary to do the job most effectively.

An operation shall consist of one or more crews as required by the City. A crew consists of two (2) motor graders, two (2) end loaders, ten (10) trucks that can be a combination of dump truck or semi-dump truck, and a skid loader. To qualify, the contractor must bid at least one complete crew.

#### 3.4.2 Minimum Equipment Specifications

All equipment used in Category D shall meet the following minimum requirements:

- a. Motor (Road) Graders - Minimum 110 Draw Bar (S.A.E. Net) horsepower and a minimum blade width of twelve (12) feet
- b. End Loaders - Rubber tires with a minimum bucket size of 3-1/2 cubic yards
- c. Dump Trucks - Minimum of a ten (10) cubic yard box
- d. Semi-Dump Trucks - Minimum of a twenty (20) cubic yard box
- e. Skid Loader - a Bobcat type rubber tired loader for clearing sidewalks.

#### 3.4.3 Operational Requirements

In business districts removal of snow shall consist of plowing the snow toward the center of a street with a motor grader with care being exercised to insure damage is not done to adjacent features (such as sidewalks, curbs, light poles, bollards, benches, etc.), lifting and removing this snow with a rubber-tired end loader and loading it into dump trucks. Disposal of snow removed in this manner shall be the bidder's responsibility. The contractor shall notify the City of Rockford of the snow dump site. The City retains the right to approve or deny said dump site based on Local, State, and Federal Regulations. All snow removal operations from business districts shall be done at night hours upon request from the Public Works Department representative.

Parking lots will have snow removed with a rubber-tired end loader and loading it into dump trucks. Graders, at the discretion of the Public Works Department representative, may be required to remove hard pack snow from the parking lots.

The bidders shall have a representative on call, twenty-four (24) hours a day, during the snow season (October 1 through April 30). The bidders' equipment and operators shall commence operations within three (3) hours from time of call out by the Public Works Department representative to begin removal operations. Contractor is required to have two-way communication between vehicles and a base station where the City can contact the base station operator by telephone and/or E-mail. A snow and ice coordinator will maintain communication with the base station operator in order to track completion and/or progress of snow removal from the central business district and parking lots. Contractor base station shall be located within the Rockford Metro area (Rockford, Loves Park, and/or Machesney Park) so as to facilitate communications between the City and the contractor.

The bidders shall have adequate size and numbers of equipment available to complete assigned routes in the times listed in the City's Snow Removal Plan. Contractor must report equipment breakdowns immediately to the City. A copy of this plan is available in the office of the Director of Public Works or Street Division Superintendent.

Upon completion of this work, the Contractor shall submit a written report stating the time the operation began, the time the operation was completed, equipment down time and an assessment of damage to public or private property. From the time the contractor is contacted to the time contractor completes operation the contractor is considered under contract to plow snow for the City and contractor may not do other private or public work.

The bidder shall submit, within two (2) working days, a written report that lists each piece of equipment, the starting time, the time completed, the specified equipment used (by number and type), down time and an assessment of any damage done to public or private property. From the time the contractor is contracted to the time contractor completes operation the contractor is considered under contract to plow snow for the City and contractor may not do other private or public work.

#### 3.4.4 Basis of Payment

Payment will be made for the actual number of hours spent in snow plowing and snow removal. The bidders shall be paid at a single rate for the work done with NO premium or differentials for overtime or holidays. Successful bidder/bidders will be issued a purchase order under which this work shall be done each time the contractor is called out for a snow operation.

### 3.5 Category IV - Extra Plowing And Removal Equipment

#### 3.5.1 Scope of Services

This bid is for equipment and operators that would be needed in case of multiple storms or very heavy snowfalls. This equipment would not be guaranteed to the City of Rockford but would be on an "as available" basis upon request of the Street Superintendent.

#### 3.5.2 Minimum Equipment Specifications

All equipment used in Category V shall meet the following minimum requirements:

- a. Motor (Road) Graders - minimum 110 draw bar (S.A.E. Net) horse-power and a minimum twelve (12) foot blade
- b. Truck Plows - minimum 24,000 pounds G.V.W. with a minimum ten (10) foot blade
- c. End-Loaders - rubber tire with a minimum bucket size of 3-1/2 yards
- d. Tandem Dump Trucks - minimum ten (10) yard box
- e. Semi-Dump Trucks - minimum twenty (20) yard box

#### 3.5.3 Procedure

The Public Works Department representative will determine if there is a need for additional equipment beyond the City's equipment and the scheduled Contractor's equipment in the other categories because of multiple storms or unusually heavy snowfalls. This equipment is not intended to replace City equipment or scheduled Contractor equipment but will be called on, if available, to assist in case of an extreme number of breakdowns or extensive hours when the City or scheduled Contractors can no longer field a full crew. The equipment in this category will be on an "as available" basis and will be requested at the discretion of the Public Works Department representative.

