

GENERAL: The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the snow removal services as described in the specifications herein. The required objective is to maintain the facility(s) in such a manner that provides a clean, healthy and safe work environment for occupants and visitors of Crawford County Commission on Aging (COA) owned or leased office facilities.

## DESCRIPTION OF WORK

### 1. SNOW REMOVAL/PLOWING – PARKING LOTS

Contractor shall only provide snow plowing services for snowfalls of two inches (2) or more for all designated parking lots.

The actual time of plowing will be mutually agreed upon between the Director, or designate, and the Contractor. The Contractor must use equipment of sufficient size and type to ensure snow plowing/shoveling is done in a timely and efficient manner. Duration of snow removal MUST NOT exceed two (2) hours. Equipment must be of appropriate size to complete job within allotted time.

Contractor must plow snow from all parking lots so that all parking spaces are continuously available whenever possible.

Any and all damage to parking lot, building, curbs, pavements, shrubs, fences, etc. caused by snow plowing services will be repaired and/or replaced the following spring by the Contractor.

Parking curbs located in parking areas must not be damaged. Upon completion of the plowing season, if these curbs have been damaged, the Contractor will be responsible for replacing/repairing the damaged ones.

When there is an accumulation of six inches (6") or more of snow, duration of snow removal must not exceed four (4) hours. Equipment must be appropriate size to complete job within allotted time.

The Contractor will provide spreading of de-icing material when a snowfall occurs and/or icy conditions exist. Contractor must utilize best judgment when providing spreading of rock salt services in order to prevent slip and falls, assuring that the safety and security of the public and employees are taken into consideration at all times.

NOTE: Spreading of rock salt will be required on a frequent basis, and as often as necessary, and as requested by the Director. De-icing agents will only be used on the parking area and entrance road. De-icing agents will NEVER be used on the sidewalks which are heated. The Contractor and the Director should discuss spreading of rock salt prior to start of snow removal season (or other de-icing material).

The Contractor shall be provided with an alternate list of contacts authorized to approve snow removal activities. The Director will provide this list.

When invoicing, the Contractor must furnish the date(s) of services rendered and include if the services were for a complete or partial plowing of the complex. Invoices are to be submitted listing only the exact services performed and the Contractor must contact the Director, or designate, for verifications of services or payment may not be authorized. Invoices should be emailed to [office@crawfordcoa.org](mailto:office@crawfordcoa.org)

The Contractor will be provided a list of the areas where snow removal activities shall be performed.

The exact number of occasions for snow plowing, shoveling of sidewalks, applications of rock salt and/or ice melt, and snow removal services required are unknown. The Contractor will be responsible to provide these services as described and/or requested. The COA is not obligated to purchase these services in the stated quantities or any other amounts.

Contractor must use continuous care and caution at all times while performing snow plowing, snow shoveling, deicing and snow removal services. Especially when operating heavy machinery near parked vehicles and pedestrians in order to avoid damages to property and personal bodily injury.

## 2. HOURS

All snow plowing, applications of rock salt and/or ice melt, and snow removal services shall be performed between the hours of 6:00 p.m. and 7:30 a.m. (unless specified or requested by the Director). All areas shall be cleared free of snow to the satisfaction of the Director by 7:30am.

On weekends, snow plowing and/or deicing is to be done by 7:30am Monday morning. On holidays, snow plowing and/or deicing is to be done prior to 7:30 am the next working day following the holiday. A list of holidays will be provided.

Contractors must be available to perform services 24 hours per day, seven days per week. The response time of one (1) hour shall apply at all times at the COA's discretion.

The Contractor shall respond to the site with the necessary snow removal equipment to perform the specified duties within one (1) hour of the Director's initial contact.

## 3. REMOVAL OF EXCESS SNOW

Once snow removal activities are conducted as specified above, the Contractor shall, at the discretion of the Director, haul away all excess snow for stock piling.

## 4. DEICING

Upon the request of the Director, the Contractor shall apply rock salt or other ice melting compounds to the automobile parking lot, entrance. Applications, as they are requested, shall be conducted prior to 7:30a.m.

Additional applications of de-icing agents may occur during normal business hours (8:30 a.m. through 4:30 p.m.) at the request of the Director. Contractor must respond to the site within one (1) hour of the Director's initial contact when salting services are requested.

All rock salt and/or ice melt will be provided by the Contractor as part of this contract.

## 5. EQUIPMENT

The Contractor must have equipment and staff necessary to perform the specified services and, in the event of mechanical breakdown of trucks and/or equipment, will be expected to provide backup service so that snowplowing and snow removal services will be performed, as required, according to these Contract specifications.

## 6. SUPPLIES

Contractor must supply all materials. Use only such materials that are approved by the Director, or their designee.

The right is reserved by the COA to accept or reject any materials. Contractor must immediately furnish an acceptable substitute for any item rejected by the COA.

## 7. INSURANCE

Contractor will have present a certificate of insurance naming COA as additional insured. Contractor will carry a minimum of \$1,000,000 liability insurance along with worker's compensation insurance.

Contractor's Work Plan, which must be approved prior to commencement of work, must include the following:

- a. Schedule of operations and personnel expected to complete work on this Contract.
- b. Name(s) of supervisors -24-hour contact telephone numbers and best contact times.
- c. Proof of Insurance as defined above must be provided.
- d. Any misrepresentation by the Contractor of its ability to perform the work described in this Contract will be grounds for immediate termination. In such case, this Contract will be awarded to the next best value bidder who can demonstrate the ability to perform the work.