

**Request for Proposal
City of Beloit, Wisconsin
Snow Removal for Parking Lots
2023-2024 Winter Season**

1.0 SCOPE OF WORK

This contract shall consist of plowing and piling snow in certain municipal parking lots and other City-owned properties after a snowfall event of 2 inches or greater for identified municipal lots and buildings in groups A and B (see attached maps and Attachment A), on demand. The workload is dependent upon weather, so the successful vendor's workload is not predictable. The City of Beloit reserves the right to self-perform plowing in these parking lots if staff and equipment availability allows it. A Contract for the Purchase of Services for Snow Removal for Parking Lots 2023-2024 is attached.

2.0 GENERAL REQUIREMENTS

- 2.1 Vendor Qualifications. No contract shall be awarded except to responsible vendors capable of performing the work contemplated. Before being considered for the award of the Proposal, vendor shall be required to show evidence of the necessary experience, equipment, ability, and financial resources to perform the work in a satisfactory manner and within the time stipulated.
- 2.2 Applicable Rules. The vendor awarded this contract must abide by all federal, state and local codes and regulations and will be responsible to obtain all required permits. Failure to comply may result in cancellation of contract and possible barring from future submittal of proposals.
- 2.3 References. Vendors are required to supply (3) three references that can attest to the vendor's performance of the same general type of work as described by this invitation to submit a proposal. The City reserves the right to contact each of the references provided to assess the vendor's ability to perform the work described by this Proposal. Please provide at least three (3) references for snow plowing service experience including the name of the company, contact name, address, telephone number and an email address.
- 2.4 TIME. Sealed proposals will be received until 9:00 am September 22, 2023. After the official closing time, the proposals will be publicly opened and read aloud.
- 2.5 Pre-Proposal Meeting. A non-mandatory pre-proposal meeting will be held on September 12, 2023 at 10:30am, at the City Public Works Operations and Parks office at 2351 Springbrook Court, Beloit WI. All interested vendors may attend this meeting. Please submit any questions, in writing to Bill Frisbee, Public Works Director at frisbeew@beloitwi.gov by no later than 10:00 a.m. September 19, 2023. All responses to the submitted questions will be emailed to those who attended the pre-proposal meeting.
- 2.6 Regulations. All work shall be performed in compliance with the Occupational Safety and Health Administration (OSHA) Standards and Regulations.
- 2.7 Damage. The successful vendor shall be responsible for any and all damage caused in whole or in part by the successful vendor to the fire stations, parking lots, structures and adjacent private property covered under this contract. Failure to pay for damages will result in cancellation of this contract.
- 2.8 Basis of Award. The contract will be awarded to the lowest responsible and responsive vendor based on the cost per event for group A and/or B, proposal for plowing along with prior experience. Multiple awards may be made at the discretion of the City. The awards will be made by plowing in whatever combination the City determines to be the most economical and advantageous for the City.

- 2.9 Basis of Payment. The successful vendor / vendors shall be issued a contract purchase order under which this work shall be paid. All invoices shall be submitted within three (3) business days from end of each plowing event. No invoices shall be received for payment by the City after April 26th, 2023. All itemized invoices submitted shall include the location, date of the plowing event, inches of snow as determined by the national weather service, driver's name, vehicle # (can be license plate #), and lots plowed per Attachment A. All invoices shall be sent to William Frisbee, Public Works Director at 2351 Springbrook Court, Beloit WI, 53511.
- 2.10 Contract Period. The contract period shall be from November 1, 2023 until April 19, 2024.
- 2.11 Site Visits. The vendor is encouraged to visit the sites prior to submitting a proposal.
- 2.12 Method of Proposing. The lots scheduled for snow plowing are illustrated on the attached Maps and listed in Attachment A. In addition, the maps show the general layouts of lots and areas to be plowed. The contract unit price shall be cost per event for snow plowing operations, at each location. A skid steer has been used previously at various locations, as denoted.
- 2.13 Proposal Rejection. The City of Beloit reserves the right to reject any and all proposals, waive any informality in submitting a proposal, or to accept the proposal, which best serve the interests of the City of Beloit. The City of Beloit shall bear no responsibility for costs incurred by respondents in preparation of the proposal.

