

COUNTY OF FRESNO
REQUEST FOR QUOTATION
NUMBER: 968-5366

SNOW REMOVAL SERVICES

July 17, 2015

ORG/Requisition: 9180/ 9181500003

PURCHASING USE
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SERVICES\968-5366 SNOW REMOVAL SERVICES.DOC

**IMPORTANT: SUBMIT QUOTATION IN SEALED PACKAGE WITH QUOTATION NUMBER, CLOSING DATE AND BUYER'S NAME
MARKED CLEARLY ON THE OUTSIDE TO:**

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF BID WILL BE AT 2:00 P.M., ON AUGUST 10, 2015.

QUOTATIONS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All quotation information will be available for review after contract award.

Clarification of specifications is to be directed to: **Louann M. Jones**,
e-mail ljones@co.fresno.ca.us, phone (559) 600-7118.

GENERAL CONDITIONS: See "County Of Fresno Purchasing Standard Instructions And Conditions For Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check County of Fresno Purchasing's Open Solicitations website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx> for RFQ/RFP documents and changes.

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED QUOTATION SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

Except as noted on individual items, the following will apply to all items in the Quotation Schedule.

1. Complete delivery will be made within _____ calendar days after receipt of Order.
2. A cash discount _____ % _____ days will apply.

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

() _____

() _____

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS _____

SIGNED BY _____

PRINT NAME _____

TITLE _____

COUNTY OF FRESNO PURCHASING

STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of

contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and

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Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in

default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.

- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

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17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

- A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
- B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information,

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data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

24. FRESNO COUNTY BOARD OF SUPERVISORS ADMINISTRATIVE POLICIES:

ADMINISTRATIVE POLICY NUMBER 5

Contract Salary Limitation Fresno

County Administrative Policy No. 5 provides that in contracts with non-profit organizations that primarily serve Fresno County and professional service contracts where Fresno County is the sole client, the contractors must agree to the following contract language: "The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of the agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno." Any bidder that wishes an exemption from this contract requirements must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors can approve such exemption.

Policy Statement: Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where

Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

This policy will not apply to contracts between the County and the Federal or State governments; or one-time contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

Management Responsibility: It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.

ADMINISTRATIVE POLICY NUMBER 34

Competitive Bids and Requests for Proposals

Fresno County Administrative Policy No. 34 provides that no person, firm or subsidiary thereof who has been awarded a consulting services contract by the County, may submit a bid for, or be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. Any bidder that wishes an exemption from this contract limitation must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors, on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County, can waive this policy.

Definitions: Purchasing Authority and Responsibility – In accordance with the State of California Government Code Section 25500 et seq., and the Fresno County Ordinance Code Chapter 2.56, the Board of Supervisors has established a County Purchasing Agent. The Board has designated the County Administrative Officer as the Purchasing Agent. Unless otherwise restricted, all necessary authority and responsibility has been delegated to the Purchasing Agent to satisfy the acquisition requirements of the County. The Purchasing Agent may defer day-to-day acquisition management to the Purchasing Manager as appropriate.

Policy Statement: Competitive bids or requests for proposals shall be secured for all contracts for goods or services which are proposed to be acquired by the County except when in unusual or extraordinary circumstances, a department head, requests an exception to competitive bidding. All such requests must be documented by the department head including a detailed description of the facts justifying the exception. The

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request must receive concurrence of the procurement authority who will sign that particular contract i.e. the Board of Supervisors or Purchasing Agent/Purchasing Manager. The following circumstances are examples which constitute "Suspension of Competition":

- In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- When the contract is with a federal, state, or local governmental agency.
- When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
- When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

Contracts for services should not usually cover a period of more than one year although a longer period may be approved in unusual circumstances. Multiple year contracts must include provisions for early termination and must be contingent on available funding. Unless exempted as provided for above, no contract for service shall extend, either by original contract or by extension, beyond three years unless competitive bids have been sought or a Request for Proposal has been processed.

During any competitive bidding procedure, all bids shall be opened publicly and the dollar amount of each bid shall be read aloud. Under no circumstance shall a bid which is received at the designated place of opening after the closing time be opened or considered.

Contracts for goods or services shall not be effective until approved by the Board of Supervisors or, if appropriate, the Purchasing Agent/Purchasing Manager. Contractors and vendors shall be advised by the responsible department head that performance under the contract may not commence prior to such approval.

