

**REQUEST FOR PROPOSAL
FOR SNOW REMOVAL IN PMROA**

A. Statement of Purpose

The Pine Meadows Ranch Owners Association (PMROA) is seeking a single contract for removal of snow for the 2018-19 winter season not to extend beyond July 31, 2019.

All interested must submit a detailed proposal for services no later than Sunday, November 4, 2018 at 5pm (see instructions below on how to submit proposal).

B. Background Information

The Pine Meadows Ranch Owners Association (PMROA) serves as the oversight body for Pine Meadow Ranch and Forest Meadow Ranch, roughly 850 privately owned lots, ranging in size from 1/2 to 10 acres. The majority of snow removal for roads across PMROA is managed by small groups of local residents and a smaller portion of snow removal for roads across PMROA is managed by this HOA. A fraction of the roads (approximately 5 miles) managed by PMROA will be contracted out for the 2018 winter season.

C. Tasks to be Accomplished

The Pine Meadows Ranch Owners Association (PMROA) is seeking to contract for the removal of snow from November 1, 2018 through July 31, 2019.

I. There are two (2) routes for which the PMROA is seeking bids:

Along Forest Meadow road between Junction Court and Arapaho Rd as well as for removal of snow along Arapaho Rd between Forest Meadow Rd and the Pine Meadows Ranch Winter Parking Lot (see **EXHIBIT I**).

1. *Prepare roads for safe snow removal*

1.1. *Timeline: November 1, 2018 through July 31, 2019*

1.2. *Outcome: Conspicuously mark fire hydrants, culverts, power boxes and other roadside obstacles with high visibility markers to prevent damage to snow removal equipment. Hydrant markers should be identifiable as such, and markers must be removed in the spring after the thaw. An example of acceptable markers include 8-10' tall PVC piping (painted to designate fire hydrants where applicable).*

2. *Plow snow off sides of roads when snow accumulation is greater than six (6) inches.*

2.1. *Timeline: November 1, 2018 through July 31, 2019*

2.2. *Outcome: Maintain roads free from snow accumulation with a sufficient amount of snow left on the roadway for snow machines to travel, if practical.*

2.3. *Outcome: Remove snow from roadways to an existing drainage ditch in order to provide for drainage in the spring runoff.*

4. Widen roads when snow banks accumulate.
 - 4.1. *Timeline: November 1, 2018 through July 31, 2019*
 - 4.2. *Outcome: Maintain width of roads not less than the width of two (2) standard vehicles and when limited by the width of the road, at least the width of a standard vehicle*
5. *Maintain roads for adequate drainage*
 - 5.1. *Timeline: November 1, 2018 through July 31, 2019*
 - 5.2. *Remove snow and slush from the roads into to drainage ditches on the side of roadways to facilitate runoff away from road surfaces. When specified by the PMRHOA or the Area, roads will be cleared down to gravel to allow them to dry.*

Summary of Deliverables

All deliverables are to be maintained throughout the aforementioned time frame (11/01/18-07/31/19).

1. *Mark roads for safe snow removal*
2. *Maintain snow removal according to above guidance*
3. *Maintain width of roads according to above guidance*

D. Contract Details

- The length of the contract is to span from November 1, 2018 and terminate on July 31, 2019 with an option to renew for the following winter season.
- Sub Contractor Insurance Requirements (based on PMR General Liability Insurance Policy):
 - The PMROA requires the contractor to maintain a minimum of a liability policy (\$2,000,000 per occurrence /\$3,000,000 aggregate)
 - The Sub-contractor will need proof of workers compensation coverage.
 - The Sub-contractor will need to provide a general liability certificate.
 - The Sub-contractor will need to provide proof of payment for 1 year from their insurance company/agent.
- See attached Map detailing routes (Google Map)

E. How to Submit a Proposal

Please electronically submit detailed proposal to PMROA no later than Sunday, November 4, 2018 to the Pine Meadow Ranch Owners Association (PMROA) by sending email to kgcs@utahweb.com.

Please be sure to include the following:

1. *Equipment you plan to use for snow removal and road widening.*
2. *A summary of your recent and relevant experience.*
3. *A firm estimate of the fees to be charged.*
4. *Resumes of all individuals who would be involved in the removal of snow.*

5. Include proof of workers compensation coverage.
6. Include a general liability certificate and include proof of payment for 1 year from their insurance company/agent.
7. *Names, phone numbers, and email addresses of at least three individuals who have been your clients during the last eighteen months and whom we can contact as references.*