3.0 SPECIFIC REQUIREMENTS

- 3.1 Notification of Vendor. Successful vendors should anticipate the City's request for plowing services on demand when snow has accumulated to a depth of (2) inches or more. However, no work shall be scheduled until notification is received from the City. Proposers shall provide the City with the name(s) and telephone number(s) of the person(s) to receive such notification on a 24-hour basis. Typically, parking lot plowing shall begin as early as practical in the early morning hours and each lot shall be completed by 7:00 A.M. that day. Response time for parking lot plowing notification shall be no more than 2 hours.
- 3.2 Timing of Work. The plowing operation on the City lots shall be completed during the nighttime/early morning hours prior to 7:00 A.M. when parking activity is at a minimum. Since parking, for a number of the lots in the designated area, is permitted on a 24-hour basis during declaration of a snow emergency, the City does not guarantee that the lots will be empty of parked vehicles during a scheduled plowing time and assumes no responsibility for removing any parked vehicles.
- 3.3 Special Requirements. Plowing of lots identified as snow emergency parking for residents, in the proposal will require that the lots be plowed on weekends and/or holidays.
- 3.4 Standard Equipment on Plowing Equipment. Rubber tired or rubber-tracked vehicles shall be used in plowing operations. All plow vehicles are to be equipped with standard headlights, taillights and amber strobes. Proper snow removal equipment required for removing snow from all surface parking lots. The vendor shall provide a complete list of equipment, whether owned, leased or subcontracted in the appropriate table (Equipment List).
- 3.5 Placement of Plowed Snow. Aisles, driveways (at the street) and parking areas are to be cleared to the pavement. Medians and sidewalks adjacent to the lots are not included. The snow shall be deposited in designated collection areas and pushed or piled to occupy a minimum number of parking stalls at those locations. The snow shall not be plowed straight in against the median and deposited at the front of the stall, on the median or in the planted landscape areas. The City shall identify designated collection areas. Should the City representative fail to identify a designated collection area for a parking lot or facility, the contractor shall be responsible for identifying a suitable location. The City reserves the right to change designated collection areas at any time. Designated collection areas shall be within the parking facility boundaries. The removal and/or hauling of piled snow from the parking lots are not included in this contract.

We bid as follows: See Attachment A.

Please attach (3) references including company name, contact name, address, telephone number and email address.

Date: _____

Person, Vendor or Corporation

Authorized Signature and Title

Phone Number & Email

Address

City, State, Zip

If a Corporation, name the State of Incorporation: _____

Attachment A
 Snow Removal Parking Lots and Other City-owned Properties
 Parking Lot Location Maps

Municipal (A) Parking Lots

Designation	Location	Anticipated Time of Day for plowing to be completed	Cost Per Event
^4 th Street	South of St. Lawrence Ave. (Adjacent to La Casa Grande)	7am weekday/weekend	
^Chester Square	South of Grand Ave. on Broad St.	7am weekday/weekend	
Mill Street	321 Broad Street	7am Weekday/Weekend	
^Broad Street	North side of Broad St. (East of State St.)	7am weekday/weekend	
**Krueger Park	1611 Hackett St. (Golf course/Emergency lot)	7am weekday/weekend	
**Riverside Park/Rotary Center	1160 Riverside Dr. (Main lot/Rotary)	10am weekday/7am weekend	
**Telfer Park	2101 Cranston Rd.	10am weekday/7am weekend	
Library	605 Eclipse Boulevard	7am Weekday/Saturday	
**Wootton Park	4 th Street at Maple Ave.	7am weekday/ weekend	

Total for Group A \$ -

Municipal (B) Parking Lots

** Krueger Park/Upper	Hackett St at House St.	10am weekday/weekend	
Leeson Park	2200 Milwaukee Ave.	3pm	
Milwaukee Rd. Greenway Trail	Milwaukee Ave. (Across from Leeson Park/Grave lot)	3pm	
Riverside Park/Jones Pavilion	1160 Riverside Dr. (South Lot)	3pm weekday/7am weekend	
Riverside Park/Midlawn Shelter	1160 Riverside Dr. (Near North lot)	2pm	
Riverside Park/North	1160 Riverside Dr.	2pm	

