

September 17, 2018

Dear Vendor,

The Valparaiso Planning Department is requesting proposals from contractors for snow removal and ice treatment for the City's Nine (9) V-Line bus shelters.

Scope of Work

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. Snow must be removed at the bus shelters so as to make the shelter and bus accessible from the sidewalk for boarding/unloading purposes.

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

1. 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. flat monthly fee (November 2018 through March 2019) for the maintenance of the parking lot for snow and ice removal and melting

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 9 shelters. The upon-request option should be on a cost per bus shelter basis. The flat rate monthly option should be on cost for all eight shelters basis.

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.

Location

This proposal encompasses the Nine (9) V-Line bus shelters in Valparaiso. Their approximate addresses are below and a photo of each shelter is attached in Exhibit A.

Shelter Name	Approximate Address
Indiana and Michigan North	202 Indiana
Indiana and Michigan South	202 Indiana
Housing Opportunities	2001 Calumet Ave
Town and County	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.
Valplayso Park	Glendale Blvd

Additional Requirements

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 “Commuter Parking Lot Snow Removal.” Deadline for submission is **4:00 p.m. local time on Thursday, October 11, 2018**. The City reserves the right to reject any proposal submitted after the deadline.

All proposals will be opened by the Valparaiso Planning Department at the Board of works and safety meeting on October 12, 2018. 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 ext. **3357** if you have any questions.

We look forward to receiving your bid.

Don Lorntzen
Transit Manager

Appendix A

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:

Our City...Our Values

Honestly Accountable Surprisingly Responsive Boldly Proactive Creatively Frugal Respectfully Compassionate

Date: _____

Appendix B - Photos.



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Indiana and Michigan Transfer Shelter



Valplayso Park Bus Shelter and transfer location.





*Please note that photos without a shelter will have or have had a shelter installed on the pad seen in the picture. The shelter(s) to be installed are the same as those pictured.