Medical Professional Contracts

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent physicians contracting with the County on a fee for service basis.

A salary survey for physician services shall be conducted every two years.

Contracts for physician services shall not extend, either by original contract or by extension, beyond five years unless competitive bids have been sought or unless exempted as provided above.

Contracts for Legal Services

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent law firms and attorneys contracting with the County on a fee for service basis.

A salary survey for legal services shall be conducted every two years.

The selection of and contracting with firms to provide legal services shall be

coordinated through the County Counsel's Office. The County Counsel shall assist in securing a law firm with the requisite legal expertise and price structure that would provide the best service to the County. County Counsel shall be involved throughout the process of selecting a firm, developing a contract, and monitoring the billing and services provided throughout the contract period.

Prohibited Bids Concerning End Product of Consulting Contracts

No person, firm, or subsidiary thereof who has been awarded a consulting services contract by the County, shall be awarded a contract for the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. This policy may be waived by the Board of Supervisors on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County.

Management Responsibility: The County Administrative Officer is responsible for preparing and issuing written procedures to assure compliance with this policy by all County officials and departments.

ADMINISTRATIVE POLICY NUMBER 71

Prohibiting the Use of Public Funds for Political Advocacy

Fresno County Administrative Policy No. 71 provides that no County assets, including money, shall be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot. No contract entered into by the County shall provide for use of County monies for political campaigns.

Policy Statement: Government assets, including money, grant funds, paid staff time, equipment and supplies, facilities or any other government asset shall not be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot.

Management Responsibility: Department Heads shall be held responsible for ensuring that government assets within their control are not used to advocate for or against any matter or person that has qualified for the ballot.

This section does not prohibit the expenditure of government assets to create and provide informational or educational materials regarding a matter that has qualified for the ballot. Such information or educational materials shall provide a fair, accurate and impartial presentation of relevant information relating to the matter that has qualified for the ballot. However, government assets shall not be expended to create and provide such informational or educational materials in the 90 days prior to the election unless specifically authorized by the Board of Supervisors or required by the Public Records Act or other law.

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KEY DATES

RFQ Issue Date: **July 17, 2015**

Vendor Conference: **July 27, 2015 at 1:30 p.m.**
Vendors are to contact Louann M. Jones at (559) 600-7118 if planning to attend vendor conference. County of Fresno Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

Deadline for Written Requests for Interpretations or Corrections of RFQ: **July 29, 2015 at 12:00 p.m.**
E-Mail: ljones@co.fresno.ca.us

RFQ Closing Date: **August 10, 2015 at 2:00 p.m.**
County of Fresno Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702

BIDDING INSTRUCTIONS CONTRACT SERVICES AND SUPPLY

The County of Fresno is soliciting bids to establish an agreement under which the successful bidder will provide, qualified snow removal contractors for snow removal services.

Below is a list of the snow removal service areas for which individual quotes will be received:

Snow Removal Service Area	Miles
1. CSA No. 35, Zone O, (Granite Ridge), Internal Roads, Phases I through VIII	2.813
2. CSA No. 35, Zone V, (Musick Falls), Internal Roads	0.998
3. CSA No. 35, Zone AG, (Wildflower Village), Internal Roads, Phases I through V	3.250
4. CSA No. 35, Zone AK, (Woody Lane), Internal Roads	0.174
5. CSA No. 35, Zone AS, (Dogwood), Internal Roads	6.30
• Solitude Lane to Shaver Lake WWTP (Invoice separately from CSA No. 35 AS)	.20
6. CSA No. 35, Zone AT, (Bretz Mountain Village), Internal Roads	1.196
7. CSA No. 35, Zone CD, (Timber Ridge), Internal Roads	0.708
8. CSA No. 35, Zone CI, (Quartz Mountain), Internal Roads	1.965
9. Bretz Road from Highway 168 to Slick Rock Lane	1.25

LOCAL VENDOR PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID

PREFERENCE: The Local Vendor Preference and Disabled Veteran Business Enterprise Preference does not apply to this Request for Quotation.

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the quotation and is identified on page one of this Request For Quotation (RFQ).

ISSUING AGENT: This RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

INTERPRETATION OF RFQ: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ and fully inform themselves as to the quality and character of services required. If any person planning to submit a quotation finds discrepancies in or omissions from the RFQ or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see below). Any change in the RFQ will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to County Purchasing by July 29, 2015 by 12:00 p.m. Questions must be directed to the attention of the buyer identified on page one.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.

