

**REQUEST FOR PROPOSALS
SNOW REMOVAL SERVICES****KIRKWOOD MEADOWS ASSOCIATION
MAY 15, 2023 – Version 1.1****SUMMARY**

Kirkwood Meadows Association (“KMA”) is a common interest subdivision located in Kirkwood, California that consists of 172 single family and duplex lots and certain common area property. KMA is organized as a nonprofit mutual benefit corporation to provide for management and maintenance of the common area property, roads and infrastructure in compliance with the Davis-Sterling Act.

BACKGROUND ON KIRKWOOD MEADOWS ASSOCIATION

The 172 single family and duplex lots comprising Kirkwood Meadows subdivision is the original single family/duplex development in the Kirkwood Valley constructed in 1969 before other parts of Kirkwood were developed for residential use (See Exhibit 1 for Kirkwood Vicinity Map). The private development consists of Kirkwood Meadows Unit No. 1 and Kirkwood Meadows Unit No. 2. As recorded in the Amador County Assessor’s Map Book, 26, Pages 14-20 (See Exhibit 2 for KMA Community Map). The KMA was initially formed in 1970.

KMA was established largely to oversee the maintenance of common development interior paved roads, signage, common area trees and community rules and construction standards established in the CCRs. The KMA also arranges for snow removal from the common area roads and private driveways connecting private lots with the common roads. As the development consists entirely of single family and duplex lots in a forested area, there are no common interest developed buildings, community rooms, pools or maintenance buildings of any kind. The CCRs expressly prohibit the construction of any building or dwelling on common area parcels. Utilities and related facilities are owned and maintained by the KMPUD with utilities easements established throughout the subdivision for their maintenance and inspection.

PURPOSE OF REQUEST

The purpose of this Request for Proposal (“RFP”) is to hire a contractor to provide snow removal services for common roads, parking pads and private driveways within KMA. It is vital that KMA’s common roads and parking pads be properly maintained to allow for continued access by homeowners and their guests since most homes in KMA do not have garages or off-street parking available. For homes with driveways and attached garages, the option of maintaining clear vehicular access for convenience as well as the health and safety of the occupants is highly desired. KMA is seeking highly qualified professional contractors who can provide responsive service during the snowfall season in a safe, efficient and cost-effective manner.

KMA invites written proposals from qualified contractors for snow removal services as more fully described below. The successful contractor will be required to enter in a written contract that incorporates the scope of work of this RFP, including all of its exhibits, and the proposal, as may be modified in writing by the parties with mutual consent. While KMA prefers to hire a single contractor to provide snow removal services for the entire KMA, it may be possible that multiple contractors could be selected. If a contractor can only provide services for portion of the Scope of Work (e.g. driveways only), the fact of those exclusions must be stated clearly in the proposal.

SELECTION OF CONTRACTOR

Selection will be based on the following criteria:

- 1) Qualifications and experience of the contractor and selected personnel performing the work.
- 2) Compliance with the RFP specifications.
- 3) Confidence in the contractor and proven ability to provide timely and efficient snow removal services.
- 4) Proposed cost and fee structure.

SCOPE OF WORK

1. Term:
The Contractor shall be available to provide snow removal services (“Services”) for a seven (7) month term beginning October 15th and end May 15th of the subsequent calendar year (“Term”).
2. Tools & Implements:
Contractor to supply all labor, snowplows, snow blowers, shovels and necessary safety equipment needed to perform the Services.
3. Snow Removal Service Area:
Contractor will perform work on the paved surfaces within the designated Snow Removal Service Area and move or blow snow to snow storage areas approved by KMA. The contractor shall not be expected to remove snow off site outside the boundaries of KMA. The Snow Removal Service Area is comprised of three (3) different categories of paved surfaces:
 - a. Common Roads: The common roads within KMA consist of Wintergreen Way, Yarrow Place, Hawkweed Way, Merrill Road, Fremont Road, Fremont Court, and Dangberg Drive (See Exhibit 2) which collectively represent approximately 275,000 square feet of asphalt paved surfaces.
 - b. Parking Pads: KMA maintains approximately 52 designated parking pads that are attached to the common roads including Wintergreen Way, Yarrow Place, Hawkweed Way, Merrill Road, Fremont Road, Fremont Court, and Dangberg

Drive (See Exhibit 2). Parking pads vary in size, slope and available snow storage space.

