

## REQUEST FOR PROPOSALS

For  
**Snow Removal**

City School Administration Building Milo Barber Transportation Center,  
Rapid City Public Library.

For the  
City School Administration Building; Milo Barber Transportation Center; Rapid City Public  
Library

Request For Proposals are due in the Rapid City Public Works Office no later  
than  
2:00 P.M., January 30, 2007

The City of Rapid City/ Rapid City School District is requesting proposals for the following:

**Contract Term:** Shall be February 6, 2007, thru April 1, 2008.

**Contract Extension:** The City of Rapid City annually reserves the option of extending the 2007, contract through the calendar years of 2008, 2009 and 2010. The extension option may be exercised if agreed to by both parties.

**Termination Clause:** At the sole discretion of the City of Rapid City/Rapid City School District any agreement resulting from this quotation may be terminated at any time for any reason with ten (10) days written notice to the Contractor's last known address.

**Estimate twenty-five (25) snow events per year.**

**Assignment and Subleasing:** Vender may not shall assign, sublet or transfer any rights or duties.

**Indemnity:** Vendor must agree to indemnify, defend and hold harmless the City and the Rapid City School District against all liability, loss, damage, costs, and expenses including, but not limited to, costs of defense and reasonable attorney's fees, which the City or the School District may hereafter suffer itself or pay to another party by reason of any claim, action, or right of action, at law or in equity, arising out of willful misconduct, error, omission or negligent act of the Vendor and resulting in injury (including death) to any person or damage to any property to the extent such are caused by or are alleged to be caused by the Vendor or its employees, any subcontractor or its employees, or any person, firm, partnership, or corporation employed or engaged by the Vendor. Vendor further agrees to make full reimbursement for any damage to property which may result from operation under or in connection with snow removal by Vendor, its subcontractor(s) or any person, firm, partnership, or corporation employed or engaged by the Vendor.

**Independent Entity:** Vendor will be considered an independent entity and not an employee, agent, or partner of the City of Rapid City or the Rapid City School District.

**Insurance Requirements:** Vendor shall obtain and maintain at its expense the following minimum limits of occurrence-based insurance coverage for the duration of the agreement.

<u>Type of Coverage</u>	<u>Minimum Limits of Coverage</u>
A. Workers' Compensation	Statutory
B. Comprehensive General Liability (including Contractual Liability and Completed Operations)	
Bodily Injury and Property Damage	\$1,000,000 each occurrence
Combined Single Limit	\$1,000,000 aggregate
C. Comprehensive Automobile Liability (when applicable) (Owned, Hired, and Non-owned Vehicles)	\$1,000,000 each person
Bodily Injury and Property Damage	\$1,000,000 each accident
Combined Single Limit	\$1,000,000 each occurrence

Such insurance policies shall contain cross liability provisions and shall name the City of Rapid City as an additional insured to policies B and C above with respect to all activities arising out of the performance of the work and/or services under. Such insurance shall be primary to any valid and collectible insurance maintained by the City of Rapid City or the Rapid City School District. Acceptable Certificates of Insurance and Endorsements confirming the above coverage shall be filed with the before commencing any work and/or services. Such Certificates shall afford the City thirty (30) days written notice of cancellation or of a material change in coverage. The City's failure to obtain from Vendor a Certificate of Insurance conforming to the foregoing requirements shall not be deemed a waiver of any of the foregoing requirements. This paragraph shall in no way limit the provisions of the indemnity section.

### City School Administration Building/Milo Barber Transportation Center

- City/School staff will provide a drop box on the outside of each building. After every event that work is done, the work performed must be outlined, dated, include the number of people on the job, and hours worked. **This form will be provided by the City and must be placed in the drop box after each event.**
- In the event the City closes for business due to weather no snow removal is to be done until the next morning, or until it stops snowing.
- Contractor must provide an invoice to the City/School every thirty (30) days.

### Sidewalks

- Sidewalk cleaning shall be completed by 7:00 a.m. during weekdays and be kept reasonably free of snow during working hours as requested by City/School Staff.
- Sidewalks to be cleaned at Milo Barber -include all four (4) sides of the building, both public and private walks.
- Sidewalks to be cleaned at the City/ School Administration Building include, sidewalk on Omaha Street between Fifth Street and Sixth Street. Sidewalk on Fifth Street from Omaha Street to the alley and up to the stairs of the parking ramp. Sidewalk on Sixth Street from Omaha -Street to the alley and up to the stairs of the parking ramp. Sidewalk adjacent to the building on the south, east and west side of the CSAC building.
- Salt will be provided by and spread by City/School Staff.
- Estimate twenty-five (25) snow events per year.

Parking Lot

- Parking lot cleaning shall be completed no later than 7:00 a.m. during weekdays after two (2) inches of snowfall, or as requested.
- Salt will be provided by and spread by the City/School Staff.
- Estimate fifteen (15) snow events per year.

Rapid City Public Library

- Initial removal to be completed at least 30 minutes before opening every day of the week, with no more than three removals in any one day.

**Library hours of Operation:**

Monday - Thursday 9:00 am - 8:00 pm  
 Friday - Saturday 9:00 am - 6:00 pm  
 Sunday Noon - 6:00 pm

- In the event the City closes for business due to weather there shall be **no** removal until the next morning or until it stops snowing.
- City staff will provide a drop box on the outside of the building. After every event that work is done, the work performed must be outlined, dated, include the number of people on the job and, hours worked. This form will be provided by the City and must be placed in the drop box.
- Absolutely **(no)** salt to be used

Areas include:

- Sidewalk on the North side of Quincy Street from Sixth Street to Seventh Street (entire front entrance to Library). Both the Sixth Street and Seventh Street sidewalks from Quincy Street to the alley.
- Preferred equip - Bobcat or Hustler (minimum area for snow shovel).
- Street area to be done only if 2 inches or more of snow has fallen.

**Area includes:** North side of Quincy Street -from Sixth Street to Seventh Street and Sixth Street and Seventh Street from Quincy Street to the alley.

**SIDEWALKS / PARKING LOT:**

**Cost / Hour**

Cost Per Hour Per Man	40.00 Min.	\$ 35.00 per hr	includes truck, blades brooms, hand tools
Cost / Hour For V Plow	70.00 Min	\$ 70.00	includes operator
Cost / Hour For Bobcat	70.00 Min	\$ 70.00	includes operator
Cost / Hour for Loader & Operator	95.00 Min	\$ 95.00	920 Cat loader
Cost / Hour for Dump Truck & Operator	77.00 Min	\$ 77.00	5 yrd dump truck

by Don Holsworth  
CONTRACTOR SIGNATURE

G. J. Holsworth & Son Inc.  
Contractor's Name (Please Print)

2102 Creek Dr.  
Contractor's Address

R. C. S. D. 57703  
City/State/Postal Code

605-343-5213  
Telephone Number

1-30-07  
Date

THE CITY OF RAPID CITY, SOUTH DAKOTA

ATTEST:

\_\_\_\_\_  
Jim Preston  
City Finance Officer

by \_\_\_\_\_  
Jim Shaw MAYOR

Date \_\_\_\_\_