

**REQUEST FOR PROPOSALS  
FOR  
FURNISHING AND DELIVERY  
FOR  
SNOW REMOVAL SERVICES ON THE BEHALF  
OF  
THE CITY OF GLENAIRE, MISSOURI  
RFP  
DUE DATE: December 15<sup>th</sup>, 2024**

THE City of Glenaire, Missouri  
City Clerk  
309 Smiley Road  
Liberty, MO 64068

## NOTICE TO RESPONDENTS

The City of Glenaire (“the City”) requests proposals for the Furnishing and Delivery of Snow Removal Services, RFP (insert ##), which will be received by the undersigned at the City of Glenaire. **The City of Glenaire assumes no responsibility for any vendor’s on-time receipt at the designated proposal/bid opening location.**

Specifications and the conditions of the Request for Proposal together with the printed form for submitting responses to the Request for Proposals may be obtained by accessing the following website:

<https://cityofglenaire.org/forms/> or from the City Clerk identified within this document. In the event a Respondent chooses to use the Word version of the RFP to aid in the preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

**All questions regarding the RFP must be received no later than December 15<sup>th</sup>, 2024.**

The City reserves the right to waive any informality in the Request for Proposals and to reject any or all Request for Proposals.

City of Glenaire  
City Clerk  
309 Smiley Road  
Liberty, MO 64068

**CITY OF GLENAIRE**  
**REQUEST FOR PROPOSAL (RFP)**  
**GENERAL TERMS AND CONDITIONS**  
**AND**  
**INSTRUCTIONS TO BIDDERS AND RESPONDENTS**

**A. General Terms and Conditions**

1. **Purpose:** The purpose of the solicitation is to require the furnishing of the highest quality equipment, supplies, material, and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFB/RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the City are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The City of Glenaire, Missouri, due to its status as a public entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require the City to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that the City is able to accept.
5. **Preference for Missouri Firms:** In accordance with City policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
7. **Appropriation:** The City of Glenaire, Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning January 1 to December 31) above what they can pay out of the annual income of said year as set forth in budget allocations or income to enable it to meet the terms of this contract, the City reserves the right to cancel this contract with 30 days' notice.
8. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the City against any and all claims and demands arising from the execution of the contract. Further, when stated in the bid/proposal specifications, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

9. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the bid/proposal specifications, the Contractor shall furnish to the City, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the City of Glenaire in the face amount specified in the bid/proposal specifications as surety for faithful performance under the terms and conditions of the contract.

## **B. Instructions to Bidders/Respondents**

1. **Request for Bid (RFB) / Proposal (RFP) Document:** Bidders/Respondents are expected to examine the complete RFB/RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Bidder's/Respondent's risk. It is the Bidder's/Respondent's responsibility to ask questions, request changes or clarifications, or otherwise advise the City if any language, specifications or requirements of a RFB/RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB/RFP to a single source.

Any and all communications from Bidder/Respondent regarding specifications, requirements, competitive process, etc., should be directed to the City Clerk referenced in the RFB/RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received. To guarantee a timely response, such communication should be received at least ten calendar days prior to the RFB/RFP opening date.

The RFB/RFP document and any attachments constitute the complete set of specifications and Request for Bid/Request for Proposal response forms. No verbal or written information that is obtained other than through the RFB/RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of the RFB/RFP or give information as to the requirements of the RFB/RFP in addition to that contained in or amended to the written RFB/RFP document. In case of any doubt or difference of opinion as to the true intent of the RFB/RFP, the decision of the City of Glenaire Attorney shall be final and binding on all parties.

2. **Preparation of Request for Proposal:** All Request for Proposal must be submitted in the format and number of copies as specified in the detailed specifications. All proposals must be submitted via PDF DOCUMENT to Cathy Aceves, City Clerk, at cityclerk@glenairemo.org. Unless otherwise specifically stated in the RFB/RFP, all specifications and requirements constitute minimum requirements. All Requests for Bids/Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFB/RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the bid/proposal specifications, all pricing submitted in response to this RFB/RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications it is for the purpose of item identification and to establish standards of quality, style, and features. Bids/Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent bids/proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The City will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Bid/Proposal, it will be deemed that the article furnished is that designated by the specifications. The City reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFB/RFP. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the bidder's Bid/respondent's Proposal and accepted by the City. Unless otherwise specified in the RFB/RFP specifications, all bids/proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

**3. Submission of Proposals:** Bidder/Respondent shall furnish information required by the solicitation in the form requested. The City reserves the right to reject bids/proposals with incomplete information or which are presented on a different form. Submission of the bid/proposal certifies that the Bidder/Respondent has read and fully understands all RFB/RFP specifications, plans, and terms and conditions.