#### 3.5.4 Basis of Payment

Payment shall be made on the actual hours worked plowing the specified assigned routes. The Bidder shall be paid a single hourly rate for work done; there shall be NO premium or

differentials for overtime or holidays. The successful bidder/bidders shall be issued, for each operation, a contract purchase order under which this work shall be done.

A 10% retainage shall be held by the City until any property damage can be assessed and repaired (generally by May 15).

Magnetic signs which designate a vehicle number will be issued by the City for each contractor route. Signs are to be displayed on each side of the contractor vehicle during snow operation. City inspectors will field verify all contractor routes for vehicles with signs to qualify for payment. The Contractor shall collect all signs and return to the City at the end of each Snow & Ice season (April 30<sup>th</sup>). Any lost signs will be replaced at contractor's expense (signs are estimated to cost \$25-\$50 each).

**4.0 Snow Removal Stipend**

4.1 General Description

Provided to offset those costs a contractor incurs as he necessarily adds to or prepares for winter operations.

4.2 Basis of Payment

These dollars are charged back (deducted) from contractor invoices to the City as a result of responding to a snow event.

4.3 Final Stipend Determination

Zero opportunities require a negotiated final level of retention by the bidder. Documentation from subcontractors and/or vendors should be used to substantiate level of retention.

**5.0 Advance Stipend**

\$ \_\_\_\_\_

**BID FORM**  
**Snow Removal Equipment and Operators**

**CATEGORY I (Heavy Configuration)**     **Plowing Residential Streets:** List graders, loaders and trucks as already described under minimum equipment specifications. Also include manufacturer, year, horsepower and blade width on each piece of equipment. A common rate for all graders and a common rate for all trucks are required.

**Name of On-Call Contact** \_\_\_\_\_

**24 Hour Telephone Number** \_\_\_\_\_

<b>Grader Number</b>	<b>Description of Equipment</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

**Unit Hourly Rate    \$**

<b>Loader Number</b>	<b>Description of Equipment</b>
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____

- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_

Unit Hourly Rate \$ \_\_\_\_\_

**Truck Number/License Number**

**Description of Equipment**

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |
| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |
| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |

Unit Hourly Rate \$ \_\_\_\_\_

**CATEGORY II (Light Configuration)**

**Plowing Residential Routes:** List four-wheel drive units and trucks as already described under minimum equipment specifications. Also include manufacturer, year, horsepower and blade width on each unit. A common rate for all four-wheel drive units is required.

**Name of On-Call Contact**

**24 Hour Telephone Number**

**Four Wheel Unit Number**

**Description of Equipment**

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |

3.		
4.		
5.		
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45.		
46.		
47.		
48.		
49.		
50.		

Unit Hourly Rate \$ \_\_\_\_\_

**CATEGORY III**

**Snow Removal from Business Districts and Municipal Parking Lots:** List graders, loaders, dump trucks and semi-dump trucks as already described in equipment specifications. Also list manufacturer, year, horsepower and blade width, bucket size or dump box size. A common rate for each type of equipment is required.

Name of On-Call Contact \_\_\_\_\_

24 Hour Telephone Number \_\_\_\_\_

Grader Number	Description of Equipment
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Unit Hourly Rate \$ \_\_\_\_\_

Loader Number	Description of Equipment
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Unit Hourly Rate \$ \_\_\_\_\_

Tandem Dump Truck Number/License Number	Description of Equipment
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Unit Hourly Rate \$ \_\_\_\_\_

**Semi-dump Truck Number/License  
Number**

**Description of Equipment**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Unit Hourly Rate \$ \_\_\_\_\_

**Skid Loader**

**Description of Equipment**

1.	_____	_____
2.	_____	_____
3.	_____	_____

Unit Hourly Rate \$ \_\_\_\_\_

Please identify address of snow removal dump site:

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**CATEGORY IV**

**Extra Plowing and Removal Equipment:** List graders, loaders, truck plows, four-wheel drive units, tandem dump trucks, skid steer and semi-dump trucks which may be used on an "as available" basis. Also list manufacturer, year, horsepower and blade width, bucket size or dump box size. A common rate for each type of equipment is required.

Name of On-Call Contact \_\_\_\_\_

24 Hour Telephone Number \_\_\_\_\_

**Grader Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Unit Hourly Rate \$ \_\_\_\_\_

**Loader Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Unit Hourly Rate \$ \_\_\_\_\_

**Truck Plow Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Unit Hourly Rate \$ \_\_\_\_\_

**Tandem Dump Truck  
Number/License Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

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**Unit Hourly Rate \$** \_\_\_\_\_

**Semi-dump Truck Number/License  
Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

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**Unit Hourly Rate \$** \_\_\_\_\_

**Four Wheel Unit Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

**Description of Equipment**

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**Unit Hourly Rate \$** \_\_\_\_\_

**Skid Loader**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Description of Equipment**

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**Unit Hourly Rate \$** \_\_\_\_\_

---

Person, Firm or Corporation

---

Authorized Signature

---

Title