

REQUEST FOR PROPOSAL (RFP)

FOR

2022/2023 Snow Removal

September 27, 2022

The Jefferson County Parks & Recreation Commission (hereinafter referred to as JCPRC) requests proposals for Snow Removal. Proposals will be received in the office of the JCPRC, located at

235 Sam Michaels Lane, Shenandoah Junction, WV 25442 until 12:00 pm 10/28/22.

The successful proposer (hereinafter referred to as "Contractor") shall furnish materials, equipment, and labor necessary for performing all work associated with snow removal at JCPRC Facilities named in this RFP.

The Request for Proposal is available at www.jcprc.org, by calling Jennifer Myers or by email request made to jmyers@jcprc.org. JCPRC reserves the right to reject all Bid Proposals, in part or in whole, and to award the Bid to the most responsive and responsible Proposer as deemed in the best interests of JCPRC; further, the right is reserved to waive any formalities or informalities contained in said Bid Proposals.

SCOPE OF SERVICES

The successful Contractor shall provide all materials, equipment, and labor necessary to perform the services noted in this Scope of Services.

SNOW REMOVAL: By 9:00 AM each snow event occurring Sunday through Saturday, the contractor shall remove snow from the Jefferson County Community Center Parking Lot, Sam Michaels Park roads, and all sidewalks abutting the Community Center when it reaches a depth of 3" or more.

In the event that snow continues to fall throughout the day, the contractor shall monitor the snowfall to determine if additional plowing and/or shoveling is required and inform JCPRC of the need to do so.

RECORD KEEPING: The Contractor shall keep and maintain records which will enable JCPRC, as well as the Contractor, to ascertain and determine clearly and accurately the sites that have been plowed or shoveled. The method of record keeping shall be provided by the Contractor and approved by JCPRC prior to beginning the contract. Records shall conform to all applicable federal, state, and local regulations.

The work shall be performed in accordance with all federal, state, and local requirements. The Contractor shall obtain all necessary licensing and shall monitor and perform required regulatory agency reporting associated with the work.

INSURANCE: The Contractor shall provide proof of Worker's Comp insurance, as well as General Commercial liability insurance covering owned-auto liability, as well as property damage liability (one-million-dollar single combined limit). The contractor shall provide a Certificate of Liability Insurance (COI) naming JCPRC as

additionally insured.

ADDITIONAL SERVICES: JCPRC may, in its discretion, request additional services be performed by the Contractor of the type provided for in the Contract. Such additional services shall be documented and billed to JCPRC.