

**THE CITY OF  
WARRENSVILLE HEIGHTS, OHIO  
4743 RICHMOND ROAD  
WARRENSVILLE HEIGHTS, OHIO 44128**



**INVITATION FOR PROPOSALS  
FOR SNOW AND ICE REMOVAL SERVICES**

**REQUEST FOR PROPOSAL RELEASE: SUNDAY, OCTOBER 1, 2023**

**QUESTIONS DUE FROM PROPOSERS: TUESDAY, OCTOBER 10, 2023 @ 12:00 PM, EST**

**PRE-BID MEETING: THURSDAY OCTOBER 12, 2023@12:00P.M.; SITE VISITS IMMEDIATELY FOLLOWING**

**PROPOSALS DUE: FRIDAY, OCTOBER 20, 2023 @ 12:00 PM, EST**

**2023**

THE MATERIAL CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. IT MAY BE USED FOR THE SOLE PURPOSE OF PREPARING AND SUBMITTING A PROPOSAL FOR SERVICES AS REQUESTED HEREIN. ANY OTHER USE OF THIS DOCUMENT (INCLUDING ALL OF ITS ATTACHMENTS, EXHIBITS OR ENCLOSURES) AND THE INFORMATION CONTAINED HEREIN IS STRICTLY PROHIBITED. THE CITY OF WARRENSVILLE HEIGHTS RESERVES THE RIGHT TO REQUEST THE RETURN OF THIS DOCUMENT. THIS DOCUMENT MAY NOT BE REPRODUCED, DISCLOSED, OR DISSEMINATED TO ANY PERSON OR ENTITY NOT DIRECTLY INVOLVED IN THE PREPARATION AND SUBMISSION OF A PROPOSAL IN RESPONSE TO THE REQUEST DESCRIBED HEREIN.

## LEGAL NOTICE

The City of Warrensville Heights of Cuyahoga County, Ohio (the "City") invites firms to submit a Proposal of Bid Snow and Ice Removal services at the Warrensville Heights Municipal Center located at 4743 Richmond Road Warrensville Heights OH 44128.

For further information, interested parties should review Request for Proposal (RFP) for Snow/Ice Removal. Map of building is attached as Exhibit A.

The term of the contract to be entered upon the award of a contract to the lowest and best contractor (s) shall be for a period not to exceed 6 (six) months.

Prior to submitting a proposal, the City will host a pre-bid meeting on Thursday October 12, 2023 at 12:00p.m.-1:00p.m. The City will offer site visits immediately following the pre-bid meeting. Please contact Kelli Wilson at 216.587.6500 or by email at [kwilson@cityofwarrensville.com](mailto:kwilson@cityofwarrensville.com) to get info for the pre-bid meeting.

Copies of the Specifications and instructions to bidders can be picked up at the Reception Desk at the Warrensville Heights Municipal Center 4743 Richmond Road, Warrensville Heights, Ohio 44128 or on the website at <https://www.cityofwarrensville.com/272/Bids-RFPs-RFQs>.

Sealed proposals will be received at the Reception Desk within the Warrensville Heights Municipal Center, 4743 Richmond Road, Warrensville Heights, Ohio 44128 until 12:00p.m. October 20, 2023 and will be opened publicly and read aloud at that time.

Advertised:

Plain Dealer: October 1, 2023 and October 4, 2023

**Interested firms shall submit a Proposal of Bid to Kelli Wilson, Chief of Staff, submitting three (3) copies of the following information:**

- a. Firm name, address, telephone number, fax number and email address;
- b. Name of key personnel, including managers and supervisors in charge;
- c. Year established and any former names of operation;
- d. Number of years the firm has been doing this type service;
- e. Certificate of Good Standing/Full Force & Effect from the Ohio Secretary of State dated within 30 days of submissions of the Proposal;
- f. Number of staff available for assignment;
- g. Outside services possibly used for sub contracted work;
- h. Three examples and list of similar services provided;
- i. Updated Summary of Qualifications;
- j. Monthly bid rate to support; and

Proposals will be evaluated by a selection team consisting of City of Warrensville Heights staff. The four (4) most qualified proposals considered “best” by the selection of the team will be invited to an interview. During this interview you will be given the opportunity to make a presentation and answer questions from the selection team.