- c. Private Driveways: There are 43 private driveways with attached garages throughout the community, each privately owned and maintained by their respective homeowners. Private driveways vary in size, slope and available snow storage space. The precise number and location of private driveways to be included in the Snow Removal Service Area will be annually determined by KMA prior to the commencement of the Term. The contractor will be required to quote a price for each driveway to be included in the Snow Removal Service Area on an individual basis so that KMA may seek reimbursement from the respective owners of driveways. The Contractor will be required to provide a mechanism for late additions or deletions of driveways after the Contract has commenced with reasonable notice as the Contractor and KMA shall determine.
4. Quality of Work and Safety:
In performing the services, contractor shall make commercially reasonable efforts avoid blowing snow onto residential structures, parked vehicles, vacant parking spaces and marked pedestrian paths. The contractor shall maintain necessary distances, as determined by the contractor, to protect the safety of the equipment operator, prevent damage to snow stakes, contractor's equipment, public utilities, and private property. With respect to driveways, Contractor shall not remove snow within 2 to 3 feet of garage doors (snow berm) or within 2 to 3 feet of any other part of the building envelope facing the driveway to prevent damage to private property. If at any time the contractor reasonably believes that an unsafe condition exists in or adjacent to the Snow Removal Service Area (including severe or dangerous weather conditions) such that the contractor deems it necessary to temporarily suspend snow removal operations to protect human life or equipment, the contractor shall notify KMA within four (4) hours of the onset of the unsafe condition(s). Contractor shall resume operations no later than 24 hours after the unsafe condition resolves.
5. Snowfall:
Plowing and clearing of snow from Snow Removal Service Area is to be performed when a Snow Event occurs. For purposes herein, a "Snow Event" shall be defined as any event related to weather that will cause all or part of the services provided by contractor to be activated. For the avoidance of doubt, plowing and/or snow blowing must commence when snowfall accumulations of 3" or more occurs. It is the contractor's responsibility to periodically return to the Snow Removal Service Area to maintain the area reasonably free of snow during a snow event until less than 3" of snow remains on the paved surfaces.
6. Inspections:
On or before October 20th, contractor will inspect the property within the Snow Removal Service Area for any pre-existing damage to snow stakes, street signs and boundary markers (with detailed locations photo documentation) prior to commencing Services.
7. Snow Marker Installation & Removal:
KMA owns and maintains metal snow stakes with PVC pipe extensions ten feet in length

to mark the edge of paved roads, parking pads and driveways. The PVC pipe extensions are typically removed and stored during the off-season to reduce their exposure to the sun and elements. Contractor will be expected to retrieve the PVC pipe extensions from storage and reinstall them no earlier than September 15th nor later than October 15th. Contractor will remove the extensions at the conclusion of the snowfall season, no earlier than May 15th nor later than June 15th. Contractor shall arrange for storage of the PVC pipes either on KMA common area property or other suitable location acceptable to KMA.

8. Damage:

Contractor and a designated representative of KMA will conduct walkthroughs at the end of each winter within the snow removal service area to identify and assess any damage done by contractor in performing services. Contractor will be required to make arrangements to repair or replace any damage to property prior to September 1st of each year. If the damage requires a longer timeframe to repair, such timeframe will be discussed with the and agreed to by KMA.

9. Emergency Contact:

Contractor shall provide emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor will respond within one hour to any call made by KMA for snow removal services.

10. Insurance Requirements:

Contractor must hold Comprehensive General Liability, Automotive Liability, and Property Damage Insurance coverage of not less than \$1,000,000 throughout the course of work. To the extent that the Contractor uses employed personnel, Contractor shall maintain Workers' Compensation and Employer's Professional Liability coverage as required by state law.

