

VILLAGE OF WALTON HILLS

SPECIFICATIONS FOR SNOW PLOWING OF PRIVATE DRIVES

(SNOW REMOVAL FOR QUALIFIED SENIOR AND DISABLED RESIDENTS)

1. Each bidder shall bid on the basis of snow removal from approximately sixty (60) driveways and turnarounds (the actual number of driveways and turnarounds may vary slightly, depending upon the needs of the Village).
2. The bid price shall be stated on the basis of a **seasonal price per driveway plowed.** A season is defined as from November 01 through April 15.
3. Each bidder must indicate the number and size of all other snow plowing contracts under current or proposed agreement for the 2021-2022 year.
4. Each bidder shall **indicate in writing his or her anticipated response time** to calls for snow removal by the Village.
5. The successful bidder must provide a minimum of **three** trucks to perform said contract.
6. All vehicles specified for use under this contract must not exceed ¾ ton designation and **must be identified in writing in the bid proposal,** along with the drivers' names, phone numbers, and copies of their driver's licenses.
7. All equipment used in the performance of this contract must have yellow emergency flashing lights, back-up lights, and a shoed plow blade not to exceed seven and one-half (7 ½) feet in width. Yellow emergency flashing lights must be used at all times during the performance of this contract.
8. All drivers will be equipped with a cell phone or other communication device.
9. All driveways shall be cleared to within twelve (12) inches of driveway edge and to within twenty four (24) inches of garage door. Driveway turnaround areas and side entry garage aprons are to be plowed if accessible with full-size pick-up truck.
10. Every effort shall be made at all times **to keep the snow on the owner's property.** No snow is to be piled around fire hydrants, traffic signs, and mailboxes.

11. All snow must be piled to the side of the driveway approach past oncoming traffic as you face said driveway from the street. **At no time shall snow be pushed across any street.**
12. The Street Commissioner of the Village of Walton Hills, or an authorized designee shall determine the need for snow removal. Generally, snow removal shall be required when the minimum snowfall or accumulation thereof, equals or exceeds three (3) inches. Either the Street Commissioner or an authorized designee will notify the successful bidder when plowing services are needed. This does not preclude the successful bidder from plowing driveways prior to the Street Commissioner's call if the successful bidder determines the need for plowing.
13. Each owner of property to be serviced under this contract shall provide adequate markers to outline said driveway. The plowing of unmarked driveways shall be at the option of the successful bidder.
14. The Village of Walton Hills shall require a performance agreement to be honored by the successful bidder. The services of the successful bidder may be terminated by the Village for non-performance, poor response times, negligence, or for other contract-related complaints, at the discretion of the Village. If the contract is so terminated, the Village shall seek another contractor to perform snow removal services and shall charge the increased cost of such services, if any, back to the bidder whose services were terminated.
15. The types of driveways (concrete, gravel, asphalt, etc.) will be available through a survey provided by the Street Commissioner.
16. Payment to the successful bidder shall be made in one installment prior to the start of snow plowing service.
17. The successful bidder must have and maintain in force throughout the term of the contract a comprehensive general liability insurance policy with minimum limits of \$100,000/\$300,000 bodily injury and \$50,000 property damage. The Village of Walton Hills, Ohio must be named as an additional insured on that policy. A certificate of such insurance policy, with a 10-day notice of cancellation provision in favor of the Village of Walton Hills, must be submitted within ten (10) days of bid acceptance by the Village.
18. The successful bidder agrees to indemnify, save and hold harmless the Village of Walton Hills from any and all claims of personal injury and property damage arising out of the performance of the contract.

19. Plowing will be on a twenty-four (24) hour basis. Any qualified resident serviced under this contract having a vehicle in the drive shall be notified by the contractor to remove same so the driveway can be plowed between the hours of 7:00 am and 11:30 pm. Any plowing that takes place between 11:30 pm and 7:00 am with a vehicle in the drive will be in the discretion of the successful bidder, as per any apparent activity in the household during these hours.
20. The Street Commissioner will inspect and verify that the eligible driveways have been correctly plowed.
21. The successful bidder must meet with the Street Commissioner for an equipment review and service orientation period prior to providing snowplowing service.
22. The successful bidder shall record and report to the Street Commissioner, in writing and within twenty-four (24) hours of its occurrence, any damage caused by the snowplowing operation. The successful bidder shall correctly repair said damage at his sole expense.
23. The successful bidder shall provide a map or list of driveways to be cleared by each truck.
24. Upon completion of snow removal, the successful bidder shall check with the Street Commissioner or Police Dispatcher for complaints or missed driveways.
25. The successful bidder shall register with the Village Income Tax Department and submit monthly to the Village 2 ½% of the wages paid to employees performing work in the Village.