



Chariton Valley
Electric Cooperative

Your Touchstone Energy® Partner



**REQUEST FOR PROPOSAL FOR
LAWN CARE AND MAINTENANCE SERVICES
AND SNOW REMOVAL, ICE MANAGEMENT
AND MAINTENANCE SERVICES**

Chariton Valley Electric Cooperative

Vendors are encouraged to read the document in full and are invited to submit proposals for lawn care, or snow removal/ice management services, or both lawn care and snow removal/ice management services. Sealed proposals will be accepted until ***Friday, November 5, 2021, at 2:00 PM CST***, after which time proposals will be opened and considered.

Envelopes containing proposals must be sealed and clearly marked "2022 Grounds Care Services Proposal – Do Not Open" with the vendor's name and return address on the outside of the envelope. One signed original, and two copies of the proposal shall be submitted.

Attention: Mike Gibler, Material & Safety Coordinator
2090 Hwy 5 | PO Box 486 | Albia, IA 52531
641-932-7126 www.cvrec.com

Issued October 4, 2021

Proposals Due: November 5, 2021 by 2:00 p.m. CST

1. INTRODUCTION

Chariton Valley Electric Cooperative (CVEC) is a non-profit, member-owned electric cooperative. CVEC serves over 6,100 members within seven counties in south-central Iowa. The utility operates under the authority of a nine-member Board of Directors. The Cooperative's mission is "safely deliver reliable power and innovative services at competitive rates while providing superior member service." Headquartered in Albia, IA, the cooperative operates a service center open to its members Monday through Friday 8:00 AM – 4:30 PM and a full-service operations center. This is a place of business open to the public year-around. Our space must be maintained for the safety of the public and in a professional, business look year-around.

2. GENERAL STANDARDS

The Contractor shall be familiar with how the existing conditions will affect work during this agreement's service phases and become familiar with the property. Vendors are expected to be thoroughly familiar with all specifications and requirements of this request and provide proposals using the specific forms provided within the Request for Proposal. Failure or omission to examine any relevant form, article, site, or document will not relieve a vendor from any obligation regarding this request. If CVEC discovers deviations in a response that are not identified at any time, the vendor may be subject to disqualification from consideration or cancellation of the contract.

2.1 Question and Answer Period

Interested parties are encouraged to email questions to mgibler@cvrec.com during the identified period or schedule an appointment for a walk-through during the "question period" per the schedule below to gain additional information or clarification if needed.

2.2 Reservation of Rights

CVEC reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all Proposals with or without cause. CVEC further reserves the right to waive any irregularity or informality in the RFP process or any proposal and the right to award the contract to any other than the lowest priced vendor. CVEC reserves the right to request additional information or clarification from any or all vendors as well as reserves the right to negotiate with the vendor(s) regarding their proposals.

CVEC reserves the right to waive any informalities, irregularities or technical defects in proposals. Unless otherwise specified by CVEC, it may accept any item or groups of items in the proposal, as may be in the Cooperative's best interest. CVEC reserves the right to award the contract in parts or in whole and may award the contract to more than one vendor, as may be in the Cooperative's best interest. CVEC retains the right to qualify or disqualify vendors based on available information pertaining to their service and/or suitability of the services proposed. Any decision made by CVEC, including the contractor selection, shall be final.

3. SCOPE of WORK

The scope of work will be described as two distinct services (3.1 and 3.2), and proposals are to be identified accordingly. Bidders may submit a proposal for either portion of the scope of work or both. Proposals must be itemized by service. All services must be available at the Contractor's pricing for the calendar year 2022.