Questions shall be delivered to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, CA 93702 or E-Mail: ljones@co.fresno.ca.us.

NOTE: The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

AWARD: Award will be made to the vendor(s) offering the services, products, prices, delivery, equipment and system deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. Award Notices are tentative: Acceptance of an offer made in response to this RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

RIGHT TO REJECT BIDS: The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.

AUTHORIZED CONTACT: All communication regarding this RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

VENDOR CONFERENCE: On July 27, 2015 at 1:30 p.m., a vendor's conference will be held in which the scope of the project and quotation requirements will be explained. The meeting will be held at the office of County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2nd Floor, Fresno, California. Minutes will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

Bidders are to contact Louann M. Jones at County of Fresno Purchasing, (559) 600-7118, if they are planning to attend the conference.

CODES AND REGULATIONS: All work and material to conform to all applicable state and local building and other codes and regulations.

NUMBER OF COPIES: Submit **one (1) original, with one (1) *reproducible compact disc and two (2) hardcopies** of your quotation no later than the quotation closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (e.g. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

***Bidder shall submit one (1) reproducible compact discs (e.g.: PDF file) containing the complete quotation. Compact discs should accompany the original and should be inserted in an attached sleeve or envelope in the front of the bid to insure the discs are not misplaced.**

FIRM QUOTATION: All quotations shall remain firm for at least 180 days.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the quotation it will be assumed that they are included in the total quoted.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

TAXES, PERMITS & FEES: The successful bidder shall pay for and include all federal, state and local taxes direct or indirect upon all materials; pay all fees for, and obtain all necessary permits and licenses, unless otherwise specified herein.

VENDOR ASSISTANCE: Successful bidder shall furnish, at no cost to the County, a representative to assist County departments in determining their product requirements

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

QUOTATION REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your quotation.

BIDDERS' LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFQ.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the quotation, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

PRICES: Bidder agrees that prices quoted are a maximum for the contract period, and in the event of a price decline such lower prices shall be extended to the County of Fresno. Prices shall be quoted F.O.B. destination

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFQ or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a quotation/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

EXCEPTIONS: Identify with explanation, any terms, conditions, specifications or stipulations of the RFQ with which you CAN NOT or WILL NOT comply.

ADDENDA: In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks shall be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or quotation submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee whose position in the County enables him to influence the selection of a contractor for this RFQ, or any competing RFQ, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.

INVOICING: All invoices are to be delivered in duplicate to Public Works – Accounts Payable, 2220 Tulare Street – 6th Floor, Fresno, CA 93721. Reference shall be made to the purchase order/contract number and equipment number, if applicable, on the invoice.

PAYMENT: County will make partial payments for all purchases made under the contract/purchase order and accumulated during the month.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of three (3) years.

RENEWAL: Agreement may be renewed for a potential of two (2) one (1) year periods, based on the mutual written consent of all parties.

QUANTITIES: Quantities shown in the bid schedule are approximate and the County guarantees no minimum amount. The County reserves the right to increase or decrease quantities.

ORDERING: Orders will be placed as required by County of Fresno Public Works - Roads Department.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, County shall have no right to control or supervise or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the County or to the Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or

employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

MATERIALS TO BE NEW: All materials shall be new and of merchantable grade, free from defect. No bid will be considered unless it is accompanied by a complete list of manufacturer's catalog numbers of the items, which the bidder proposes to furnish, together with full descriptive literature on all items so enumerated. If item proposed differs from these specifications, bidder shall present specific explanation of functioning and structural characteristics for those details which differ from the specifications listed herein.

EXAMINATION OF SITE: Where work is to be performed on County site, each bidder shall have examined the site of work before bidding and shall be responsible for having acquired full knowledge of the job and of all problems affecting it. No variations or allowance from the contract sum will be made because of lack of such examination.

DAMAGE TO EXISTING WORK: Damage to existing construction, equipment, planting, etc., by the contractor in the performance of his work shall be replaced or repaired and restored to original condition by the contractor.

COORDINATE WORK WITH OWNER: Successful bidder shall coordinate and schedule the work with the County so that any interruption to the normal business operations be kept to a minimum.

INSPECTION: All material and workmanship shall be subject to inspection, examination and test by the County at any and all times during which manufacture and/or construction are carried on. The County shall have the right to reject defective material and workmanship or require its correction.