## **City of Warrensville Heights**

### **Request for Bids Snow and Ice Removal Services**

#### **Scope of Services**

The City of Warrensville Heights (the “City”) is soliciting bids for Snow and Ice Removal Services as outlined below. If an award is made this bid will act as a binding contract between the City and the successful Contractor(s). The award period is for one winter, 2022-2023. Vendor will provide services to the Warrensville Heights Municipal Center located at 4743 Richmond Road, Warrensville Heights, Ohio 44128 (the “Municipal Center”). Services include snow plowing parking lots and shoveling sidewalk/walkways.

#### **Pre-Bid Meeting**

A pre-bid meeting will be held on Thursday October 12, 2023 at the Warrensville Heights Municipal Center at 12:00 p.m., 4743 Richmond Road Warrensville Heights, OH 44128. The pre-bid meeting will consist of a review of this bid packet and allow contractors to ask questions. Do not contact the City prior to the pre-bid meeting. Questions will be answered at the pre-bid meeting.

#### **Bid Requirements & Submission**

Contractors must use the forms included in this packet (Bid form, Equipment List, Customer References and Contractor Information & Signature Page, Proof of Insurance and Ohio Bureau of Workers’ Compensation coverage). Complete/signed bids must be received by 12:00 p.m. on Friday, October 20, 2023 in a sealed envelope labeled “SNOW REMOVAL-SEALED BID” and addressed to:

City of Warrensville Heights  
4743 Richmond Road  
Warrensville Heights, Ohio 44128

Bids will be opened publicly at the same time and location. All prices quoted must be firm for 30 days.

**The City reserves the right to accept or reject any and all bids and/or to waive any bid irregularities at the City's sole discretion based on the best interest of the City.**

## **CITY OF WARRENSVILLE HEIGHTS REQUESTS FOR BIDS (RFP) FOR SNOW AND ICE REMOVAL SERVICES**

### **GENERAL**

The City of Warrensville Heights, Ohio (the "City") is located in eastern Cuyahoga County along Interstates 480 and 271. The population of the City provided at the 2010 census was 13,542. The City was established in 1927 and incorporated in 1960. Its motto is "The Friendly City". See the City's website, [www.cityofwarrensville.com](http://www.cityofwarrensville.com) for additional information.

The City has decided to accept proposals for its Snow and Ice Removal Services to be effective November 1, 2023.

The City of Warrensville Heights is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Minority Business Enterprise, Female Business and Small Business Enterprise shall be afforded full opportunity to submit bids or proposals for this project.

**A Minority Business Enterprise** is a small business that is at least 51% owned and operated by no less than one minority or, in the case of a publicly owned business, at least 51% of the stock of which is owned by no less than one minority and whose management and daily business operations are controlled by at least one minority.

**A Female Business Enterprise** is an enterprise that is at least 51% owned by no less than one female who controls the firm by exercising the power to make policy decisions and operates the business by being actively involved in day-to-day management.

**A Small Business Enterprise** is independently owned and operated, and meets industry size and receipt requirements for small business per SBA13 CFR 121, Section 3 of the Small Business Act.

If federal funding is involved in whole or in part in the payment of goods or services contracted herein, the Contractor, during the performance of its contract, shall comply with Title VI and Title VII of the Civil Rights Act of 1984, 42 U.S.C. Section 2000(d), (e) as amended by Executive Order No. 11246 (September 24, 1965) as amended by Executive Order No. 11375 (October 13, 1967).

Even when federal funding is not involved, the Contractor, during the performance of its contract, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. The Contractor will take appropriate action to ensure that applicants are employed without regard to their race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

**General Conditions:**

1. Snow plowing/ removal/ salting shall occur seven days a week when there is snowfall in excess of 2 inches of snow. Contractor is to clear lots and sidewalks at least one hour prior to the City opening and throughout the day based on the schedules provided. Contractors guarantee their availability for evening and weekend snow removal. Contractor is also responsible for monitoring conditions of the snow removal areas for snow drifts, ice, etc. and respond accordingly.
2. Contractor may be called in for additional snow removal services on an hourly basis.
3. Salt shall be done as needed. Roadrunner salt or equivalent is preferred. Contractor will specify cost of salt on bid form.
4. Piling of snow will be permitted only in areas specified by the City and areas for piling will be discussed at the pre-commencement meeting. Removal of snow piles or loader services may be mutually agreed upon at times.
5. The Contractor is to provide sidewalk shoveling at the Municipal Center, Police Department, Building Department and Board of Education entrances. Sidewalks will be maintained and deicer applied. Special attention is to be paid to handicapped parking spots to assure a clean pathway to the building.
6. Salting services will be provided during plowing services and/or when conditions require it.
7. In the event the Contractor cannot meet the deadlines, the City may contract out or perform clearing duties in house and the Contractor will reimburse the City for the costs incurred. In the event that city employees perform the work, the City will deduct from the monthly invoice the labor costs for snow removal and the current IRS mileage rate per mile driven in association with this labor. Furthermore, any Contractor leaving an area in unsatisfactory condition will be required to return and complete the job with no additional compensation.
8. Contractor shall be responsible for all repairs or damages to the City's property caused by their equipment, personnel or materials used.

