

**Town of Star Valley Ranch Snow Plowing/Removal Statement of Work  
for 2023/2024 Snow Removal Season  
Request for Proposals**

**1. Request for Proposal Summary:**

The Town of Star Valley Ranch desires to enter into an independent contractor agreement for private snow removal services for several areas within the municipality. The Town Public Works Department will be providing primary snow removal services to the Town. The snow removal services described in this request for proposal are intended to augment overall snow removal services conducted within the Town. The Town will contract with the successful Bidder(s) to provide these services starting November 1, 2023 through March 31, 2024 (period of performance).

**2. Snow Plowing/Removal Services Required by this Request for Proposal:**

The independent contractor will mobilize to perform snow removal services when conditions warrant, typically when four (4) or more inches of snow have accumulated and will complete clearing of the contracted locations prior to 8am in the instance of overnight snowfall of 4 inches, or more.

Roads will be plowed to a width of twenty-four (24) feet without disturbing the road surface.

The independent contractor will be required to mark the road right-of-way as soon as practical after any contract award (but not later than November 10, 2023) with snow stakes to guide plowing activities during the period of performance.

Where possible, snow berms should be plowed on the opposite side of the street from actively used driveways. Snow shall be plowed forward into existing road rights-of-way unless otherwise specified. The independent contractor is responsible for assuring that a snow storage area is reserved for future snow events.

In accordance with existing Town ordinance, no vehicles are authorized to be parked on Town roadways thereby ensuring roads are clear of cars, trailers or any other mobile obstructions when plowing is required. In the event, there is a mobile obstruction on the road to be plowed, the independent contractor will NOT plow the affected road and will notify the Town Public Works Director. The Town will have the obstruction cleared and then request the independent contractor to mobilize a second time to plow the previously obstructed road.

No snow may be left in any road cleared by the Town Public Works Department.

The following locations are identified as the areas within the Town covered under this request for proposal for the 2023-2024 season:

1. Star Valley Ranch Town Hall Parking Lot (171 Vista Drive)
2. Star Valley Ranch Town Hall sidewalks<sup>1</sup> (171 Vista Drive)
3. Brambleberry Drive, Barberry Way, Brushwood Drive, Holly Drive, Lilac Drive, Sage Way, Scrub Oak Drive, and Tumbleweed Lane within the Town of Star Valley Ranch

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<sup>1</sup> Request for proposal services for Town Hall sidewalks shall include removal of snow from all sidewalk and step surfaces along with application of deicing treatments as needed to prevent ice build-up and ensure walkways are not slippery.

4. Town of Star Valley Ranch First Response Center and Winter Parking area (across from Town Hall at the northeast corner of Vista Drive and Vista East Drive)

**3. Insurance Coverage:**

The Town will require the successful independent contractor(s) to show adequate insurance coverage for the services being provided. The Town requires that they be added as an additional insured on the independent contractor's insurance policy. The following are the minimum insurance amounts to be provided by the independent contractor: *General Liability, \$100,000.00 per occurrence and unlimited aggregate (or a minimum of \$1,000,000)*

**4. Damage to Town and Private Property:**

Extreme care shall be exercised by the independent contractor to avoid damaging vehicles, trees, shrubs, plants, buildings, fences, drains, water utilities, or pavement. Many of these features will be adjacent to or under snow clearing operations. Features damaged or destroyed in the prosecution of the work shall be repaired or replaced as directed at no expense to the Town. Snow being blown or otherwise removed from an area should not be blown toward windows or buildings, and where possible should not be piled against buildings or other structures, including fences.

**5. Inspection:**

Services rendered are subject to Town inspection during the independent contractor's operations and after completion of snow plowing/removal tasks. Any defective or unaccomplished work will be brought to the attention of the independent contractor by the Town Public Works Director within 24 hours. The independent contractor shall meet with the Town Public Works Director to discuss the work in question within 48 hours after notification of faulty performance.

**6. Price Proposal Format and Proposal Submittal Date:**

Interested bidders are requested to submit the following information for each mobilization for each of the areas listed above:

- Equipment to be used
- Hourly rate for operation of equipment to be used, including equipment charge, fuel, and manpower
- Reasonable estimate of time required to plow each area
- A lump sum cost proposal for each area may be submitted in lieu of hourly rates.
- A lump sum cost proposal for all identified areas inclusive may also be submitted.

It is understood by the Town that a contractor will, if selected to complete the requested work, incur certain expenses in order to meet the requirements of this Request for Proposals. The Price Proposal may include a Base Bid amount to be paid by the Town upon approval of the Snow Plowing Services Contract explained below. No additional payments will be made to the contractor until after snow plowing services completed equal or exceed the Base Bid amount based upon the hourly rate or lump sum cost contained in the contractor's Price Proposal.

Price Proposals are to be submitted to the Town of Star Valley Ranch Clerk, 171 Vista Drive, #7007, Star Valley Ranch, WY 83127 in a sealed envelope marked as "TSVR Snow Removal Services 2023-2024". Price Proposals may be submitted directly to the Town Clerk in Star Valley Ranch. All Price Proposals are due to the Town Clerk by noon on Friday, September 29, 2023. Pricing proposals submitted should be firm and fixed through March 31, 2024. [See Appendix A to this RFP for additional Proposal content requirements.]

The Town reserves the right to reject any and all bids and to waive informalities. The Town may readvertise for bids, postpone, or cancel approval or acceptance of bids received. After review of bids the Town may select some but not all areas for inclusion in a snow removal contract, unless a lump sum bid is received and approved.

**7. Snow Plowing Services Contract:**

The successful independent contractor will enter into a contract with the Town to supply the services described in this RFP. This contract is not available for review with the RFP, however, will be forwarded to a successful independent contractor for their review and negotiation.

**8. Multiple Award of this RFP:**

Then Town reserves the right to select more than one successful independent contractor to this RFP. [Refer to Appendix B of this RFP.] The Town desires to mitigate the risk associated with awarding all the plowing/removal scope of work to a single independent contractor. However, an independent contractor may describe a Resource Plan in their response to this RFP, that addresses the issues with equipment breakdown or personnel sickness which would assure the Town that uninterrupted snow plowing/removal services could be provided. The Resource Plan is not a requirement to submit a proposal to this RFP.

The successful independent contractor will be responsible to submit invoices for services provided to be reviewed by the Town Public Works Director no later than the 20th day of each month. The Town of Star Valley Ranch approves and disperses payments on a monthly basis.

## **Appendix A: Additional Proposal Content Requirements**

In addition to the price proposal format requirements specified in paragraph 6 above, the following additional content shall be provided in any proposal submitted:

- Title page: include the name of Proposer's primary contact with mailing and e-mail addresses, telephone and fax numbers.
- Qualifications of Proposer: provide a summary of experience with similar contract work.
- Project References: include contact name, address, phone number and e-mail address for at least three (3) references for past similar work.
- General Information: provide any additional information you feel would be useful during the review process.
- All Proposals are to be printed on an 8.5 x 11 page format, labeled as follows: "Proposal - TSVR Snow Removal Services 2023-2024".

**Appendix B: Selection Process**

The selection (if any) will be based on information provided in the Proposals. A Selection Committee (comprised of the Town Council, Town Clerk and Town Public Works Director) will review all submittals and rank the Proposals based on the snow plowing/removal services required and as outlined in this RFP. Any individuals or firm selected for further consideration may be asked to submit additional information or participate in a post-Proposal interview. A contract will be negotiated with the selected individuals/firm.