

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

**1.0 SCOPE OF WORK**

This contract shall consist of hauling snow loaded by the City of Beloit staff from the downtown for placement at Turtle Creek Park from certain downtown municipal parking lots. Snow hauling will typically occur approximately 24-48 hours after 2" inches or greater snow fall, 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 snow hauling if staff and equipment availability allows it. A Contract for the Purchase of Services for snow hauling downtown and miscellaneous parking lots 2023-2024 is attached.

**2.0 GENERAL REQUIREMENTS**

- 2.1 Vendor Qualifications. No contract shall be awarded except to responsible vendor 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 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](mailto: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 vendor to 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 hourly proposal for snow hauling along with prior experience.
- 2.9 Basis of Payment. The successful vendor 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 hauling operation. No invoices shall be received for payment by the City after April 26<sup>th</sup>, 2024. All itemized invoices submitted shall

include the location of the parking lots if applicable, date of the snow event, driver's name, vehicle # (can be license plate #), start and end time. All invoices shall be sent to William Frisbee, Public Works Director at 2351 Springbrook Court, Beloit WI, 53511. Vendors who submit proposal that include a minimum hourly charge will not be considered for this award of contract. The City will only pay for actual time performing this work.

2.10 Contract Period. The contract period shall be from November 1, 2023 until April 19, 2024.

2.11 Site Visits. The contractor is encouraged to visit the sites prior to submitting a proposal.

2.12 Method of Proposing. The contract price shall be an hourly rate for snow hauling operations including any mileage. Minimum hourly charges will not be considered for award of this contract. The City will only pay for actual time spent performing this work.

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 vendor should anticipate the City's request for hauling services 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. City will use its best efforts to notify the vendor no later than 2 pm, Monday through Friday. 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.

3.2 Timing of Work. Work shifts occur typically in the early morning hours (midnight-6 a.m.) Monday through Sunday.

3.3 Standard Equipment on Plowing Equipment. Contractor shall provide minimum of (4) quad axel dump trucks for the hauling operation. All hauling vehicles are to be equipped with standard headlights, tail lights and amber warning strobes. Trucks shall be free of plows to allow better access into tight areas downtown.

**We bid as follows:**

Labor and Equipment rate per truck

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

**Equipment List**

| Year | Make | Model |
|------|------|-------|
|      |      |       |
|      |      |       |
|      |      |       |
|      |      |       |
|      |      |       |
|      |      |       |
|      |      |       |

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

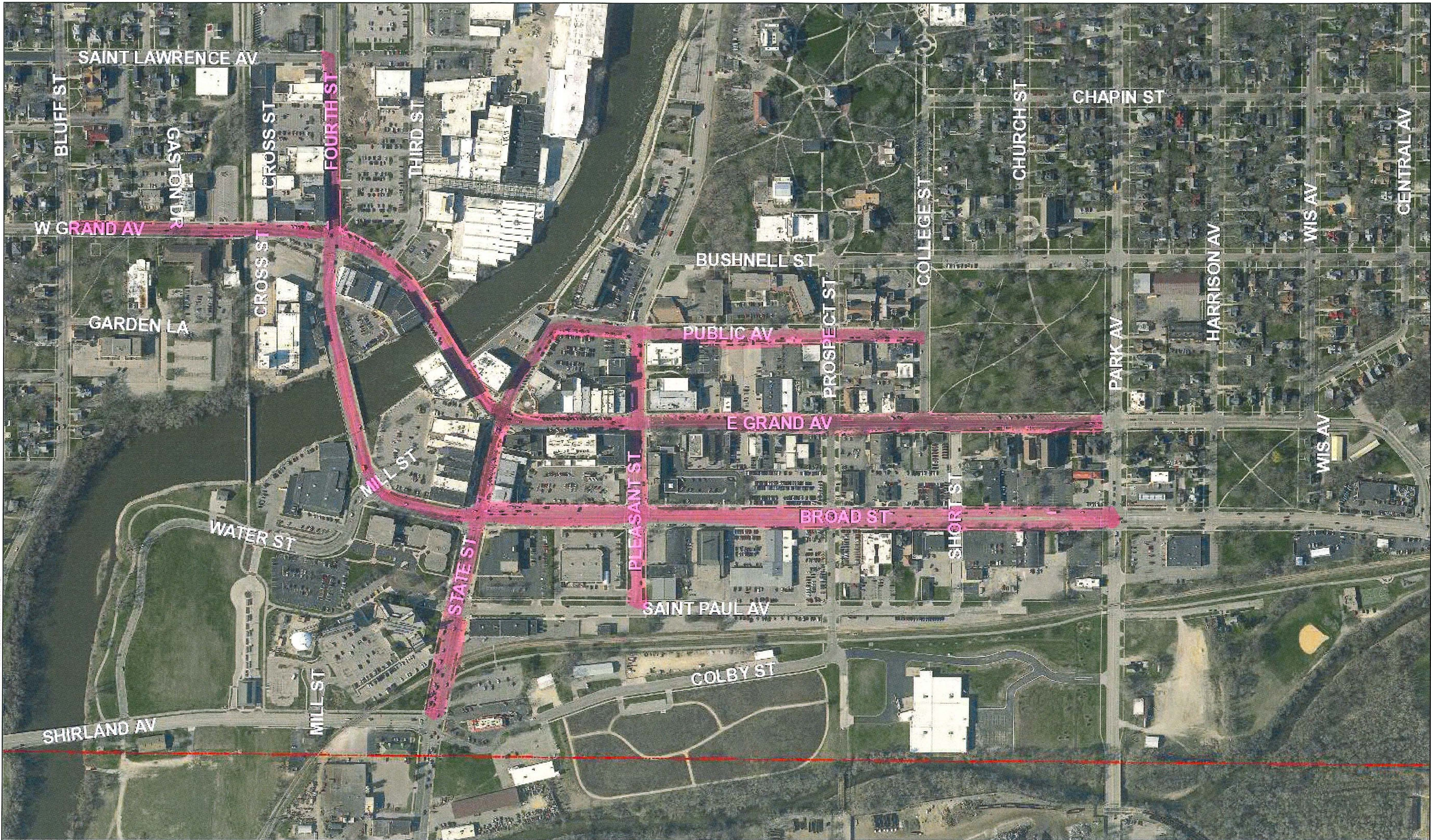
\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

If a Corporation, name the State of Incorporation: \_\_\_\_\_



# SNOW REMOVAL PLAN 2023-2024



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