Total for group B \$ -

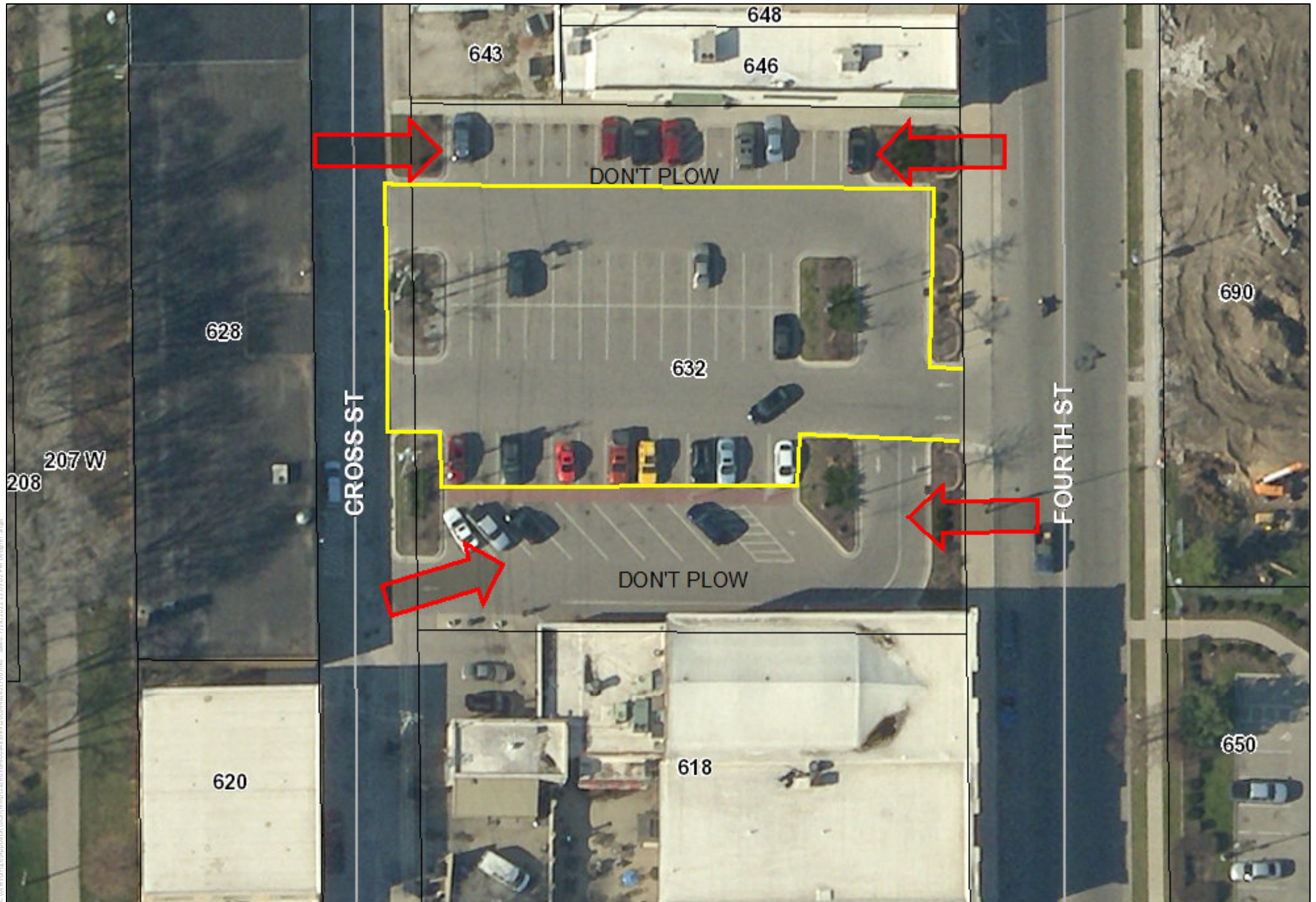
**denotes snow emergency parking lot for residential parking - vehicles may be parked on lot.

^denotes skid steer used in prior years.

Cost per event requested for billing purposes.

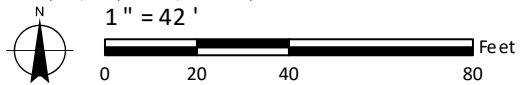
Contract to be awarded based on total for each group.