SUPERVISION: The Contractor shall give efficient supervision to the work, using therein the skill and diligence for which he is remunerated in the contract price. He shall carefully inspect the site and study and compare all drawings, specifications and other instructions, as ignorance of any phase of any of the features or conditions affecting the contract will not excuse him from carrying out its provisions to its full intent.

STANDARD OF PERFORMANCE: All work shall be performed in a good and workmanlike manner.

CONTRACTOR'S LICENSE: Bidder to possess appropriate license for the project, in accordance with current regulations/statutes.

SAFEGUARDS: The successful bidder shall provide, in conformity with all local codes and ordinances and as may be required, such temporary walls, fences, guardrails, barricades, lights, danger signs, enclosures, etc., and shall maintain such safeguards until all work is completed.

INSURANCE: Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to COUNTY.

Within thirty (30) days from the date CONTRACTOR executes this Agreement, CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to **County of Fresno, Public Works-Special Districts, 2220 Tulare Street 6th Floor, Fresno, CA 93721**, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees,

shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

EPAYMENT OPTION: The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the state of California .Any claim which cannot be amicably settled without court action will be litigated in the U.S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

DEFAULT: In case of default by the selected bidder, the County may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFQ must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFQ. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFQ. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

AUDITS AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

BIDDER TO COMPLETE THE FOLLOWING:**PARTICIPATION**

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR QUOTATION.

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar products/services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFQ.

REQUIREMENTS / SCOPE OF WORK

SNOW REMOVAL SERVICE AREAS: The County of Fresno Purchasing on behalf of the Department of Public Works and Planning, Resources Division is requesting quotations from qualified snow removal contractors for snow removal services. Below is a list of the snow removal service areas for which individual quotes will be received.

Snow Removal Service Area	Miles
1. CSA No. 35, Zone O, (Granite Ridge), Internal Roads, Phases I through VIII	2.813
2. CSA No. 35, Zone V, (Musick Falls), Internal Roads	0.998
3. CSA No. 35, Zone AG, (Wildflower Village), Internal Roads, Phases I through V	3.250
4. CSA No. 35, Zone AK, (Woody Lane), Internal Roads	0.174
5. CSA No. 35, Zone AS, (Dogwood), Internal Roads	6.30
• Solitude Lane to Shaver Lake WWTP (Invoice separately from CSA No. 35 AS)	.20
6. CSA No. 35, Zone AT, (Bretz Mountain Village), Internal Roads	1.196
7. CSA No. 35, Zone CD, (Timber Ridge), Internal Roads	0.708
8. CSA No. 35, Zone CI, (Quartz Mountain), Internal Roads	1.965
9. Bretz Road from Highway 168 to Slick Rock Lane	1.25

Exhibit A-1 is an area wide map showing the snow removal areas within the Shaver Lake Community. Exhibits A-2 through A-6 show areas and roadways needing snow removal services. Exhibit B provides a list of road names and lengths.

Bids may be submitted for one or more areas. Bidders are encouraged to bid on service areas in which they can provide the best response time and efficiencies. However, the County may not obtain service contracts for all of the areas listed above.

NOVEMBER THROUGH APRIL SNOW REMOVAL PERIOD: The snow removal period is defined as beginning at 12:00 AM, November 1, through to 12:00 PM on April 20.

OUT-OF-SEASON SNOW REMOVAL PERIOD: The snow removal period prior to 12:00 AM November 1 or after 12:00 PM April 30.

DUTIES AND RESPONSIBILITIES: Snow removal shall be done in a manner to preserve and protect the roads to the extent necessary and to insure safe and efficient transportation. The work shall be performed in a professional, workmanlike manner, and shall use those methods and equipment consistent with the best practices of the trade. The Contractor's responsibilities and duties are detailed below.

