

REQUEST FOR PROPOSAL

Summit County Service Area #3

Snow Removal Services



SUMMIT COUNTY SERVICE AREA #3

629 E. Parkway Drive, Suite 1

Park City, UT 84098

(435) 500-6226

www.scsa3.org

March 06, 2025

Summit County Service Area #3

Snow Removal RFP

I. PURPOSE

Summit County Service Area #3 (“Service Area”) is accepting competitive sealed proposals for the snow removal from the Silver Creek Estates Roads (all county roads) from the Exhibit A (map of roads) for the following snow removal season: 2025-2026. A recommended pre-bid meeting will be held at the Service Area offices located at 629 E. Parkway Drive for all interested parties Wednesday May 21, 2025 11:00 am MST.

The purpose of this Request for Proposal (RFP) is:

1. to solicit proposals from various candidate vendors;
2. conduct a fair and extensive evaluation based upon criteria listed herein; and,
3. select a candidate who best meets the criteria and will provide a consistent quality service.

The Service Area has an agreement with the Summit County to manage the roads and right of ways within Silver Creek Estates and works within the specifications and requirements of Summit County to maintain the roads.

II. DESCRIPTION OF ORGANIZATION

The Board of Trustees of Summit County Service Area #3 (Service Area) was established on September 8, 1964 (Resolution No. 57) by the Summit County Commission. The Board, which is elected and consists of seven residents, governs the Service Area in accordance with the provisions of Title 17B, Utah Code, including the power to levy a property tax under 17B-1-1002(1)(i)(iii), 17B-2a-902, 17B-2a-903, 17B-2a-904, 17B-2a-905, 17B-2a-907, and 17b-1-306.5, subject, however, to certain exceptions set forth within the Service Area.

III. SPECIFIC SERVICES TO BE RENDERED – The Service Area has identified several key requirements that must be included in a cost of service:

A. The scope of this project is to provide snow removal, sanding rock, and all other snow removal related activities in Service Area #3 (All County Roads) from Exhibit A.

B. Operator shall remove snow from all or part of the agreed upon locations, including sufficient turnouts for safe and efficient use for product transportation and to protect the road.

C. All debris, except snow and ice that is removed from the road surface and ditches shall be deposited away from stream channels.

D. Banks shall not be undercut and no surfacing material will be bladed off the road.

E. Ditches and culverts shall be kept functional during operations and upon completion of operations.

F. Operator shall space, construct, and maintain drainage holes in the dike of snow or berm caused by snow removal operations as directed by the Service Area. Drain holes shall be placed to obtain surface drainage without discharging on erodible fills. These drainage holes will be marked.

G. Snow removal shall be controlled to identify the usable traveled way having roadbed support. This distance will be maintained to a 22-foot minimum. Over width plowing shall be reshaped as necessary to define the usable width.

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H. Minimum equipment requirements to be onsite during season are 2 qty-14' road graders, 2 qty- sander equipped vehicles and 1 qty- front Loader.

I. Operator may use any type of equipment to remove snow providing:

- The equipment is of the size and type commonly used to remove snow and will not cause damage to the road. All equipment used will be in compliance with the commercial road use rules.
- All equipment used to plow snow from roads having a bituminous surface course shall be of the rubber-tired type, and blades used on such equipment shall be fitted with shoes or runners to keep the blade a minimum of 2 inches above the road surface. When there is slush present on the roadway presenting a significant safety hazard, equipment without shoes or runners may be employed to remove the slush, providing the equipment has a floating blade and cause no damage to road surface. At no other time will blade without shoes or runners be employed on the Service Area to insure adequate protection of all road type surfaces.

J. Where the plowed route intersects adjacent trails, access to these routes shall be shaped (ramped) so as to provide safe passage for snow grooming equipment on the plowed route.

K. Operator shall allow equal access to said area for all winter recreation purposes.

L. Transportation and staging of roughly 1,000 yards of sanding grit to meet UDOT spec for highway travel.

M. Operator shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this RFP including but not limited to taxes, wages, and state and federal income tax withholdings.

N. Operator shall invoice the Service Area weekly for costs incurred for snow removal work in the designated area during the snow season of November 1, 2025 through April 30, 2026 or the winter operating dates of the area, whichever is less in accordance with funds available.

O. Each invoice shall be itemized and include a detail of the work accomplished, the dates and time of day of snow removal, equipment used with start and end meter reading (hour reading or odometer) and hourly rate of each piece of equipment. All invoices are to be submitted to the Service Area within thirty (30) days after the end of the month in which the work is performed with the final invoice for each winter season presented no later than April 30.

P. Operator shall have in force public liability insurance covering (1) property damage in the amount of one hundred thousand dollars (\$100,000), and (2) damage to persons in the minimum amount of one million dollars (\$1,000,000) in the event of death or injury to one individual, and the minimum amount of three million dollars (\$3,000,000) in the event of death or injury to more than one individual.

Q. Operator shall include Summit County Service Area #3, its officers, agents, and employees, as additional insured on insurance policies issued for the work described in this RFP, or furnish an additional insured endorsement naming the same as additional insured to operator's existing public liability and property damage insurance.

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R. Alternate pricing- Please provide cost for UDOT road salt. This product can not be stored onsite within Summit County Service Area #3. Please take into account all necessary needs and cost related to this item as an alternate.

IV. GENERAL REQUIREMENTS - Firms submitting a proposal shall meet the following requirements:

The staff that the Operator intends to assign to this project should be of sufficient size and have the experience and background necessary to manage a project of this scope. The equipment of the Operator shall be of the scope described in "III H".

V. QUESTIONS

Questions regarding the requested services or the contents of this RFP must be submitted in writing by 12:00 noon on June 2, 2025 and directed to the individual listed in the "VII. CORRESPONDENCE" section. All questions will be answered and copies of both the question and answer will be disseminated to all RFP recipients.