3.1 Snow Removal, Ice management and Maintenance Services

- a. The Contractor shall also furnish all labor, equipment and materials necessary to complete the maintenance of the areas described below in a professional manner. Snow removal and maintenance shall consist of plowing, snow blowing, ice management, and any other procedures consistent with acceptable snow removal practices necessary to ensure safety in the Headquarter areas owned by CVEC at 2090 Hwy 5, Albia (per Exhibit A).
- b. When snow drifting and or snow continues to fall, the Contractor may be required to clear the designated areas as needed to assure maximum safety for all Cooperative employees and members.
- c. The Contractor shall ensure all designated areas (Exhibit "A") shall be plowed

and cleared of snow and ice. All surfaces, including parking lots and driveways, etc. must be cleared of snow and have salt/ice-melt applied **prior to the start time of each workday (Monday – Friday 7:00 AM for operations)**. Snow removal shall occur as to maintain all public surfaces, such as parking lots and driveways, in a "slip free" condition, to be cleared of snow and ice at all times. CVEC reserves the right to request additional snow removal frequency, as needed.

Initial Triggers:

- Roadways: Dispatch when NOAA Snowfall is expected to be at or over 2". Salt application as necessary.
- Parking Lots: Remove the snow from the common areas after accumulation has reached 2". Calcium and/or Magnesium Chloride (Concrete safe Ice Melt) application as necessary.
- Sidewalks: **Only if requested to do so.** Remove the snow from the common walk areas after accumulation has reached 2". Calcium and/or Magnesium Chloride (Concrete safe Ice Melt) application as necessary.

Follow-Up Services:

- Roadways: Additional clearing of snow to continue every additional 2".
 - Parking Lots: Additional clearing of snow to continue every additional 2".
 - Sidewalks: **Only if requested to do so.** Additional clearing of snow to continue every additional 2".
- d. Snow may be placed in collection areas on grounds such as piles or mounds, which may not cause dangerous conditions at any time.
- e. Ice management shall occur at any time when freezing rain or snow/sleet creates icy ground surfaces. Ice management shall occur as to maintain all surfaces, including parking lots, loading areas, driveways, etc., in a "slip free" condition.
- f. If Contactor damages Cooperative property such as signs, fencing, equipment, etc., it shall be repaired at the Contractor's expense to a condition at the time of the damage. Repairs shall be completed ninety (90) days of damage being reported.

3.2 Lawn Care and Maintenance Services

- a. The Contractor shall furnish all labor, equipment and materials necessary to complete the lawn care services and maintenance of the areas described below in a professional manner. Lawn care services and maintenance shall consist of mowing, edging, mulching, fall and spring clean-up, tree limb trimming and hedge clipping, and any other procedures consistent with acceptable lawn care practices necessary to ensure safety and a pleasing environment at the Headquarter areas owned by CVEC at 2090 Hwy 5, Albia (per Exhibit "B").
- b. The lawn is to be mowed no more than once per week with a minimum turf height of 4".
- c. CVEC reserves the right to determine the frequency of mowing and trimming during drought or rainy periods to maintain the fiscal budget.
- d. All trimming and edging shall be done for the safety of the public and in a manner consistent to maintain a professional, business look year-around. Trimming and edging shall be done prior to any spraying.
- e. Should spraying be used, only sustainable, environmental-friendly products are to be used.
- f. Lawn care services are defined as mowing/trimming of all grass (turf) areas as identified in Exhibit B, edging of sidewalks, equipment, parking lots, and clean-up of all debris.
- g. Spring/fall clean up services are defined as removing all leaves, debris, trimming of seasonal or ornamental shrubbery, and fertilization or pest control of lawn areas as needed. Seasonal planting of flowers or pruning of annuals.
- h. Schedule of lawn care services is to be coordinated with the Material & Safety Coordinator.

4. INSURANCE REQUIREMENTS

The Contractor shall indemnify and save harmless CVEC, its directors and employees. The selected Contractor will be required to submit, if not already on file with Chariton Valley Electric Cooperative, Certificates of Liability Insurance for the following items and coverage limits:

4.1 Workers Compensation

Workers Compensation Insurance as required by the laws of the State of Iowa, including employer's liability insurance with a limit of \$1,000,000 per accident.

4.2 Comprehensive General Liability

Comprehensive General Liability includes coverage for all premises, operations, independent contractors, products and completed operations, and contractual liability. Coverage shall have limits of not less than \$1,000,000 for each occurrence and aggregate. Chariton Valley Electric Cooperative is to be named as an additional insured on the certificate.

