

**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 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) for the 2020-2021 winter season not to extend beyond May 31, 2021.

All interested must submit a detailed proposal for services no later than September 30, 2020 at 5pm (see instructions below on how to submit proposal).

B. Background Information

PMROA serves as the oversight body for Pine Meadow Ranch, roughly 850 privately owned lots, ranging in size from 1/2 to 10 acres. Snow removal for the main entrance/egress road within the neighborhood is managed by this HOA. A secondary entrance/egress route (approximately two and a half miles) requires snow removal and will be contracted out for the 2021 winter season.

C. Tasks to be Accomplished

PMROA is seeking to contract for the removal of snow from November 1, 2020 through May 31, 2021, 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**).

Task 1. Prepare roads for safe snow removal

Timeline: November 1, 2020 through May 31, 2021

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).

Task 2. Plow snow off sides of roads when snow accumulation is greater than six (6) inches. Timeline: November 1, 2020 through May 31, 2021

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

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

Outcome: Begin clearing roadways by 5:00am on snow days and use commercially reasonable best efforts to accommodate early and/or late road use during and immediately after snow storms

Task 3. Widen roads when snow banks accumulate.

Timeline: November 1, 2020 through May 31, 2021

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

Task 4. Maintain roads for adequate drainage

Timeline: November 1, 2020 through May 31, 2021

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 (11/01/20-05/31/21).

- 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, 2020 and terminate on May 31, 2021 with an option to renew for the following winter season.
- Subcontractor 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 subcontractor will need proof of workers compensation coverage.
 - The subcontractor will need to provide a general liability certificate.

- The subcontractor will need to provide proof of payment for 1 year from their insurance company/agent.
- Attached Map detailing route (Google Map)

E. How to Submit a Proposal

Please electronically submit detailed proposal to PMROA no later than September 30, 2020 at 5pm to the Pine Meadow Ranch Owners Association by sending email to bid@pinemeadowranch.org.

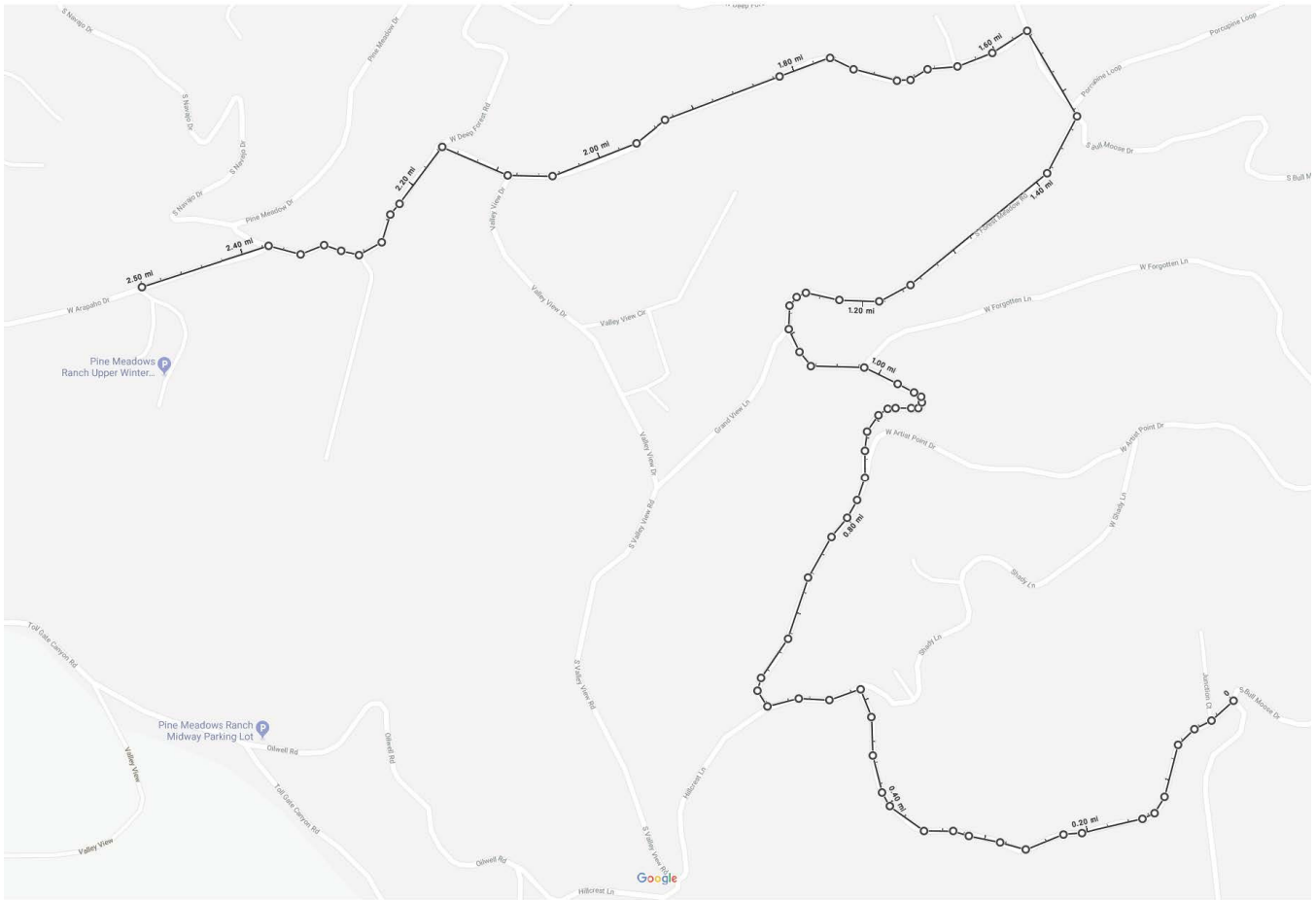
Please be sure to include the following:

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.*

We will contact eligible candidates by October 15, 2020.

Exhibit I

Google Maps HD\ Snow Removal Rte #2 (Upper HM to Winter Lot) 2.5mi



Measure distance
Total distance: 2.50 mi (4.02 km)