VI. CORRESPONDENCE

All correspondence, including proposals, is to be submitted to:

Summit County Service Area #3
Snow Removal RFP
John O'Brien, General Manager
629 E. Parkway Drive, Suite 1
Park City, UT 84098
(435) 500-6226
Email: gm@scsa3.org

The email address may be used to submit questions only. PROPOSALS WILL NOT BE ACCEPTED BY EMAIL OR FACSIMILE.

VII. PROPOSAL TIMELINE

Release RFP: March 06, 2025
Pre-bid meeting: Wednesday May 21, 2025 11:00 am MST
Deadline for Submission of Questions: June 2, 2025, 12:00 pm MST
Deadline for Proposals: June 5, 2025, 5:00 pm.
Tentative Date for Notification of Award: June 30, 2025

VIII. FORMAT FOR PROPOSAL

Respondents are required to mail 3 (three) copies of their proposal to the address listed in section VII by the above deadline. Responses must be complete and presented in the format detailed below. Failure to meet any of these requirements may cause the response to be rejected. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation if it is considered by the Service Area to be immaterial or inconsequential.

A. Transmittal Letter: General introduction and brief statement that the proposer's understanding of the services to be performed; a positive commitment to perform the service within the time period specified;

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- B. Name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.
- C. Firm Qualifications and Staff Experience: Describe your firm's in-house capabilities to perform the requested work.
- D. Similar Engagements with Other Government Entities: Provide a list of not less than three client references for which services similar to those outlined in this RFP have recently been provided. For each reference listed, provide the name of the organization, address, and telephone number of the person responsible within the reference's organization.
- E. Rates by Partner, Supervisory and Staff: The cost proposal shall include detailed information regarding the staffing level and the hourly rate of each.
- F. Rates by Equipment: The cost proposal shall include detailed information regarding the cost of equipment by type on an hourly basis.
- G. Additional Services: If it should become necessary to request additional services, such additional services shall be performed at the hourly rates for key personnel listed in the response to this proposal. The proposal shall identify any subcontracting firms to be used to for this service.
- H. Insurance Requirements: During the entire term of its engagement, the Operator agrees to indemnify, defend and hold harmless the Service Area and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from the Contractor's acts, errors or omissions and for any costs or expenses incurred by the Service Area on account of any claim therefore, except where such indemnification is prohibited by law. The Firm also shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:
1. Workers' Compensation – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of Utah.
 2. Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000) and \$3,000,000 in the aggregate.
- I. Proof of Coverage: The Operator shall furnish certificates of insurance to the Service Area evidencing the insurance coverage prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) day written notice to the Service Area. The Operator shall maintain such insurance from the time the Operator commences performance of services hereunder until the completion of such services.
- J. Budget: As part of the agreement SA#3, maximum costs incurred in one operating season will not exceed \$200,000.00. All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as 1) one time or non-recurring costs per month or 2) time and material recurring costs. Pricing should be listed for each individual piece of equipment, including operator
- K. Proprietary Information: All responses and materials submitted become property of the Service Area and are subject to the Utah Public Records Act, provided

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that proposers must mark any proprietary information contained in their proposals that are not to be disclosed to the public or used for purposes other than the evaluation of the proposals. A dedication must accompany the proposal stating the reasons the information should not be disclosed. Any proposal that is marked confidential in its entirety will be questioned. Pricing and service elements of the successful proposal will not be considered proprietary. All materials will also become the property of the Service Area and may only be returned at the Service Area's discretion.

IX. EVALUATION

A. Evaluation Criteria: An evaluation and selection committee will consider all responsive proposals and rank the proposals pursuant to the criteria listed below. The committee will notify responders whose proposals are eliminated during the process in writing. Proposals will be evaluated in accordance with the Utah Procurement Code and pursuant to the following:

B. Evaluation Process:

1. The evaluation committee will review all proposals that the Service Area timely receives and will eliminate all proposals that are not responsive or do not otherwise comply with the requirements of this RFP.

2. A 100 point scale is used to evaluate the three (3) main parts of the proposal response. Typically, the percentage allotment is:

- i. Technical 50% - 50 points
- ii. Experience 30% - 30 points
- iii. Cost 20% - 20 points

3. The evaluation committee will evaluate and score any proposals that it does not eliminate in accordance with the criteria listed above.

4. If necessary, the evaluation committee will conduct discussions with responders in person or by telephone and may adjust the scores awarded under phase 2, if justified. If the evaluation committee determines, in its sole discretion, that discussions are unnecessary, it may accept proposals without discussions.

5. The evaluation committee will select the highest scoring proposal, provided, however, that the Service Area reserves the right in accordance with the Utah Procurement Code to award the contract to a responder that scored lower than the highest scoring responder, if based on cost-benefit analysis required by the Utah Procurement Code, the highest scoring responder will not provide the best value to the Service Area.

C. Contract: Pending successful negotiations, the Service Area will award a contract to the responder whose proposal is the most advantageous to the Service Area in accordance with the Utah Procurement Code.

X. PROPOSAL CONDITIONS

Responses to this Request for Proposal must be submitted in a sealed envelope or container stating on the outside: Vendor Name, Address, Telephone Number and "RFP for Snow Removal Services." The Service Area realizes that conditions other than price are important and will, therefore, award this agreement based on the proposal that best meets the needs of the Service Area. The Service Area may reject any or all proposals, any portion of a proposal, and may waive any informality or immaterial irregularities in a

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proposal. The final authority to award an agreement as a result of this RFP rests solely with the General Manager of the Summit County Service Area #3.

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EXHIBIT A

MAP OF SUMMIT COUNTY SERVICE AREA #3