4.3 Commercial Automobile Liability

Commercial Automobile Liability covering the use of all owned, non-owned, and hired automobiles and equipment with a minimum combined single limit of \$1,000,000. Chariton Valley Electric Cooperative is to be named as an additional insured on the certificate.

5. PROPOSAL REQUIRED CONTENT AND QUALIFICATIONS

5.1 Cover Letter

Address to Mike Gibler, Material & Safety Coordinator, Chariton Valley Electric Cooperative, P.O. Box 486, 2090 Hwy 5, Albia, Iowa, 52531. This should also include a brief description of similar work completed, qualifications, and certifications.

5.2 General Information

Provide the organization's name, address, contact person, telephone number, fax number, and email address of the specified contact person. Provide the same information for any backup personnel that is authorized to speak on behalf of the organization.

5.3 Bid Sheet – Snow Removal, Ice management and Maintenance (Exhibit "C")

Complete this document indicating the amount that your organization will contract with Chariton Valley Electric Cooperative for the purpose of providing **snow removal, ice management and maintenance services** described within the Scope of Work (3.1). (Completion is not required if submitting only to provide lawn care and maintenance services.)

5.4 Bid Sheet – Lawn Care and Maintenance Services (Exhibit "D")

Complete this document indicating the amount that your organization will contract with Chariton Valley Electric Cooperative for the purpose of providing **Lawn Care and Maintenance Services** described within the Scope of Work (3.2). (Completion is not required if submitting only to provide snow removal, ice management and maintenance services.)

5.5 Bid Sheet – Multi-Services Bid (Exhibit "E")

Complete this document indicating the amount that your organization will contract with Chariton Valley Electric Cooperative for the purpose of providing both **3.1 and 3.2 services** described within the Scope of Work for the contract year.

5.6 Resource List and Fee Schedule

All proposals must be accompanied by a list of resources and all applicable fees.

- a. List all available equipment and the hourly rate charged for each. Note: only list the equipment that will be utilized to complete the work.
- b. List price/cost per service (snow clearing or yard trimming).
- c. List any incidental charges that may be assessed to Chariton Valley Electric Cooperative (e.g. application fees).

5.7 Term of Contract

CVEC intends to award a contract to one or more contractors for grounds care (lawn maintenance, snow removal, ice management, de-icing) services for our headquarters and central operations at 2090 Highway 5, Albia, Iowa, as outlined above for the calendar year of 2022. CVEC reserves an option to award the initial contract for one year, with an annual renewal extension up to three (3) additional years on a year-to-year basis subject to approval by CEO/General Manager of the Cooperative. Proposers shall have no expectations of a contract beyond the initial one year term as identified within this RFP.

5.8 Certificate of Liability Insurance

All proposals must be accompanied by a current Certificate of Liability Insurance coverage. Refer to Section 4 for further explanation.

6. PROPOSAL TIMELINE AND EVALUATION

6.1 Project Timeline

Date	Item
October 4, 2021	Release of RFP
November 5, 2021	Proposals are due at 2 PM CST
November 10, 2021	Announcement of selection of award
December 1, 2021	Work begins
November 30, 2022	Contract obligations to be fulfilled

Any proposals submitted after the due date shall not be considered. Proposals are to be valid for sixty (60) days from the submission due date. Chariton Valley Electric Cooperative will **NOT** be holding a formal bid opening for these contracts. As indicated above, contracts will be awarded on or about November 10, 2021, following the completion of proposal review by CVEC staff.

6.2 Evaluation

After careful evaluation of the proposals, all bidders will be informed of their status at the final selection time.

7. RESERVATION OF RIGHTS

Chariton Valley Electric Cooperative openly solicits the best possible value on all "Request for Proposal." CVEC reserves the right to accept or reject any and all proposals, in whole or in part, as deemed in the Cooperative's best interest.

- a. This request for proposal does not commit Chariton Valley Electric Cooperative to make an award or pay any costs in preparing a response proposal.
- b. Submitted proposals will become part of Chariton Valley Electric Cooperative's files without any obligation on CVEC's part.
- c. Contractors submitting proposals shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Chariton Valley

Electric Cooperative for any purpose.