By submitting a bid/proposal, the Bidder/Respondent agrees to provide the specified equipment, supplies and/or services in the RFB/RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Bidder/Respondent certifies that: (1) the bid/proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Bidder/Respondent has not directly or indirectly induced or solicited any other Bidder/Respondent to submit a false or sham proposal; (3) the Bidder/Respondent has not solicited or induced any person, firm, or corporation to refrain from bidding/responding; (4) the Bidder/Respondent has not sought by collusion or otherwise to obtain any advantage over any other Bidder/Respondent or over the City.

Bids/Proposals, once submitted, may be modified in the system prior to the exact date and time set for the RFB/RFP closing. Bids/Proposals may not be modified after the RFB/RFP closing time and date. Telephone and facsimile modifications are not permitted.

Bids/Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location of the buyer of record prior to the date and time set for RFB/RFP closing. Bids/Proposals may not be resubmitted after the scheduled closing time for the receipt of the bids/proposals.

All bids/proposals, information, and materials received by the City in connection with an RFB/RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Bidder/Respondent believes any of the information contained in the Bidder's bid/Respondent's response is exempt from 610.021 RSMo, the Bidder's bid/Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the City will treat all materials received as open records. The City shall make the final determination as to what materials are or are not exempt. It is understood that all proposals shall remain firm for a period of at least 120 calendar days from submission.

**4. Evaluation and Award:** Any clerical errors, apparent on their face, may be corrected by the City Clerk before the contract award. Upon discovering an apparent clerical error, the City Clerk shall contact the Bidder/Respondent and request clarification of the intended bid/proposal.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the City of Glendale Attorney shall be final and binding upon all parties.

The City reserves the right to accept or reject any or all bids/proposals and to waive any technicality or informality.

**5. Contract Award and Assignment:** The successful Bidder(s)/Respondent(s) shall, within fifteen (15) days after the

receipt of formal notice of award of the contract, enter into a contract prepared by the City. The Contract Documents shall include the Specifications and Addenda, Exhibits, Form of Contract, Letter of Award, City Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the City.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the City may serve written notice upon the Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the City may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting therefrom, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The City reserves the right, in its best interest as determined by the City, to cancel the contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the City, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such a warranty shall survive delivery and shall not be deemed waived either by reason of the City's acceptance of or payment for such equipment, supplies, and/or services. No equipment, supplies, and/or services received by the City pursuant to a contract shall be deemed accepted until the City has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements, or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective, or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
9. **Delivery:** Delivery shall be made FOB City of Glenaire, Missouri with all transportation and handling charges fully paid, and shall be delivered within the time frame set forth herein by the bidder.
10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the City, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

**CITY OF GLENAIRE**  
**DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

The City of Glenaire, Missouri, a public organization, propose to contract with an organization or individual (hereinafter referred to as "Contractor"), to provide Snow Removal Services as described herein.

Attached hereto is a Form of Proposal to be used for the submission of information requested herein. Proposals are to be submitted in (1) PDF Format (not password protected). If there is a vendor-related contract that must be signed as part of doing business, it should be included with the proposal response. The subject line of the email to read:

**"SNOW REMOVAL SERVICES"** and received no later than **December 15th, 2024**.

**Questions shall be submitted no later than December 15<sup>th</sup> 2024**

*All questions must be addressed to:*

**\*\*Please submit all questions via email to Cathy Aceves at [cityclerk@glenairemo.org](mailto:cityclerk@glenairemo.org)**

**Cathy Aceves, City Clerk**  
**City of Glenaire**  
**309 Smiley Road**  
**Liberty, MO 64068**

**SCOPE OF CONTRACT**

The City of Glenaire invites proposals from experienced professional firms interested in providing bids for snow removal services. We are seeking vendors with commercial accounts and expertise in commercial snow removal.

Please note that the City reserves the right to add or remove streets and parking lots from the specified list. Additionally, we retain the ability to include or exclude similar, related services to/from this contract as needed. The locations covered under this contract include: All streets within the City of Glenaire and the parking area and alley at City Hall (the Clubhouse).

We appreciate your interest and look forward to receiving proposals from qualified firms.

The City reserves the right to make multiple awards and/or to reject any and all respondents. Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

**SITE TOURS**

If a vendor would like a site tour, please contact Cathy Aceves at [cityclerk@glenairemo.org](mailto:cityclerk@glenairemo.org) to schedule.

The purpose of the tour is to allow potential respondents the opportunity to inspect the area. Each respondent is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities and/or any other existing condition, factor, or item that may affect or impact performance. The respondent shall not be relieved of responsibility for performance under the contract for any reason whatsoever including, but not

limited to the respondent's failure to observe existing conditions, etc.