A. Prior to November 1:

1. Provide County staff with current certificates of insurance for all categories of required coverage.

2. Conduct an inspection of the subject roadways accompanied by County Staff and Citizen's Advisory Council member to accomplish the following:
 - a. Document in writing and in digital photographs the location and extent of any previous damage to roadway pavement, curbs, gutters, driveway approaches, and drainage and sewer collection facilities. The documentation shall be transmitted to the County Representative in a timely manner and will be retained as a benchmark for evaluating future damage.
 - b. Determine where snow poles are needed to be placed. Particular attention should be given to areas susceptible to damage during snow removal operations such as curves in the roadway or cul-de-sacs. The Contractor can obtain snow poles from the County Special Districts staff. They should be placed close to roadside curbing and close enough to each other to guide the snow removal equipment operator away from causing damage to curbs and other obstacles.
3. Contact the Permit Engineer in the Road Maintenance and Operations Division of the County Department of Public Works and Planning and obtain an encroachment permit for snow removal for all eligible roadways. Payment of encroachment permit fees is the responsibility of the Contractor. If encroachment permits are not obtained in a timely manner, this may cause the County to delay payments to the Contractor for snow removal services or termination of the Agreement.

B. During the November through April Snow Removal Period as defined above:

1. Have necessary equipment in working and well-maintained condition; have materials such as sand on hand, and labor mobilized and available twenty-four (24) hours a day, seven (7) days a week to perform snow removal and related services for the subject roadways.
2. Perform snow removal operations on subject roadways such that **snow does not accumulate to more than three (3) inches in any one place until the storm or storms have passed**. If the subject roadways are lengthy, or conditions require a sizeable amount of snow to be removed, the contractor must commit the necessary equipment and manpower to reach the above referenced standard, no matter what other snow removal commitments they have. Considerations will be given to extreme or abnormal situations.
 - a. The roadway shall be cleared of snow so that **two (2) traffic lanes** are open at all times or to within two feet of curbs or edge of roadway pavement.
 - b. Make every reasonable effort to avoid piling or pushing snow up on driveway approaches or access ways.
 - c. Remove snow that accumulates and packs during a storm as soon as weather conditions permit, eliminating potholes and rutting.
 - d. Maintain and keep clear of snow all over-board drains provided on the subject roadways.
 - e. Remove snow from fire hydrants in order to keep them all accessible and maintainable.

- f. Apply sand to road areas that are slippery, subject to icing, or at the request of County staff.
 3. Take responsibility for any damages to public and private property resulting from snow removal and ancillary services. If the contractor damages County owned property or property that the County is responsible for maintaining, the County shall have the discretion of determining if the contractor should repair the damages or should provide for the cost of repair.
 4. Remove at no further increased compensation the accumulation or build-up of snow or ice as a result of neglect. The County shall not be responsible for any damage or injury to equipment or persons resulting from the removal of said accumulation or ice.
 5. Respond in writing to the County in regards to complaints made by the CSA's residents.
 6. The County will try to document reports of insufficient services by requesting complainants provide digital photographs with time stamps. If the County receives a complaint or is notified of insufficient service for the first time after a snowstorm, the Contractor shall investigate and provide a written response to the circumstances.
 - a. If the County receives a complaint or is notified a second time for the same or similar insufficient service for a succeeding snow storm and is not satisfied with the written explanation provided by the Contractor, the County may request a meeting with the Contractor to discuss any improvements in operation the Contractor can provide.
 - b. If the County receives a complaint or is notified a third time for the same or a similar insufficient service for a succeeding snow storm and the County Representative is not satisfied with the Contractor's written response, the County may assess liquidated damages of up to ten (10) percent of the monthly compensation. Continued complaints of the same nature may cause termination of the Agreement.
 7. Add and/or replace snow poles if taken out during the season.
- C. After the November through April Snow Removal Period:
1. Provide street sweepings on all subject roadways impacted by snow removal services; preferably prior to the Memorial Day weekend unless prohibited by unseasonable snows. The purpose of street sweeping will be to remove excess sand and debris and whatever has been deposited due to snow removal.
 2. Repair all surfaces, curbs, bent snow poles and signs, and other facilities that were damaged by snow removal. County may withhold final payment until repairs are made.

COMPENSATION FOR THE NOVEMBER THROUGH APRIL SNOW REMOVAL PERIOD:

The price quotation provided by bidders represents what the Contractor expects in compensation for an average snow season from November 1 to April 30 to fulfill all the responsibilities and conduct all duties specified in "Requirements / Scope of Work". The selected Contractor(s) for snow removal areas will be guaranteed a minimum of seventy percent (70%) of the price quotation and it will be paid in equal monthly installments for the first five months starting from November. The Average Snow Removal Period Precipitation has been established by taking the precipitation (rain and snowmelt) amounts at the Shaver Lake Regional Facility and/or the Granite Ridge Pump Station for the period between November 1 and April 30, for the last ten years and deriving the average (Exhibit C provides a table of

precipitation measurements from 2005-06 to 2014-15 and the ten-year average). Each subsequent year, the table will be revised to include the prior year measurements. After April 30, the amount of precipitation received for the subject year from November to April will be tabulated. If that precipitation amount is greater than seventy percent (70%) of the ten-year average, the Contractor will receive an adjusted payment based on the inches above the ten-year average at the unit price up to one hundred and fifty percent (150%). Below is an example of how compensation will be determined.