9. Contractor must maintain worker's compensation coverage through the State of Ohio, property damage coverage on their own vehicles and equipment, general liability insurance (minimum \$1,000,000 combined single limit bodily injury and property damage per occurrence), and auto insurance (minimum \$1,000,000 combined single limit bodily injury and property damage per occurrence) through an Ohio licensed carrier with a Best Financial Strength Rating of A. Upon bid award, a certificate of insurance must be provided showing evidence of such coverages and naming the **City of Warrensville Heights** as an additional insured with respect for both general and auto liability coverage for work being performed for the City.
10. This includes maps identifying locations of all items mentioned in this bid (areas to be cleared, areas available to pile snow, sidewalks to be cleared, handicapped parking areas etc.).
11. The City will pay the Contractor on a monthly basis.
12. The City reserves the right to terminate this agreement by so notifying the Contractor in writing, with 30 days' notice, and without any further obligation whatsoever, if the Contractor fails to comply fully with each and every term and condition included in this document.
13. The City reserves the right to request additional information deemed necessary to evaluate any proposal.

***Please include evidence of insurance with proposal.***

**City of Warrensville Heights**

**Snow Removal Bid**

**Operation Schedules:**

**Building Address Schedules:**

Warrensville Heights Municipal Center  
4743 Richmond Road  
Warrensville Heights, Ohio 44128

Open 24 hours a day 7 days a week.

Snow removal and salting services will be provided seven days a week and twenty-four hours a day. The lot will need to be cleared at 6:00 a.m. to accommodate the arrival of the employees and visitors.

## **LAWS TO BE OBSERVED**

The Contractor must keep fully informed of all Federal, State and local laws, ordinances, and regulations and all orders and decrees of authorities having any jurisdiction or authority which, in any manner, affect those engaged or employed on the work, or which, in any way, affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the City and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, by the Contractor or the Contractor's employee.

The Contractor must agree that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no Contractor nor subcontractor, nor any person acting on behalf of such Contractor nor subcontractor, shall, by reason of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity discriminate against any citizen of the United States in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.

No Contractor, subcontractor, nor any person on his/her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity.

The City is an Equal Opportunity Employer and encourages Minority Business Enterprises, Woman Business Enterprises and Small Business Enterprises to submit proposals for this project.

## **CONTRACTOR'S PERFORMANCE**

The Contractor shall furnish all necessary labor, tools, equipment, and supplies to perform the required services. The City's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City shall notify the Contractor.

The Contractor will have one (1) day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the City will have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the contract for default.



#### Basis for Award

The contract will be awarded to the Contractor(s) submitting the lowest and best bid for all or some portion of the work as soon as practicable after opening of the bids.

The City reserves the right to reject any or all bids, including alternates, to waive technicalities or to solicit for new proposals, if in the judgment of the City, the best interests of the City will be promoted thereby.

#### Term

The Term of the contract to be entered upon the award of a contract to the lowest and best Contractor(s) shall be for a period not to exceed 6 (six) months.

#### Sub-Contractors

No sub-contractors shall be used unless previously approved by the City in writing.

#### Property Damage

The Contractor shall be responsible for repair of any damage to any real or personal property to the satisfaction of the City. Any repair/restoration of damaged area shall be performed at no cost to the City.

#### Additional Charges

Quotes with separate charges will not be accepted.

#### Billing

The billing address is City of Warrensville Heights, 4743 Richmond Road, Warrensville Heights, Ohio 44128; Attention: Accounts Payable

#### **RESERVATION OF RIGHTS**

The City of Warrensville Heights reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

All questions regarding this Request for Proposals should be submitted in writing by 12:00 p.m. EST. on Friday, October 20, 2023.

Kelli Wilson  
Chief of Staff  
City of Warrensville Heights  
[kwilson@cityofwarrensville.com](mailto:kwilson@cityofwarrensville.com)