11. Pricing:

- a. The Contractor must provide clear and transparent pricing that is all-inclusive of any fees, fuel surchargers, etc. When presenting a pricing model, Contractor should clearly indicate whether the proposed pricing is a flat fee for the Term or variable fee. To the extent that a variable fee is proposed, Contractor must be able to articulate a methodology for how that fee will be determined.
- b. Pricing for common roads, parking pads and driveways must be separately stated and/or itemized.
- c. Pricing for installation and removal of snow stake PVC extension poles and any associated storage fees, if applicable, must be separately stated and/or itemized.
- d. Any surcharges for mid-term changes to the Scope of Work (e.g. driveway additions/deletions), should be specified in the Proposal.
- e. In addition to the above, the Contractor must provide an hourly rate to provide Services in the event that KMA requests additional snow removal services prior to the inception date or after the termination date of the Agreement.

SUBMISSION OF PROPOSALS

Proposals should provide straightforward, concise information that addresses the questions below. Expensive bindings, color displays, and the like are not necessary or desired.

Proposals should contain the following:

1. Cover Page with name and contact information
2. Brief Overview of Contractor's History, Philosophy, Qualifications and Capabilities
3. Description of their strongest competitive advantages
4. Proposals must address all elements of the Scope of Work as stated above. To the extent that the Contractor desires to bid on parking pads only and not the driveways (or visa versa), the Proposal should clearly state the Contractor's intention.
5. Proposals must contain detailed pricing information that conforms to the requirements of the RFP.
6. In addition to the above, proposals must address the following questions:
 - a. What type of equipment will be used? Please specify the type, make and model of the machines to be used, if known.
 - b. Where will the Contractor stage and/or store tools, equipment and machinery during the Term of the Agreement? Does Contractor require space on KMA property? Please specify any additional storage requirements in the provision of services.
 - c. How will the Contractor address labor needs for extended periods of time when accumulation of snow could render roads impassable or lead to an unsafe condition? Does Contractor contemplate operating equipment with a day shift, swing shift and/or night shift?
 - d. How will Contractor maintain, at a minimum, emergency access for residential units with driveways to common roads?
 - e. How would the Contractor handle inquiries or complaints from homeowners regarding snow removal services? What would be the response time and mechanism for resolution?
 - f. Would the Contractor provide "cleanup" services upon request if KMA or a private driveway homeowner needs assistance plowing a snow berm, or removing snow that was moved onto a driveway from a utility access point, entry stairs or deck adjacent to a parking pad or private driveway? Would an additional fee apply?

- g. If the Contractor is unable to perform the work during a snow event due to availability of equipment or labor, how will the Contractor remedy that situation? To what degree will the Contractor provide a performance guarantee and/or refunds of any prepaid compensation for services that are not rendered?
- h. Will the KMA and/or private driveway homeowners have an opportunity to be notified (e.g. SMS text message) each time the Snow Removal Service Area has been serviced?

DEADLINE FOR PROPOSAL SUBMISSIONS

Responses to this RFP must be submitted no later than 5:00 P.M., June 16, 2023. Proposals must be valid for at least sixty (60) days following the submission deadline.

Proposals must be delivered to:

Lance R. Lewis
Treasurer
Kirkwood Meadows Association
6070 13th Street
Sacramento, CA 95822
Email: lance.r.lewis@gmail.com
Telephone: (916) 715-5187

PROCESS FOR PROPOSAL CONSIDERATION & CONTRACT AWARD

The KMA Board of Directors will review each proposal submitted in accordance with this RFP and make the final determination as to selection of the Contractor. Bidders may be contacted by KMA for a follow-up interview and/or oral presentation.

The anticipated timeline for selection and contract award is as follows (subject to change at KMA's sole discretion):

<u>Activity</u>	<u>Date</u>
Release of the RFP	May 15, 2023
Deadline for Submissions	June 16, 2023
Review of Proposals by KMA	June 17-24, 2023
Presentation/Interviews	June 24 - July 1, 2023
Selection & Notice of Intent to Award	TBD

QUESTIONS & POINT OF CONTACT

Inquiries regarding this Request for Proposal should be directed to Lance Lewis, Treasurer, at lance.r.lewis@gmail.com or (916) 715-5187.