- d. Chariton Valley Electric Cooperative has the sole discretion and reserves the right to cancel the request for proposal and to reject any and all submitted proposals received prior to award, to waive any and all informalities, or to re-advertise with either an identical or revised specification.
- e. Chariton Valley Electric Cooperative reserves the right to request clarifications of any submitted proposal.

8. CLOSING DATE

Chariton Valley Electric Cooperative will receive proposals up to 2:00 PM CST, Friday, November 5, 2021. There will NOT be a public bid opening. Proposals must be addressed to:

**Chariton Valley Electric Cooperative
ATTN: Mike Gibler, Materials and Safety Coordinator
P.O. Box 486,
2090 Hwy 5
Albia, IA 52531**

9. FACSIMILE and/or ELECTRONIC TRANSMISSION

Chariton Valley Electric Cooperative will accept proposals transmitted by fax or email.

10. METHOD OF PROCUREMENT

This procurement method is a competitive proposal, pursuant to Chariton Valley Electric Cooperative's Procurement Policies. After submitting the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. This process allows for confidential negotiations and revisions.

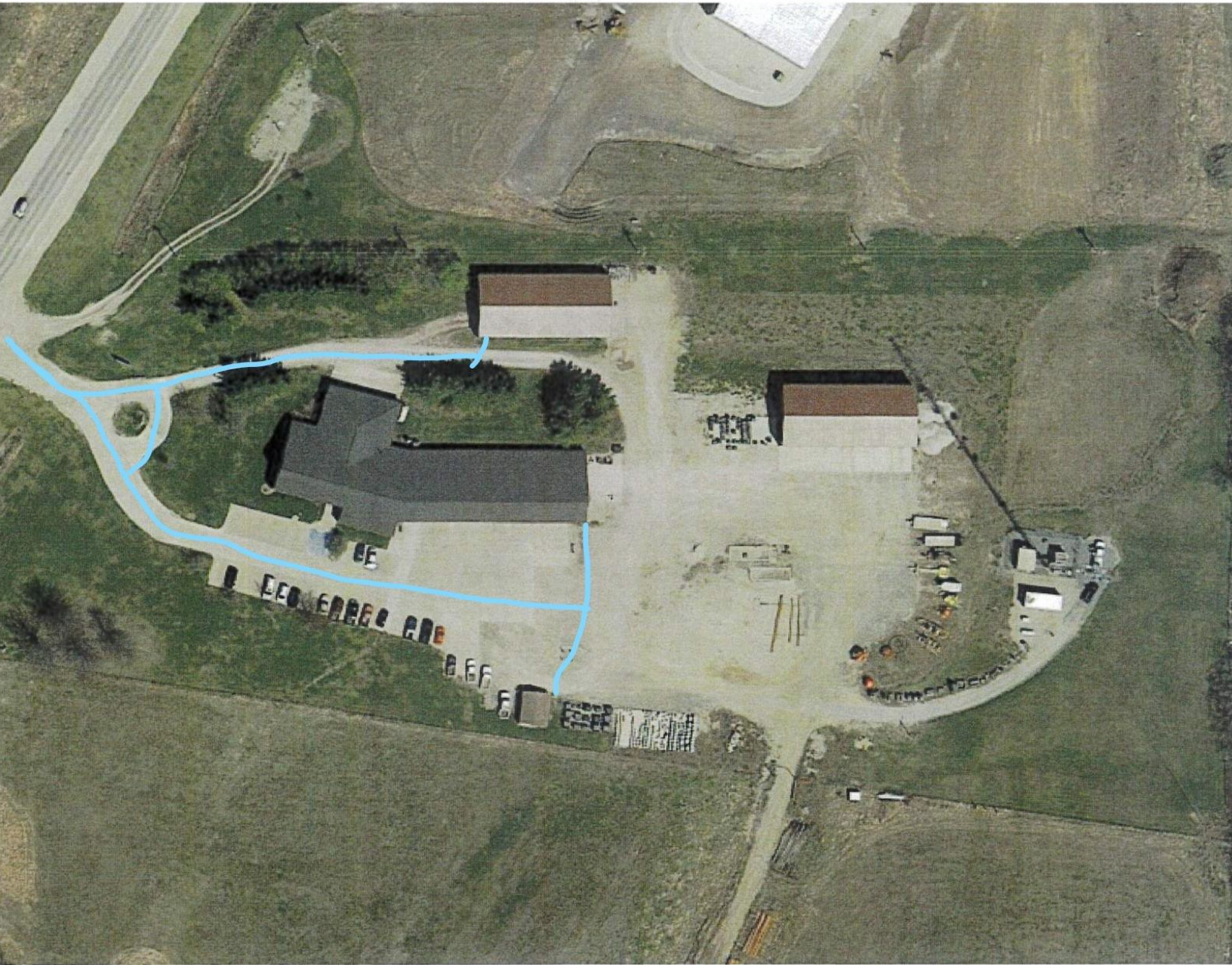
11. PAYMENT

CVEC will provide payment on or within 30 days of receipt of an undisputed invoice.

12. NOTICE TO BIDDERS – CONTRACT TERMS

Upon acceptance of a proposal(s), Chariton Valley Electric Cooperative and the Contractor(s), with the successful proposal(s), are to enter into a written agreement (contract), the terms of which are subject to review by legal counsel and regulatory agencies with jurisdiction within the Chariton Valley Electric Cooperative service territory. CVEC reserves the right to refuse any and all bids.

Snow Removal
Services Exhibit A



Lawn Care
Services Exhibit B



Exhibit "C"

3.1 Snow Removal, Ice Management and Maintenance 2022

The contract price for the project scope described in section 3.1 shall be the sum of _____ and itemized as follows:

Company Name:

Address:

Primary Contact:

Title:

Contact Number:

Email Address:

Snow Clearing (per service)	Initial Clearing Over 2"	\$ _____
Snow Clearing (per service)	Follow-Up Clearing Every 2"	\$ _____
