

Request for Proposals  
for Ground Maintenance  
(snow removal services and weed control)

Inter- County Community Council

207 Main Street

P. O. Box 189

Oklee, MN 56742-0189

Release Date: October 5, 2018

Proposal must be received no later than: Monday October 22, 2018

**INQUIRIES SHOULD BE DIRECTED TO:**

Catherine Johnson

Executive Director

Inter- County Community Council

207 Main Street

P. O. Box 189

Oklee, MN 56742-0189

218-796-5144 ext. 1027

## **I. GENERAL INFORMATION**

### **A. Purpose**

The project consists of furnishing all materials, equipment, labor and transportation necessary to provide snow and ice removal services and weed control at Inter County Community Council, 207 Main Street Oklee MN 56742

### **B. Who May Respond**

All interested parties with necessary equipment and skills.

### **C. Instructions on Proposal Submission**

1. Closing Submission Date

Proposals must be submitted no later than 4:30 pm on October 22, 2018.

2. Inquiries

Questions concerning this RFP should be directed to Catherine Johnson at 218-796-5144 ext. 1027.

3. Conditions of Proposal

All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by ICCC.

4. Instructions to Prospective Contractors

All completed proposals shall be addressed and submitted to:

Inter-County Community Council  
Ground Maintenance RFP  
PO Box 189  
Oklee, MN 56742

It is the responsibility of the Offeror to ensure that the proposal is received by Inter-County Community Council by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

ICCC reserves the right to reject any and all proposals received in response to this RFP.

6. Women and/or Minority-Owned Businesses

ICCC will make efforts to include qualified women and minority businesses in the RFP process and ensure that women and minority businesses are solicited whenever they are potential sources.

7. Notification of Award

It is expected that a decision selecting the successful contractor will be made by November 1, 2018. All Contractors submitting proposals in response to this Request for Proposal will be informed by mail of the name of the successful contractor. It is expected that the contract shall be a one-year contract with options for four additional one-year periods.

## **II. Interested Parties please submit the following:**

- A. Brief history including size, structure and any specialty areas.
- B. Background company data, including references.

- C. Detail of services that will be provided to ICCC.
- D. Response time for requests for services.
- E. Other qualifications you wish the committee to consider.
- F. Fee Schedule
  - Provide a standard fee schedule (per hour rate, monthly rate, or other fee schedule).
- G. Conflict of Interest
  - Disclose of any conflict of Interest.
  - Prior to Commencement of this agreement, a Conflict of Interest form will be required by awarded contractor.
- H. Insurances – Liability & Worker’s Compensation
  - Evidence of Coverage – Prior to commencement of this Agreement, Contractor shall provide a certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.
  
  - Notice of Cancellation – All coverage as required herein shall not be canceled or changed so as to no longer meet the specified Owner insurance requirements without 30 days’ prior written notice of such cancellation or change being delivered to the Owner of their designated agent.

### **III. PROPOSAL EVALUATIONS**

- ICCC will evaluate the proposals based upon the factors listed above and make a decision.
- ICCC will choose the proposal that best fits its needs.
- ICCC is not obligated to award the contract based on cost alone.

### **IV. DELIVERY**

- If the contractor fails to furnish items and/or service in accordance with all requirements, including deliver, ICCC may re-purchase similar items from any other source without competitive bidding. If the vendor is unable to complete delivery in a timely manner they must contact ICCC.

### **V. Other**

Our organization works closely with our business neighbors, the city and the county for snow removal. To respect all parties involved the following guidelines are requested for snow removal:

- ✓ Alleyway needs to be cleaned all the way back to the large garage door.
- ✓ All snow should be piled in one large pile in the back towards the school playground to make it easier for the city to remove the snow.
- ✓ On the north side of the building (by the Gazebo) snow cannot be pushed into the trees.
- ✓ No piles of snow can be left by the curb.
- ✓ No snow can be bowed into the street.
- ✓ Best practice would be to not blow snow on already cleaned surfaces.

*Thank you so much for your interest in doing business with Inter -County Community Council*