

**REQUEST FOR PROPOSALS**  
**As Needed Snow Removal**  
**For the Benton-Franklin Counties Juvenile Justice Center (Counties)**

OWNER: Benton-Franklin Counties Juvenile Justice Center

SUBMIT TO: Maria Loera  
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PROPOSALS DUE BY: **Friday, September 9, 2016 @ 5:00 PM**

**REQUEST FOR PROPOSAL:**

Benton-Franklin Counties Juvenile Justice Center is soliciting proposals for as-needed snow removal/deicing in designated parking lots. Snow plowing will begin after (2) inches of snow has accumulated. The contract will begin upon execution by the Counties and shall expire on June 30, 2018.

**WALK THROUGH:**

You may contact Jim Stedman at (509) 737-2741 if you are interested in scheduling a walk-through prior to submitting a proposal.

**SCOPE OF WORK:**

The Benton-Franklin Counties Juvenile Justice Center requires the Contractor to complete a contract for as-needed snow removal/deicing of designated parking lots. Unless otherwise stated, the Contractor shall furnish all labor, supervision, materials, tools, construction equipment, transportation, and other items of work and costs necessary to complete the specified work.

The intent of this specification is to have the Contractor perform all services defined in the scope of this work and not subcontract specific services. The Contractor shall be available for additional work over and above the scope of the contract. Contractor will not proceed with any additional work without written permission from the Facilities Supervisor and shall complete work as expeditiously as possible after receiving approval.

**EMERGENCY RESPONSE:**

Contractor must respond to emergency service calls within one (1) hour after notification, and arrive on site within four (4) hours. Maximum 24 hour response time for non-emergency service calls or as arranged with the Benton-Franklin Counties Juvenile Justice Center.

**PERSONNEL:**

The Contractor shall use trained personnel in their direct employment.

## BID REQUIREMENTS:

- Provide a price for snow plowing and de-icing of designated parking lots based on snow accumulation.

## LICENSES:

All bidders shall have a current Contractor's license for the State of Washington and any special license, if applicable, for work to be performed.

## INSURANCE LIMITS:

The Contractor shall obtain and continuously maintain the following insurance:

**Workers Compensation:** Contractor shall comply with all State of Washington workers compensation statutes and regulations. Prior to the start of work under this Contract, workers compensation coverage shall be provided for all employees of Contractor and employees of any subcontractor or sub-subcontractor. Coverage shall include bodily injury (including death) by accident or disease, which arises out of or in connection with the performance of this Contract. Contractor shall submit a copy of its certificate of coverage from the Department of Labor and Industries prior to commencement of work. Except as prohibited by law, Contractor waives all rights of subrogation against the Counties for recovery of damages to the extent they are covered by workers compensation, employers liability, commercial liability or commercial umbrella liability insurance. If Contractor, subcontractor, or sub-subcontractor fails to comply with all State of Washington workers compensation statutes and regulations and Counties incurs fines or is required by law to provide benefits to or obtain coverage for such employees, Contractor shall indemnify the Counties. Indemnity shall include all fines, payment of benefits to Contractor or subcontractor employees, or their heirs or legal representatives, and the cost of effecting coverage on behalf of such employees. Any amount owed to the Counties by Contractor pursuant to the indemnity agreement may be deducted from any payments owed by Counties to Contractor for performance of this Contract.

**General Liability Insurance:** Contractor shall maintain commercial general liability coverage (policy form CG0001 or equivalent) to protect the Contractor from claims for wrongful death, bodily injury, personal injury and property damage, which may arise from any actions or inactions under this Contract by Contractor or by anyone directly employed by or contracting with Contractor. Such limits of liability of insurance shall have per project general aggregate provisions and shall not be less than the following:

\$2,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury and Advertising Injury  
\$1,000,000 Each Occurrence

Contractor shall also provide Stop Gap Employer's Liability Insurance coverage with minimum limits as follows:

\$1,000,000 Each Accident  
\$1,000,000 Policy Limit for Disease  
\$1,000,000 Each Employee for Disease

**Automobile Liability:** The Contractor shall maintain business automobile liability insurance with a limit of not less than one million dollars (\$1,000,000) per accident, using a combined single

limit for bodily injury and property damages. Such coverage shall cover liability arising out of “any auto”. Contractor waives all rights against the Counties for the recovery of damages to the extent they are covered by business auto liability. Contractor shall cause the carrier for its automobile liability policy to execute a waiver of subrogation in favor of the Counties.

#### BONDS:

Upon written notice of award, a performance bond and a separate labor and materials payment bond with sufficient sureties acceptable to Benton and Franklin County, in an amount equal to 100% of the contract sum per each bond as security for the performance by the Contractor of this agreement and payment of all the persons performing labor and supplying materials pursuant to this agreement. The proof of the performance bond and labor and materials bond must be received by the Counties within ten (10) days following the execution of the agreement. The Contractor may choose to elect in lieu of a bond to allow the Counties to retain 50% of the Contract amount for a period or thirty (30) days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under chapter 60.28, RCW, whichever is later.

#### RETAINAGE:

Retainage will be 5% for work completed and released when the project is complete.

This document and any materials enclosed herewith constitute an invitation to submit proposals only and does not represent an offer by the Benton-Franklin Counties Juvenile Justice Center. Only upon the Counties acceptance of such offer by proposal award, shall any contractual commitment be created.

Bidders shall submit proposal, showing its compliance with the Counties requirements. Any additional features promoted by the bidder should emphasize the benefits, but also address the impact of such features on the proposal price.

Price quoted in the proposal shall be exclusive of federal taxes. Any Washington State Sales Tax included in the proposal price will not be considered a part of the net proposal amount. However, in accordance with RCW 39.30.040, the Counties may take into consideration the tax revenues that may result from a sale pursuant to this RFP.

Should any discrepancies or omissions be found in the proposal or questions as to their meaning, bidder should at once notify Maria Loera by, telephone at (509) 737-2779 or by e-mail at [Maria.Loera@co.benton.wa.us](mailto:Maria.Loera@co.benton.wa.us). Written notice of changes or clarification to this RFP will be sent to all bidders when required. The Counties shall not be held responsible for verbal interpretations.