



# Board of County Commissioners Agenda Request

## 2R

Agenda Item #

**Requested Meeting Date:** September 10, 2024

**Title of Item:** RFP for parking lot snow plowing

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jim Bright		<b>Department:</b> Maintenance
<b>Presenter (Name and Title):</b> Jim Bright Facilities Coordinator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> I'm requesting to advertise for a 3 year contract for the snow plowing of the Government/Judicial Center parking lot and spaces. I will bring all bids received to a future meeting for board approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve advertising for a 3 year contract for snow plowing.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 45,000 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This cost is figured into the yearly maintenance budget.		

# Snow Plow Specifications for Aitkin County Government Center

**LOCATION:** 307 2<sup>nd</sup> St. NW, Aitkin, MN 56431

**TIME PERIOD COVERED BY AGREEMENT:** October 15<sup>th</sup>, 2024 to May 15<sup>th</sup>, 2027

**THE CONTRACTOR AGREES:**

1. Plow the following:
  - a. North parking lot & entrances
  - b. Jail Sally port
  - c. South parking lot
  - d. Entrance between Jail and HHS
  - e. Angled parking lots on 1<sup>st</sup> Street NW
  - f. Sidewalk area on 2<sup>nd</sup> Street NW, 2<sup>nd</sup> Ave NW and 1<sup>st</sup> Street NW
2. When a snow event occurs overnight, plowing must be done by 7:00 AM
3. Report problems, damaged signs, vandalism, etc, to Facilities Coordinator
4. Provide all equipment, supplies, materials, etc needed to perform the required work at no additional cost to Aitkin County.
5. Hire, supervise, pay, and have adequate Worker's Compensation, security, required insurance coverage for labor, and transportation to and from worksite.
6. **The contractor must meet Aitkin County requirements for contractors insurance. The policy must contain a contractual liability endorsement covering the contractor's indemnity obligation to Aitkin County, its officers, agents and employees, pursuant to the contract.**
7. Each month, an invoice must be submitted to Aitkin County for dates service was completed. No payment will be made without an invoice. Before payment is made to the contractor, work will be checked and must be done to the satisfaction of Aitkin County personnel.

AITKIN COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For 2024-2025

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$\_\_\_\_\_

For 2025-2026

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$\_\_\_\_\_

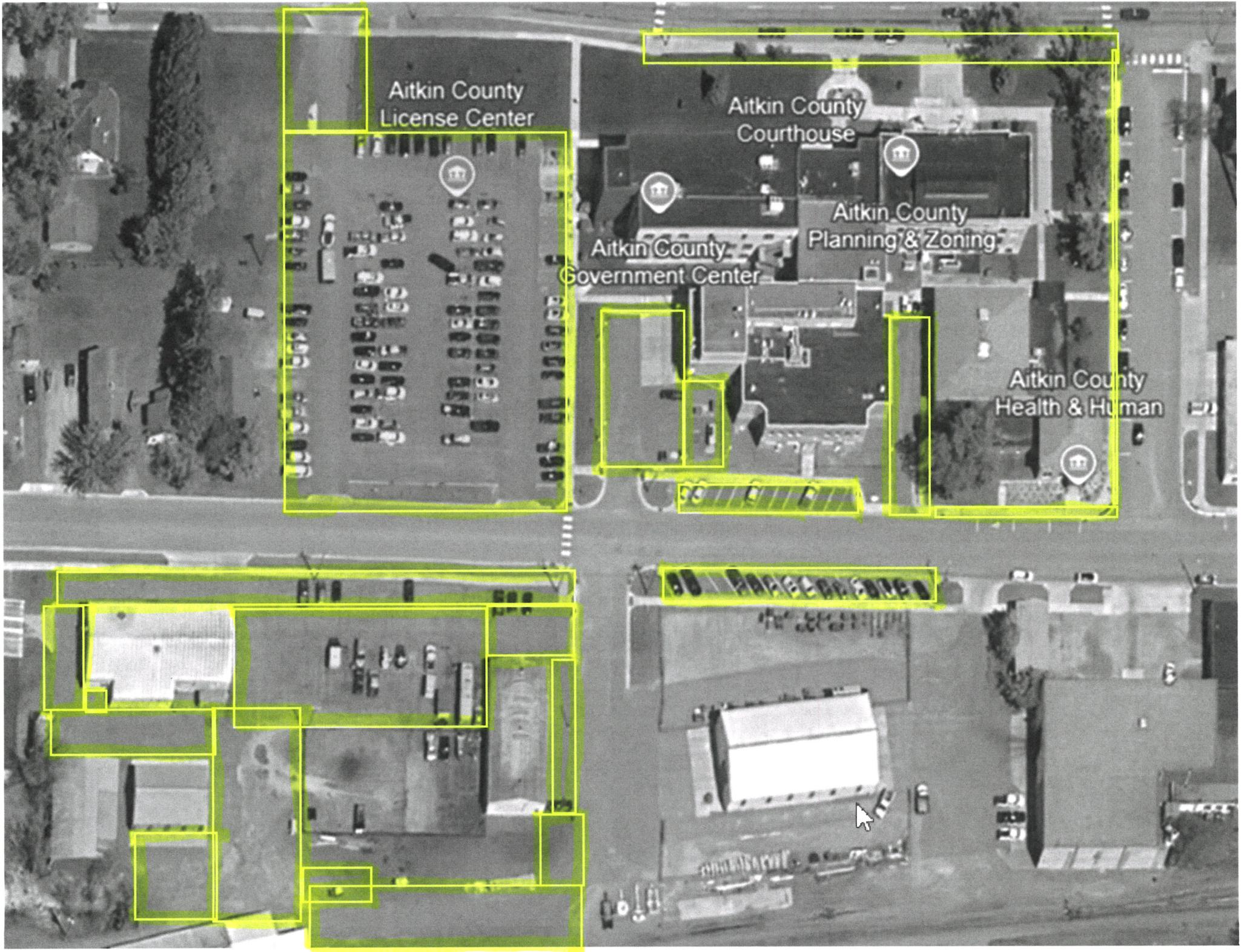
For 2026-2027

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$\_\_\_\_\_ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$\_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



Aitkin County  
License Center

Aitkin County  
Courthouse

Aitkin County  
Government Center

Aitkin County  
Planning & Zoning

Aitkin County  
Health & Human