EXHIBIT 1
KIRKWOOD VICINITY MAP

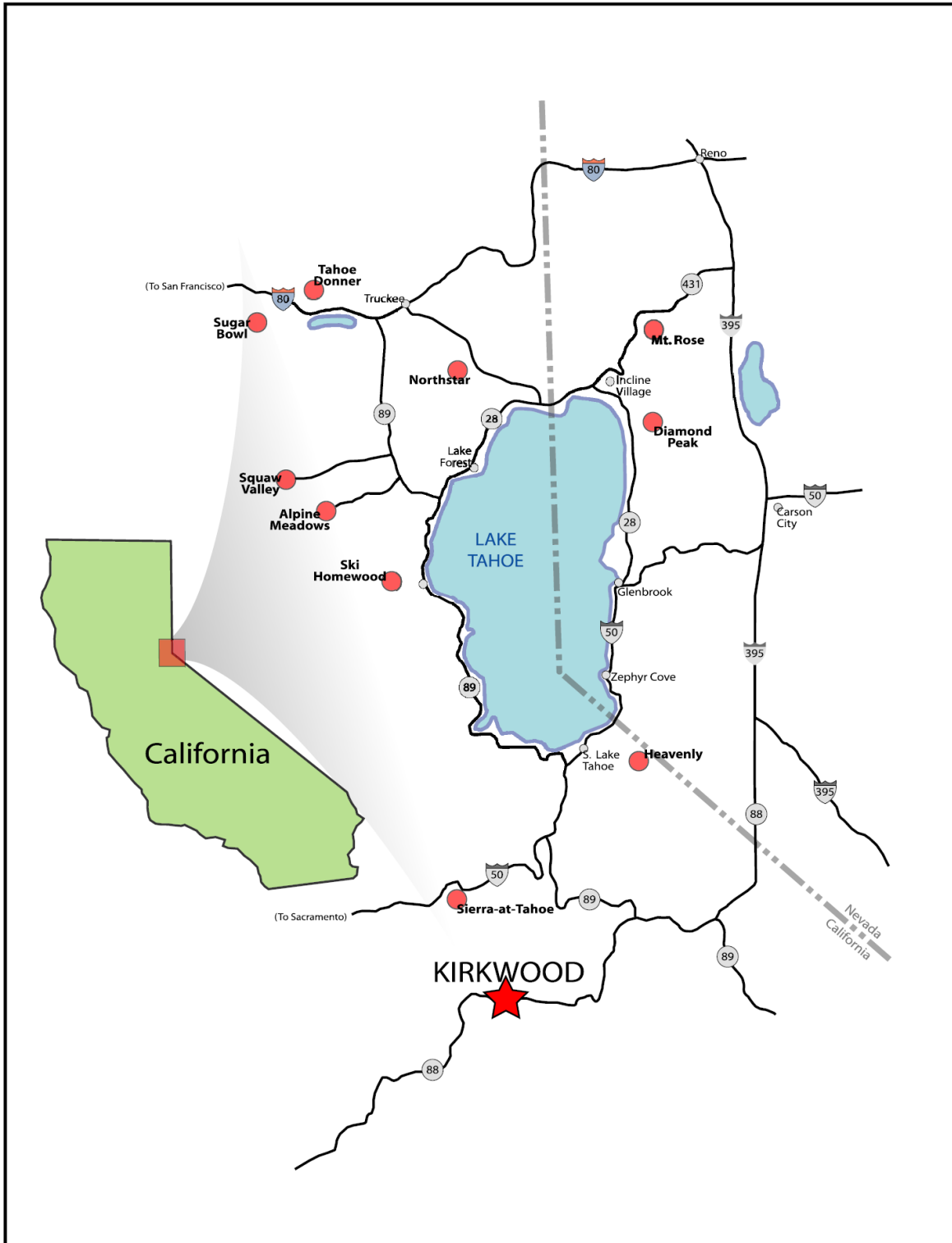
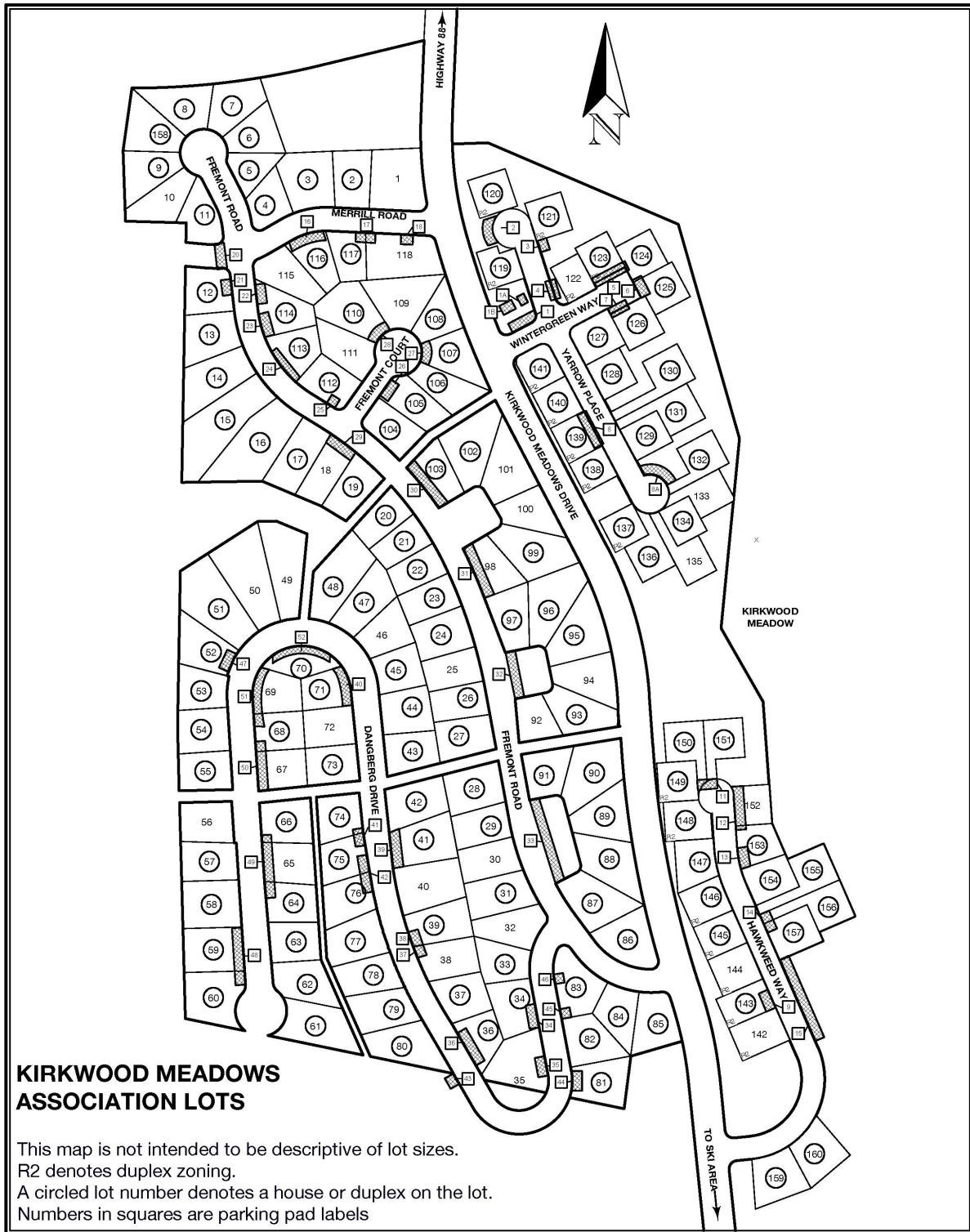


EXHIBIT 2 **KIRKWOOD MEADOWS ASSOCIATION COMMUNITY MAP**



Revision History

<u>Control #</u>	<u>Date</u>	<u>Comments</u>
Version 1.0	May 13, 2023	Initial Release
Version 1.1	May 15, 2023	Addition of Common Roads to SOW