**Warranty Period:**

The bidder shall provide a complete description of any and all warranties, including the period, offered as part of the bid. Installation agency shall fully guarantee all work and materials for a period of one (1) year from date of acceptance. Should any defects in work or materials appear within the above-mentioned time, the Contractor agrees to repair or replace same without cost to the owner, as directed, immediately upon written notice of such defect from the owner. Trips to the job site shall be made without charge to the owner provided the trips relate to a specific problem related to a defect in equipment or improper installation.

**Financial Disclosure:**

All respondents must provide a complete disclosure of any and all financial relationships between Respondent and City of Glenaire employees and elected officials.

**Missouri Contract:**

This agreement shall be deemed to have been made in Missouri and the rights or liabilities of the parties determined in accordance with the laws of the State of Missouri.

**Contract Period**

The contract period shall be effective **December 17, 2024** through **April 30, 2025** with the option by the City to renew for four (4) additional annual terms.

Note: The City would be willing to consider a contract period beyond the initial period noted above if it was financially beneficial to the City to do so.

**Instructions for Proposal Response**

Respondents are required to fully respond with compliance statements to each of the mandatory specifications. **Not responding to each Mandatory specification may result in the vendor response being rejected for further consideration.** Respondents are required to fully respond with a description of their ability to meet (and how) the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If “no response” or insufficient response to substantiate compliance is provided, the City reserves the sole right to reject vendor’s proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Proposals must be submitted in the number and manner as specified below:

**Volume I** – Functional Technical Section is to be submitted in the form one (1) PDF File, and must contain:

- Response to Information for Respondents and General Conditions, Response to Information Technology Standards and Requirements Questionnaire, Mandatory Specifications and vendor responses, and Evaluation Questions and vendor responses, and Response to Desirable Criteria. If there is any vendor-related contract that must be signed as part of doing business, it should also be included in this section. **This section includes all response information, except pricing information.**
- Proposal Form with any supplemental pricing schedules, if applicable, and Financial Summary including



additional costs, if any, for Desirable Specification Compliance, functional or technical. This section should also include the Supplier Diversity Participation Form, and the Business Associate Agreement. Financial statements that may be required are also to be included in this section.

The vendor **must complete and return the City form proposal response. Vendor quote sheets are not acceptable forms of bidding and could cause rejection of response.**

#### Confidentiality of Information:

All records received from a Contractor will be deemed public records and presumed to be open. If the contractor submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the City or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Contractor as a result of or in connection with the submission of such information, the City shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City's right to use information contained herein if it is obtained from another source."

#### **EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL**

Proposals will be awarded based upon the pricing and functional/technical evaluation.

This solicitation does not commit the City to make any award or to contract for the goods and services described in the solicitation. The City reserves the right to negotiate terms and conditions with the high scoring correspondent. The City intends to award this solicitation to one respondent unless the City deems it to be in their best interest to make the award to a smaller or larger number of respondents. The City will have sole discretion over this decision.

#### **PAYMENT TERMS AND CONDITIONS**

The City reserves the right to withhold a portion of the payment for issues of performance until the solution has been fully implemented. The final invoice will be paid thirty (30) days after user acceptance, as defined by the City. Payment terms shall be mutually agreed upon between the successful respondent and the City prior to contract award. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the City. A payment schedule may be negotiated with the successful respondent in alignment with implementation milestones.

#### **INSURANCE**

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

**Commercial General Liability** Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy.

There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the City as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Business Auto Liability (If required in service performance)** Contractor agrees to maintain Business Automobile Liability at a limit not less than \$1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Workers' Compensation & Employers Liability** Contractor agrees to maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

### **Contract Language**

The City of Glenaire, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the City. Contractor/Party is required to maintain coverages as stated and required to notify the City of a Carrier Change or cancellation within 2 business days. The City reserves the right to request a copy of the policy. The City reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

### **Indemnification**

The Contractor agrees to defend, indemnify, and save harmless The City of Glenaire, its Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the City, agrees to pay to or reimburse the City for the Defense Costs incurred by the City in connection with any such liability claims, or demands.

