

October 12, 2017

Dear Vendor,

The Valparaiso Planning Department is requesting proposals from contractors for snow removal and ice treatment for the Village Station ChicaGo Dash parking lot (located 260 Brown Street) and the City's nine (9) V-Line bus shelters. In addition to those properties, the City is also seeking snow removal at 406 Don Hovey Drive where the City's fleet of public transportation buses are stored and the new ChicaGo Dash parking lot at 260 Brown Street.

**Bid #1: ChicaGo Dash Station parking lot (approximate address: 260 Brown Street)**

This area to be plowed is about 1.5 acres, which includes the new ChicaGo Dash parking lot (including drive lane/alley), the sidewalks on the North side of Brown Street in front parking lot, up to the CSX Railroad Tracks and around the bike lockers. A map defining the area is attached to the request for proposals. There are two entry drives into the parking lot from Brown Street. Please show separate prices for the following items (see attached Proposal Form):

1. removal of snow in the ChicaGO Dash Parking Lot as designated in **Exhibit D**
  - a) Estimated time to complete job after a 2" snow
  - b) Estimated time to complete job after a 2" snow
2. flat monthly fee (November 2019 through March 2020) for the maintenance of the Transit Campus for snow and ice removal and melting.

Removal of the snow is to be done when more than 2" of snow has fallen. Snow can be piled along the North end of the parking lot, away from the ChicaGo Dash Office and bike lockers. The parking lot and sidewalks are to be cleared by 5:00 a.m. and/or 6:00 p.m. so as to allow for clear passage of City buses during morning departures and evening arrivals.

**Bid #2: V-Line Bus Shelters**

The area to be plowed is the area within the bus shelter, the landing pad, a path directly in front of the shelter leading to the curb, and the sidewalk to the nearest driveway or street if one exists within one hundred (100) feet of the shelter. Snow must be removed at the bus shelters so as to make the shelter and bus accessible from the sidewalk for boarding/unloading purposes.

Frequency

Removal of the snow is to be done either on an upon-request basis or after snowfalls of 2" or more. The frequency shall be determined by the City once a proposal has been selected and before entering into a contract with the vendor. For this reason, the City is requesting that proposals contain both a cost proposal for upon-request snow removal and a flat monthly fee encompassing all nine shelters. The upon-request option should be on a cost per bus shelter basis. The flat rate monthly option should be a flat cost for all nine shelters.

Locations

This proposal encompasses the nine V-Line bus shelters in Valparaiso. Their approximate addresses are below and a photo of most shelters is attached in Exhibit A.

| <b>Shelter Name</b>        | <b>Approximate Address</b> |
|----------------------------|----------------------------|
| Indiana and Michigan North | 202 Indiana                |
| Indiana and Michigan South | 202 Indiana                |
| Housing Opportunities      | 2001 Calumet Ave           |
| Town and Country           | 1605 Calumet Ave.          |
| Vale Park/K-Mart           | 907 Vale Park Road         |
| Burger King                | 2921 Calumet Ave.          |
| Wall St.                   | 606 Wall St.               |
| Andover                    | 356 Andover Dr.            |
| HealthLinc                 | 1001 Sturdy Rd.            |
| Valplayso                  | 1400 E Glendale Blvd.      |

Please show separate prices for the following items (see attached Proposal Form):

1. Bus Shelters (by request) rate: removal of snow from the sidewalk/shelter (cost per shelter)
  - a) Estimated time to complete snow removal and ice melt at ONE shelter after a 2” snow
  - b) Flat rate per shelter for on-demand snow removal and ice melt
2. Bus Shelters flat monthly fee: (November 2019 through March 2020 for the maintenance of the bus shelters for snow and ice removal and melting

**Bid #3 Transit Campus (406-408 Don Hovey Dr)**

The area to be plowed is a drive lane from the Northwest corner of the property to the two garages where vehicles are stored overnight. Starting at the entry gate, vendor will plow a drive lane to the two garages to allow for buses to enter/exit the property. A map showing the approximate areas to be plowed is attached as **Exhibit C**. The building labeled ‘V-Line Garage’ should be plowed up to the garage doors on the south side of the building. The building labeled ‘Dash Garage’ should be plowed up to the north garage door, a path leading to/from the south door. These areas are shown on **Exhibit C**. Vendor will be given access to the facility either through the use of a gate remote or the facility will be unlocked prior to snowfalls. The total area for snow removal is less than .67 acres.

1. removal of snow in the Transit Campus as designated in **Exhibit C**
  - a) Estimated time to complete job after a 2” snow
  - b) Estimated time to complete job after a 2” snow

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2. flat monthly fee (November 2017 through March 2018) for the maintenance of the Transit Campus for snow and ice removal and melting

Removal of the snow is to be done when more than 2" of snow has fallen. There is ample space for snow to be piled on the property. Vendor should make an effort to avoid piling snow near adjacent buildings on the campus. The pathways are to be cleared by 5:00 a.m. and/or 6:00 p.m. so as to allow for clear passage of City buses during morning departures and evening arrivals.

Other activities and entities utilize the property in addition to the City. Any snow removal by other contractors and/subcontractors are in addition to the snow removal scope found in **Exhibit C** and do not exempt the contractor awarded this bid from performing their required duties.

Snow removal at this property should not interfere with the time requirements of **Bid #1** for ChicaGo Dash Parking Lot.

#### Additional Requirements

In order to be eligible for this work your company must be registered with the City of Valparaiso (available at <http://www.ci.valparaiso.in.us/DocumentCenter/Home/View/1448>). Please include your certification confirmation with your proposal. If you are not presently registered, a copy of an application is available at City Hall. Please call 219-462-1161 if additional information is needed.