632 4TH STREET PARKING LOT



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Source: Cityworks, The City of Beloit GIS, and Rock County GIS

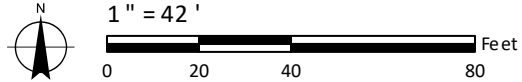


^^CHESTER SQUARE

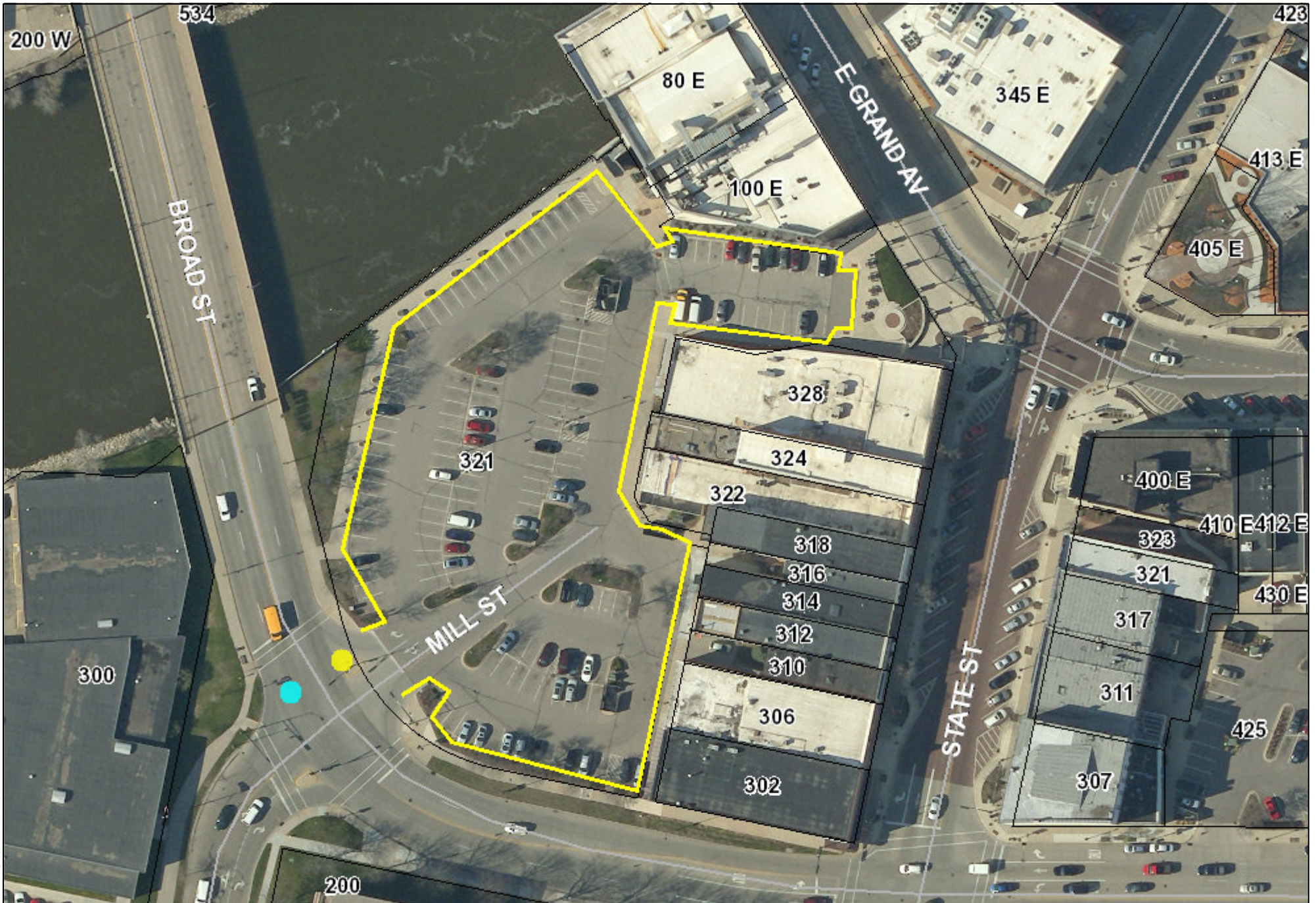


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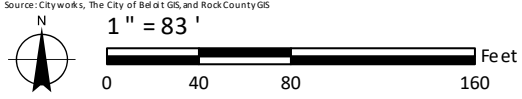
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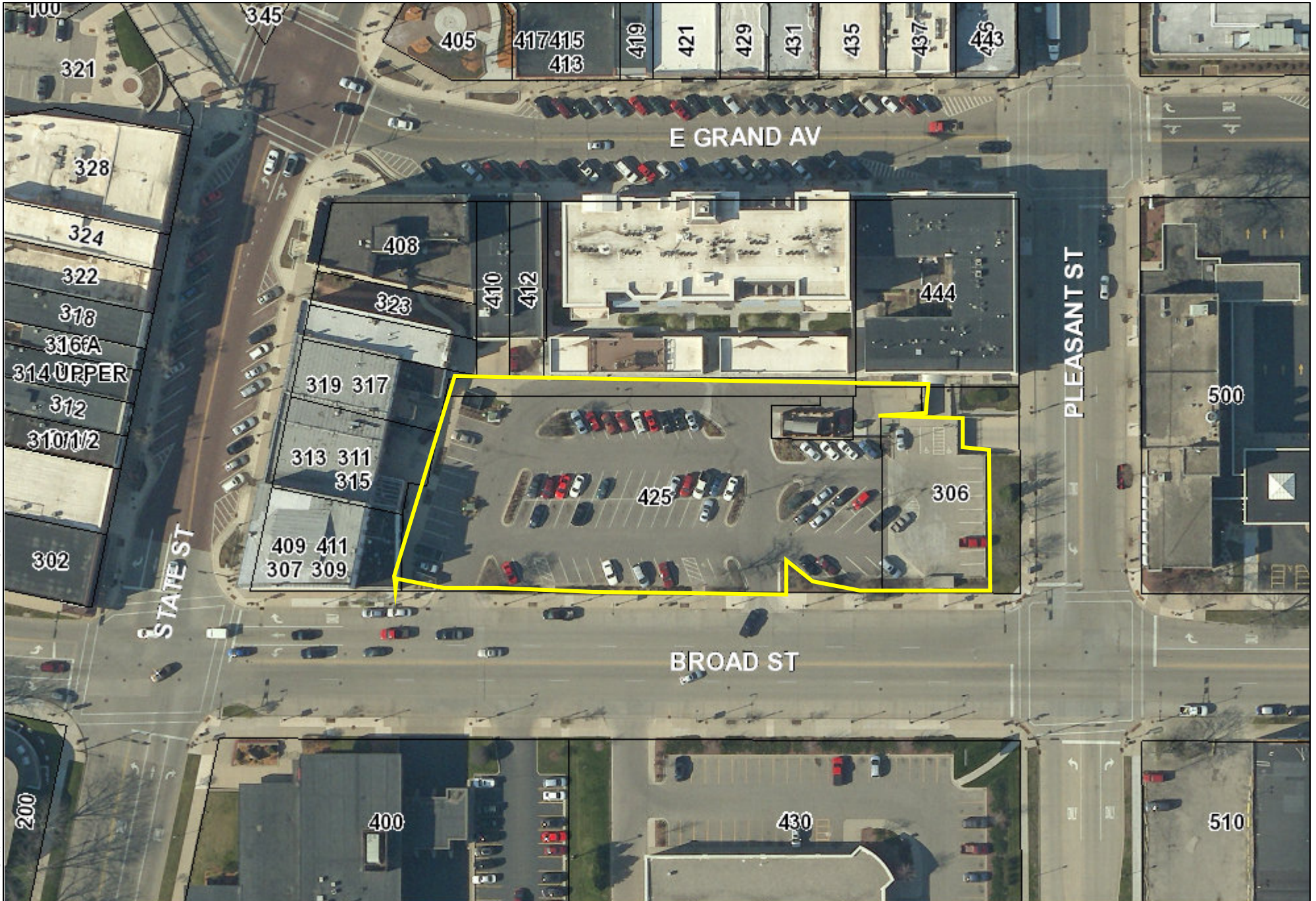
321 MILL STREET