The parties hereto understand and agree that the City is relying on and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the City, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the City shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the City does not assume any liability for the acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

### **MANDATORY SPECIFICATIONS**

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFP. Any Respondent that does not meet all of the following requirements will

be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

1. It is mandatory that the respondent provide three (3) current, or within most recent 24 months, references by institutional name, contact person' name and phone number who are able to provide information to support your ability to perform this contact. Kindly incorporate references from sources beyond the current proposal locations. If references related to the City of Glenaire are provided, they will be excluded from consideration as submitted references. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
2. Vendor shall treat icy conditions using ice melting products that have a working rating of minus 15 degrees and containing the following (potassium, calcium, magnesium chlorides liquid or dry..... do not use road salt). Confirm Compliance **YES \_\_\_ or NO \_\_\_**
3. Vendors understand that ice and snow removal will be required when 2" or more of snowfall occur and/or ice/freezing rain fall causing hazardous driving on all streets and parking lots identified in the Scope of Contract. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
4. Vendors will have all drives, parking lots, clear of snow and/or ice by no later than 7:30 a.m. provided that precipitation has stopped. In the event that precipitation continues vendor will continue to clear until hazardous driving or walking conditions are eliminated. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
5. Bidders must agree and treat the City of Glenaire as a priority client at all times during the period of contract. The following minimum response time after being called for on-site service will be no greater than 1.5 hours when not on active alert and .5 hours when on active alert status. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
6. Authorized Personnel will contact and authorize the following deployment activities when need arises. This information will be submitted to awarded vendor when bid is awarded. Personnel may be subject to change throughout the period of contract. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
7. The Alderman for Streets and Ditch Maintenance will be the Point of contact. The approved vendor will need to call or text the Alderman before entering and leaving the City. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
8. Bidders must be fully equipped and ready (24 hours per day, 7 days per week) to handle any snowfall or ice conditions with the necessary equipment and personnel including rental equipment and/or subcontracted personnel. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
9. Bidders are responsible for ensuring that all personnel operating equipment have received the proper training and possess the necessary qualifications to operate machinery on City of Glenaire premises. Provide description of competence required by vendors' personnel in order to perform services under this contract and what training services vendor provides to ensure ongoing competency. Confirm Compliance **YES \_\_\_ or NO \_\_\_**
10. Accident prevention during work deployment is critical. Vendor will exercise caution at all times to ensure protection of people and property. Safety provision of all applicable laws and ordinances shall be followed at all times. Vendor is to have all necessary guards and protective devices in place while work is performed to prevent injury to people and public or private property. Confirm Compliance **YES \_ or NO \_**
11. Vendor/s will assume full responsibility for any physical damage done to property while performing services to the City streets and parking lots. Notification of any damages must be made in writing within 48 hours to authorized personnel. Any suspected or actual physical damage done to property must be immediately reported to Alderman-Streets and Ditch Maintenance Confirm Compliance **YES \_\_\_ or NO \_\_\_**

12. Vendors should provide a base price for the application of ice melt on lots and streets.  
Confirm Compliance **YES**\_\_\_\_\_or **NO**\_\_\_\_\_
13. Vendors should perform snow removal in such a manner as to not unduly cause blockage of driveways **YES**\_\_\_\_\_or **NO**\_\_\_\_\_

**SPECIAL INSTRUCTIONS—ELECTRONIC REQUESTS**

If you have requested and/or otherwise received an electronic copy, and for any reason our specifications and general conditions are altered in the response, the City will ignore the alteration, and our specifications and general conditions will be the prevailing document.

**REQUEST FOR PROPOSAL FORM**  
**RFP #**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the City of Glenaire. Provide a budgetary estimate for each location listed below by service request.

**Financial Proposal**

Price the following equipment on an hourly basis to include equipment and operator/driver within the hourly rate.



1. Heavy Duty Pickup with blade and 75-100 lb. spreader minimum and to include driver/operator.  
\$\_\_\_/hr
  - a. How many are available to you?
2. Backhoe/Loader to include operator \$\_\_\_\_\_/hr
  - a. How many are available to you?
3. Dump truck to include driver \$\_\_\_\_\_/hr
  - a. How many are available to you?
4. Please list any other equipment and hourly rate for snow/removal not listed above (specify)  
\$\_\_\_/hr
5. Hand Routes to include Push Spreader, or hand spreader, and snow clearing where machines aren't acceptable. \$\_\_\_/hr
6. Ice Melt Application to Properties
  - a. Parking Lots \$ \_\_\_\_\_ (Price per Application/Visit)
  - b. Streets per foot or per block \$ \_\_\_\_\_

Please provide a flat rate for a complete snow removal per event \$ \_\_\_\_\_.

**AUTHORIZED RESPONDENT REPRESENTATION**

Number of calendar days delivery after receipt of order	Payment Terms
Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	Federal Employer ID No.
Fax No.	E-Mail Address
Circle one:    Individual    Partnership    Corporation	
If a corporation, incorporated under the laws of the State of _____	
Licensed to do business in the State of Missouri?    ___yes    _____no	

**This signature sheet must be returned with your proposal.**