Ice management/ Application	Per Application	\$ _____
Sidewalks	If Requested	\$ _____

3.1 Snow Removal, Ice Management and Maintenance Total \$ _____

Reminders:

Do not forget to attach

- 1. Hourly rate schedule applicable to all work performed beyond the contract's scope and effective for the 2022 contract year.***
- 2. Certificate of Liability Insurance as required.***

Exhibit "D"

3.2 Lawn Care and Maintenance Services 2022

The contract price for the project scope described in section 3.2 Services shall be the sum of _____ and itemized as follows:

Company Name:

Address:

Primary Contact:

Title:

Contact Number:

Email Address:

Lawn Care (per service)	Inc. Mowing, Edging, Clean-Up	\$ _____
Spring/Fall Clean-Up	Per Service	\$ _____
Fertilization or Pest Control	Per Application	\$ _____

3.2 Lawn Care and Maintenance Services for 2022 **\$ _____**

Reminders:

Do not forget to attach

- 1. Hourly rate schedule applicable to all work performed beyond the contract's scope and effective for the 2022 contract year.***
- 2. Certificate of Liability Insurance as required.***

Exhibit "E"

2022 Multi-Services Proposal

This document is only required if submitting a proposal for multiple services

Company Name:

Address:

Primary Contact:

Title:

Contact Number:

Email Address:

Snow Clearing (per service)	Initial Clearing Over 2"	\$ _____
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Snow Clearing (per service)	Follow-Up Clearing Every 2"	\$ _____
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Ice Management Application	Per Application	\$ _____
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Sidewalks	If Requested	\$ _____
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Total for Snow Removal, Ice Management and Maintenance for 2022 \$ _____

Lawn Care (per service)	Inc. Mowing, Edging, Clean-Up	\$ _____
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Spring/Fall Clean-Up	Per Service	\$ _____
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Fertilization or Pest Control	Per Application	\$ _____
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Total Lawn Care and Maintenance for 2022 \$ _____

Both Snow Removal and Lawn Care Maintenance for 2022 \$ _____