Source: Cityworks, The City of Beloit GIS, and Rock County GIS

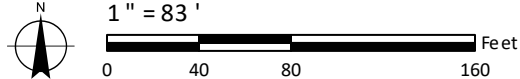


^^ BROAD STREET

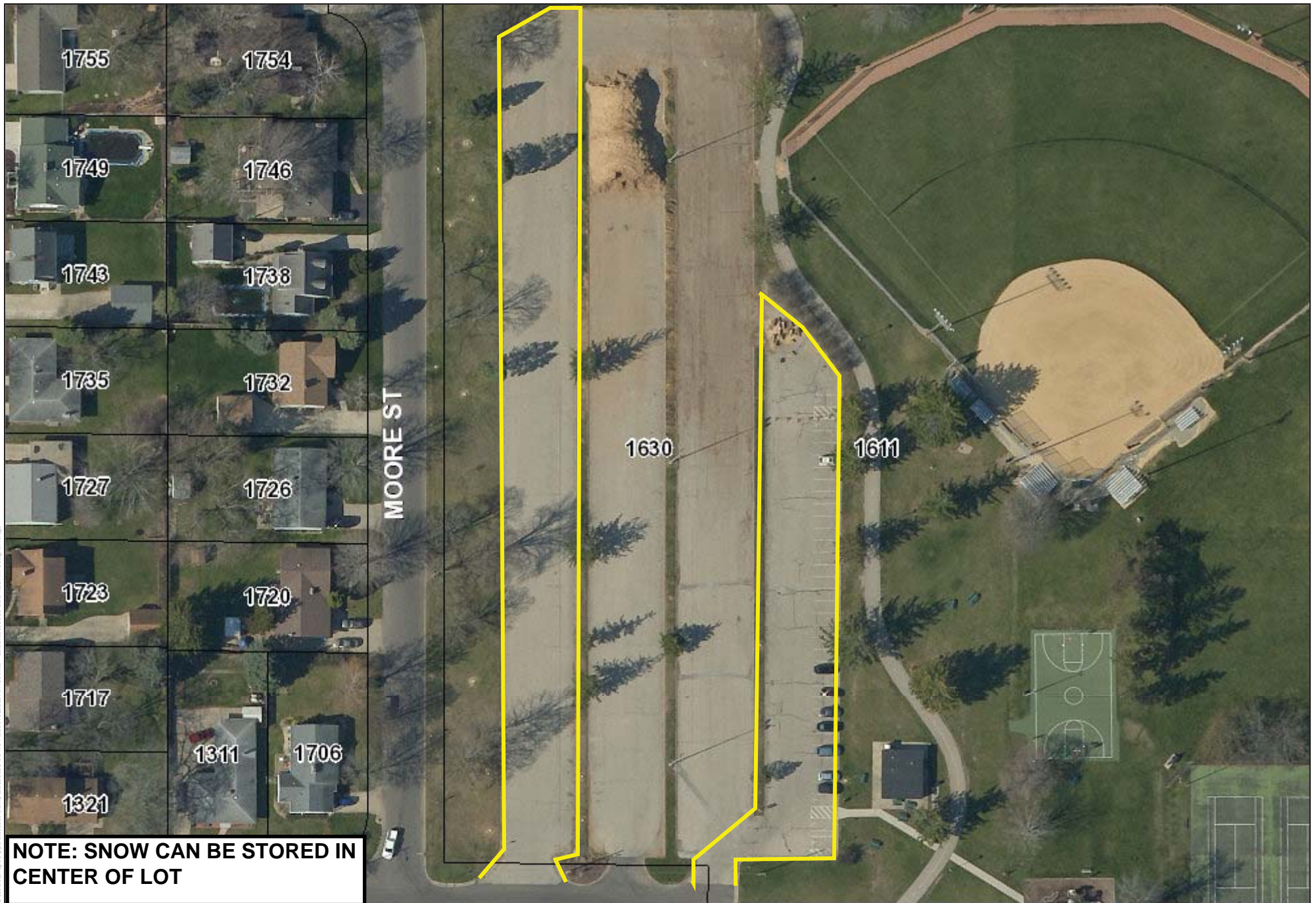


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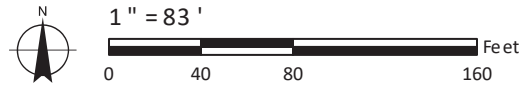


**KRUEGER PARK



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Source: Cityworks, The City of Beloit GIS, and Rock County GIS

