

REQUEST FOR PROPOSAL

THE VERMILION COUNTY BUILDING AND GROUNDS DEPARTMENT is accepting proposals for **snow plowing and removal** for the 2014 – 2015 winter season at various County Facilities.

This requested proposal for service is to include the cost of all labor, fuel, equipment and supplies necessary to move snow when it reaches an accumulated amount of at least 3 inches as stated by VC EMA (referred to as a snow incident). Additionally, the proposal is to include removal and disposal of the piled snow as necessary, to allow for easy accessibility for walking, driving, or parking. The proposal should also reflect itemized amounts for application of salt and / or de-icer per snow or ice incident for each location.

Facility Locations

- Emergency Management Agency (EMA) Building and lots located at 2507 Georgetown Road, Danville, IL 61834
- Health & Education Building and lots located at 200 South College Street, Danville, IL 61832
- Courthouse Turn-Out lot located at 7 North Vermilion St., (Northeast corner of Vermilion and Main Streets), Danville, IL 61832 and the Sheriff's lot located to the immediate East of the main Courthouse at 7 North Vermilion St., Danville, IL 61832
- Courthouse Annex Turn-Out lot located at 6 North Vermilion St., (Northwest corner of Vermilion and Main Streets), Danville, IL 61832
- Maintenance Building lots located at 123 North Hazel St., Danville, IL 61832

Several facts are inherently understood in relation to your proposal, and should be considered when you are making such proposal.

1. The EMA building on Georgetown Road, by the nature of its services, is to be on a keep clean and open status for all of its lots and drive entrances. As such it is priority status.
2. For an additional amount not to exceed the original proposed amount the contractor may be called out for specific areas of additional snow removal.
3. When practical the snow plowing should be done before 8 am, or after 4 pm to allow for access to the lots for normal County business.
4. When moving snow, sidewalks and handicap ramps must be left open and accessible.
5. It is at the sole discretion of the Vermilion County Building and Grounds Department as to the necessity of snow removal below the thresholds shown in this Request for Bids.
6. The overall proposal package must list each location separately for snow plowing, and salt. The proposals may be awarded individually by location, or in total.
7. If circumstances demand, upon written notice, any or all facility locations may be removed at any time, individually or in total, from our signed contract without penalty to the County.
8. When billing, the invoice must list each location and snow incident separately.
9. By law the County has 60 days to make payment on any invoice after a properly prepared invoice is presented to them. (Illinois Prompt Payment Act)
10. The contractor must have all necessary insurance and required licenses for the protection of the County. Liability for damages to any property incurred while you are plowing the included facilities will be the contractor's responsibility. Copies of pertinent insurance coverage must be included with your proposal.
11. In order to be able to win a bid, you must be in compliance with all Federal, state and local laws.
12. Contract(s) shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the board shall consider:

- a. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
- b. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. the quality of the performance of previous contracts or services;
- e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- i. the number and scope of conditions attached to the bid.”

Proposals must be submitted to the County Auditor’s Office, 6 North Vermilion St., Lower Level, Danville, IL 61832 no later than 12pm (noon), Wednesday, November 12, 2014. The Auditor's Office is open to the public between 8am and 3pm daily. Vermilion County is not responsible for late bids due to US mail or common carrier. Bids must be in a sealed envelope clearly marked “**Snow Plowing Bid**” on the outside. Proposals will be opened at the same location at 1pm, Wednesday, November 12, 2014. The award of the bid will be done at a later time. The winning proposal will be announced on the Vermilion County Auditor's webpage (www.vcauditor.com/bids) as well as written notice sent to the winning bidder.

All interested parties are responsible for having a good understanding of the “Vermilion County Policy for Selection of Contractors” document supplied on the Vermilion County Auditor's webpage (www.vcauditor.com/bids). Acknowledgement forms must be signed and returned with your sealed proposal.

Paper copies of this RFP and associated documents may be requested by calling the County Auditor at 217-554-6022, by fax at 217-554-6024, or by e-mail to auditor@vercounty.org .

QUOTE OPENING TALLY SHEET

Reference Number:	RFQ 2014-11-0001
Description:	Snow Removal 2014-2015
Opening Date & Time:	November 12, 2014 1:00 PM

AWARDED TO:
Cost:

Present at Opening:	Linda Anstey	
	Karen Rudd	
	Michael Lucas	

Quote Tally Section

Bid #1	Submitted By:	A&P Service LLC
	Received:	November 12, 2014
Bid Info	<p>\$275.00 per incident</p> <p>\$1.00 per pound for salt and sand as needed</p>	
Bid Total per incident	\$275.00	

Bid #2	Submitted By:	
	Received:	
Bid Info		
Bid Total per incident	\$0.00	