In addition to registration, you must provide proof of insurance with the following coverage: Commercial and Auto Vehicle Liability with minimum of \$1 million per occurrence and a certificate of liability insurance. The City must be named as an additional insured to the above insurance. Both of these certifications must be included with any new application for registration with the City of Valparaiso.

Before being awarded a contract, the selected contractor will be required to complete a w-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>) and an Employment Eligibility Verification form (attached).

Proposals will be accepted at City Hall, 166 Lincolnway. Please mark envelope "V-Line/DASH Snow Removal." Deadline for submission is **3:00 p.m. local time on Thursday, October 25th, 2019**. The City reserves the right to reject any proposal submitted after the deadline.

All proposals will be opened by the Valparaiso Planning Department. Winning proposal shall be selected and notified by the Planning Department within ten days of the submission deadline. The City reserves the right to reject all bids.

Please contact the Planning Department at 219-462-1161 if you have any questions.

We look forward to receiving your bid.

Don Lorntzen -Transit Manager

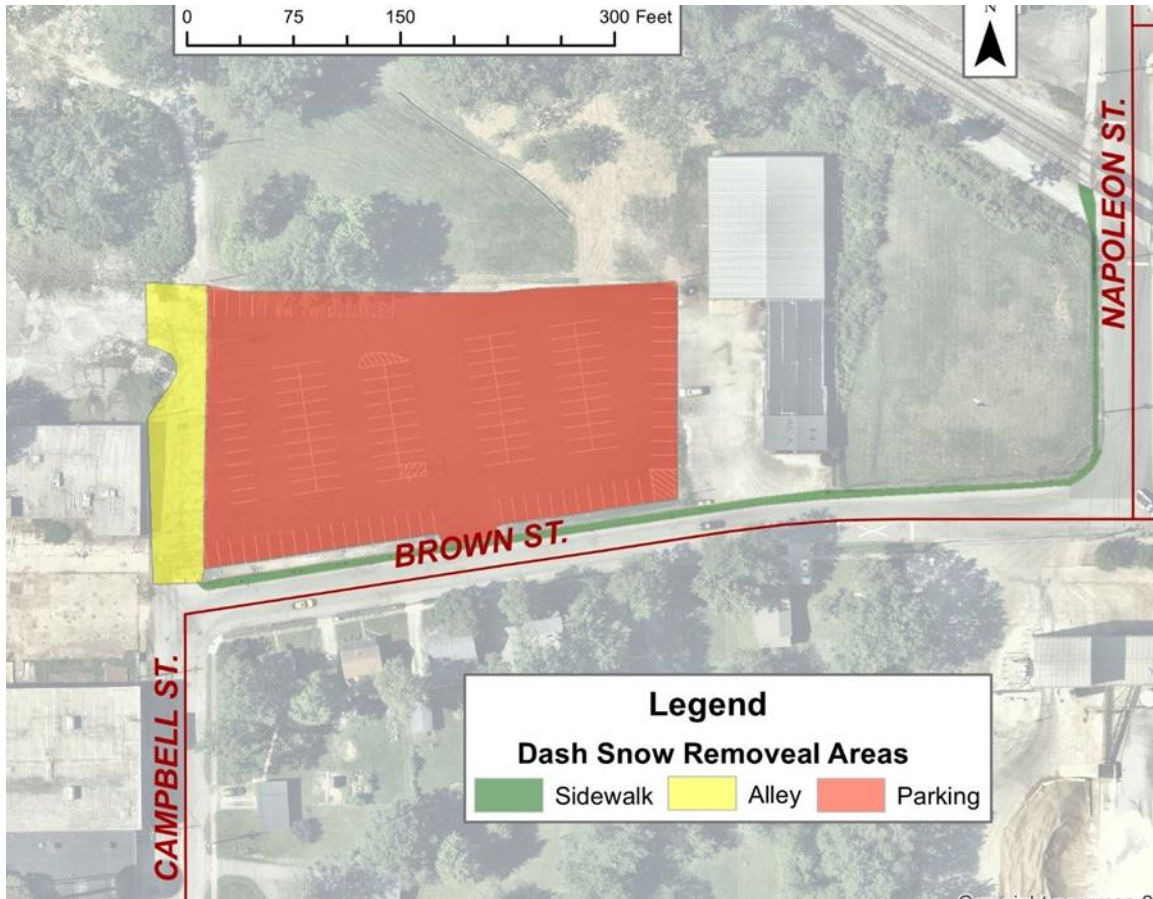


Exhibit A – Dash Parking Lot

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Honestly Accountable Surprisingly Responsive Boldly Proactive Creatively Frugal Respectfully Compassionate

**Exhibit B - Photos.**



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## Indiana and Michigan Transfer Shelter



## Valplayso Park Bus Shelter and transfer location.





**Exhibit C – Transit Campus Snow Removal Area**



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**Appendix \_\_\_\_\_**

**Employment Eligibility Verification**

\_\_\_\_\_ (“Contractor”) affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

Contractor shall enroll in and verify the work eligibility status of all its newly hired employees through the Federal E-Verify program (<http://www.uscis.gov>) as defined in IC 22-5-1.7-3. Contractor is not required to participate should the Federal E-Verify program cease to exist. Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien.

Contractor shall require its Subcontractors, who perform work under this contract, to certify to Contractor that the Subcontractor does not knowingly employ or contract with an unauthorized alien and that Subcontractor has enrolled and is participating in the Federal E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of this agreement with the contractor and during the term of any subsequent contract with a subcontractor performing work under this agreement.

The Contractor understands that the City of Valparaiso, Indiana or the Valparaiso Redevelopment Commission may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

Company:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

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