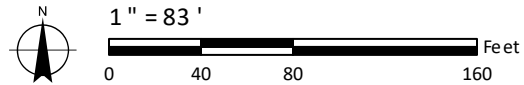


**RIVERSIDE PARK - ROTARY CENTER

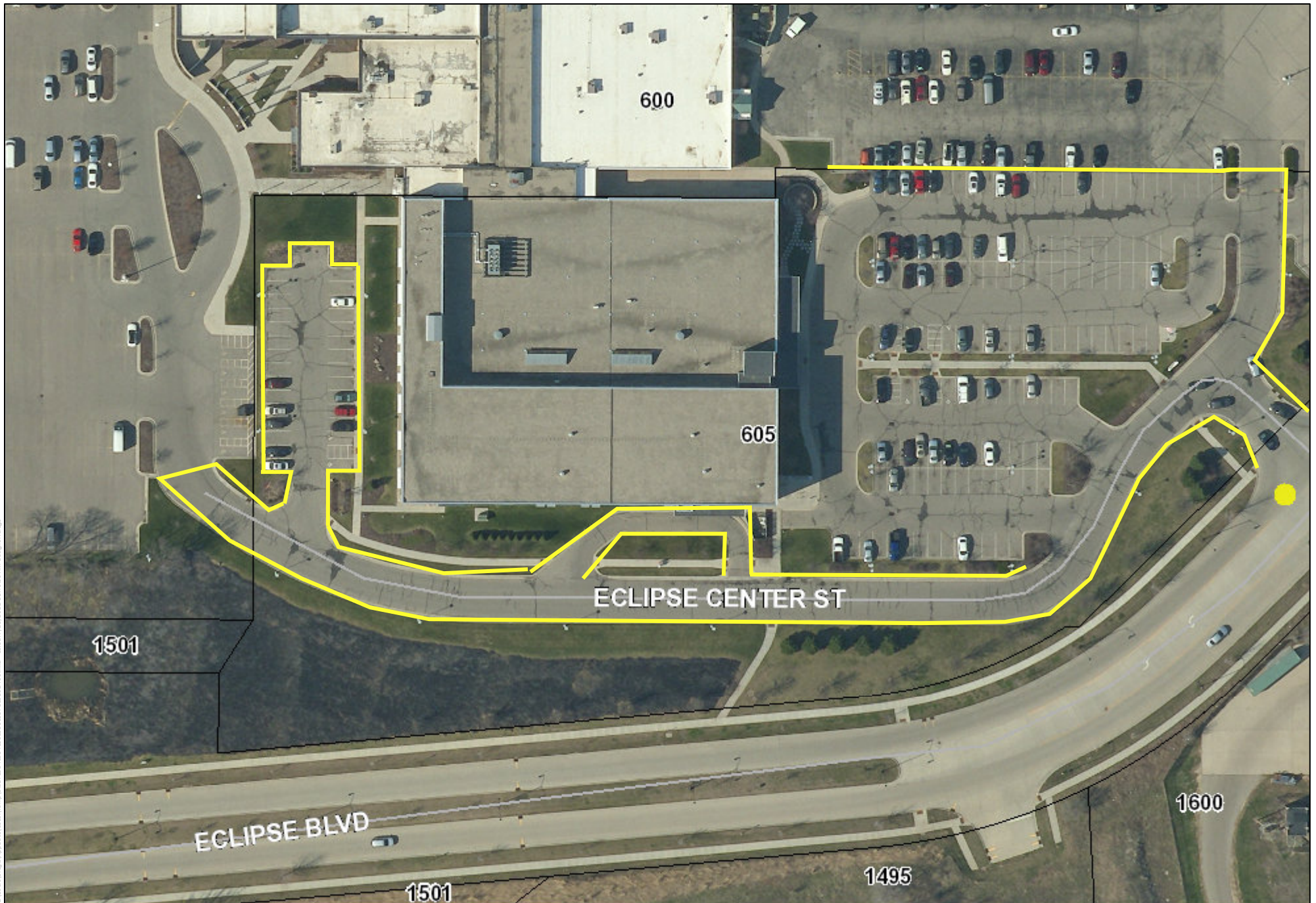


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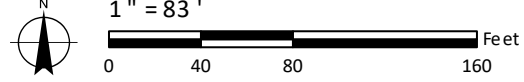


LIBRARY

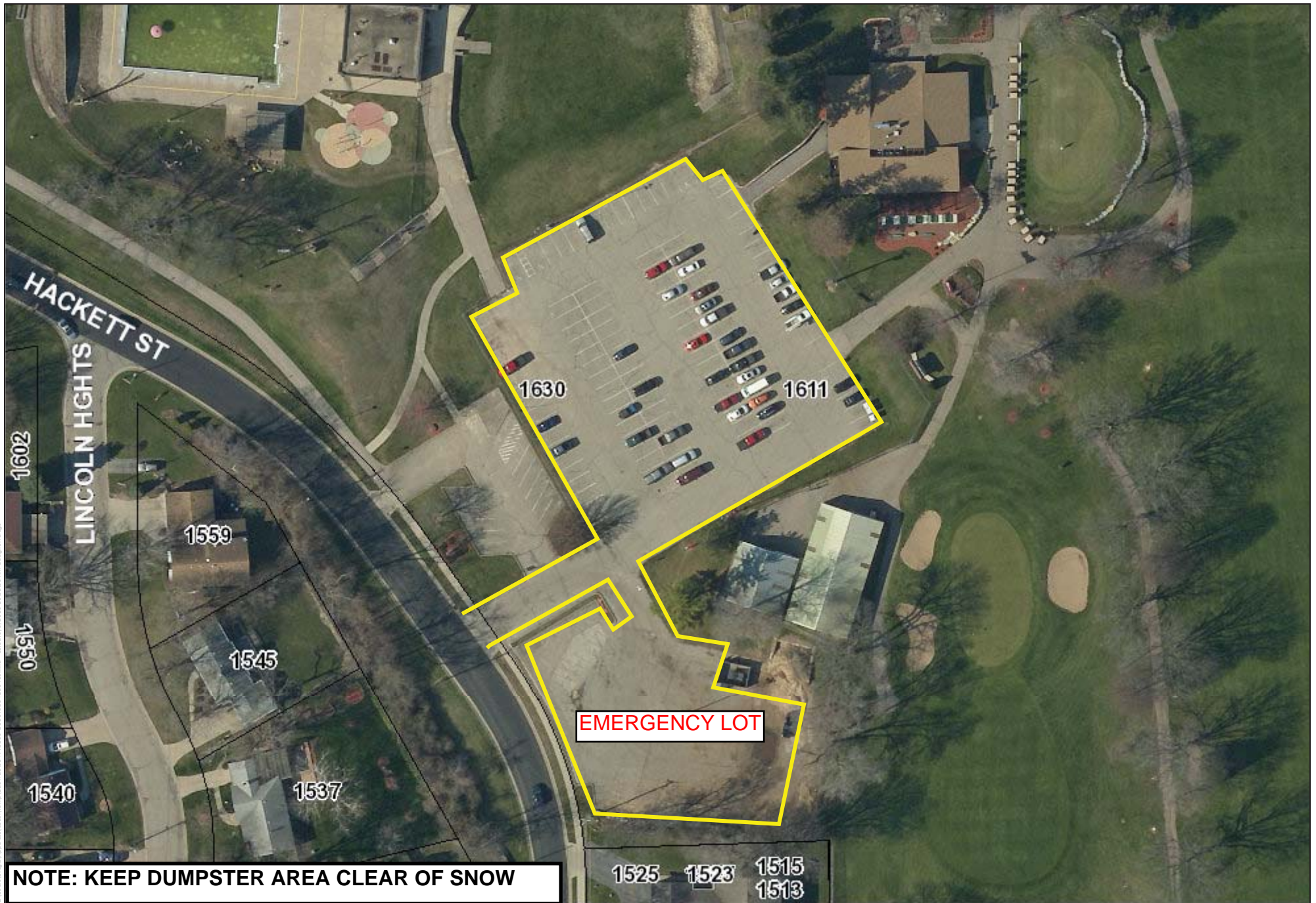


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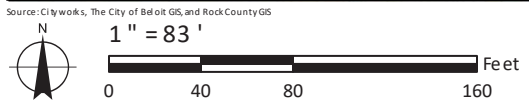


**KRUEGER GOLF COURSE AND EMERGENCY LOT



NOTE: KEEP DUMPSTER AREA CLEAR OF SNOW

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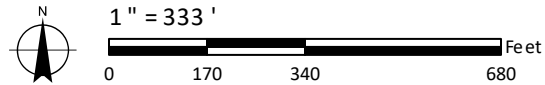


LEESON PARK



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Source: Cityworks, The City of Beloit GIS, and Rock County GIS



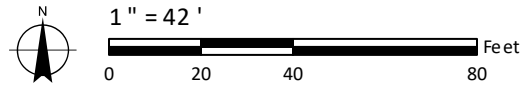
MILWAUKEE ROAD - GREENWAY TRAIL



NOTE: PUSH SNOW EAST INTO DITCH

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Source: Cityworks, The City of Beloit GIS, and Rock County GIS



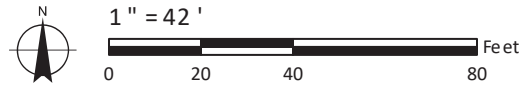
RIVERSIDE PARK - JONES PAVILION



NOTE: ACCESS VIA PORTLAND AVE.

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Source: Cityworks, The City of Beloit GIS, and Rock County GIS

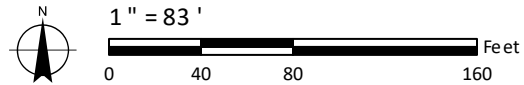


RIVERSIDE PARK - MIDLAWN SHELTER



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Source: Cityworks, The City of Beloit GIS, and Rock County GIS



RIVERSIDE PARK - NORTH



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Source: Cityworks, The City of Beloit GIS, and Rock County GIS