Quotation for an average year	70 % of Quote	Monthly Payment for 5 mos. at 70% of Quote	10 yr. Avg. Snow Season Precipitation 100% & 70%	Unit Cost per inch \$45,000/32.5	Example: Precipitation During Snow Season	Adjustment Payment 10 inches X unit rate
\$45,000	\$31,500	\$6,300	32.5" & 22.8"	\$1384.62	32.8"	\$13,846

Quotation for an average year.	70 % of Quote	Monthly Payment for 5 mos. at 70% of Quote	10 yr. Avg. Snow Season Precipitation 100% & 70%	Unit Cost per inch \$28,500/32.5	Example: Precipitation During Snow Season	Adjustment Payment 25.95 inches x unit rate
\$28,500	\$19,950	\$3990	32.5" & 22.8"	\$876.92	70.0"	\$22,756
Maximum of 150% of 10 yr. average					48.75"	

Quotation for an average year	70 % of Quote	Monthly Payment for 5 mos. at 70% of Quote	10 yr. Avg. Snow Season Precipitation 100% & 70%	Unit Cost per inch \$17,000/32.5	Example: Precipitation During Snow Season	Adjustment Payment 0 inches x unit rate
\$17,000	\$11,900	\$2,380	32.5" & 22.8"	\$523.08	22.0"	\$0
Minimum of 70% of the 10 yr. average					22.8"	

The electronic measuring equipment at the Shaver Lake Facility is linked to the website <http://www.wunderground.com/weatherstation/WXDailyHistory.asp?ID=KCASHAVE7>.

This electronic measuring equipment has a battery backup in the event of power failure, however, if this equipment is damaged or fails to function correctly, measurement data taken manually on a daily basis at the same location will be substituted during the period of equipment failure. If the electronic measuring equipment fails, and manual measurements are not obtainable, then measurements from measuring equipment located in the Granite Ridge Tracts (Granite Ridge Site) will be substituted during that period.

In the event of equipment failure, the Special Districts staff will have sole discretion on determining when manual measurements or measurements from the Granite Ridge Site will be used.

The California Department of Water Resources (DWR) announcement of "Final Snow Survey Results" and data available from stations in the southern Sierra from other agencies will not be used as a backup if there is equipment failure at the Shaver Lake Facility or Granite Ridge Site.

There are several reasons for this. The locations where data are collected are not near the Shaver Lake Area and are higher in elevation, and therefore, do not reflect the Shaver Lake Area's local conditions. The methods used to measure snowfall at remote locations cannot be converted precisely to precipitation amounts. Some locations did not have data going back over ten years in order to derive an average. Lastly, the snowfall and precipitation levels at some locations are not recorded in a timeframe consistence with the November 1 through April 30 period.

COMPENSATION FOR OUT-OF-SEASON SNOW REMOVAL SERVICES: There may be snowstorm episodes that occur prior to 12:00 AM, November 1 or after 12:00 PM, April 30. In such events, the County Representative will provide verbal authorization to the contractor to remove snow from an area. The County Representative has the discretion of determining the level of service, type of equipment and manpower levels that may or may not match the level of service provided in the November through April Snow Removal Period. The contractor should not provide snow removal services until the County Representative provides verbal authorization, unless there are extraordinary conditions that eminently jeopardize the health and safety of residents or will result in damage to vital equipment or property. In extraordinary conditions, the contractor should document the reason for initiating snow removal.

The contractor will be compensated with the quoted per hour rate for equipment and manpower authorized by the County Representative. The contractor shall show the hours engaged in out-of-season snow removal when a minimum of three inches has accumulated on the subject roadway. No allowance will be made for travel time to and from the service area. The Contractor may be requested to provide snow removal services for other areas that the Contractor is not responsible for during the November through April snow removal period.

EQUIPMENT: The attached "Equipment Inventory" sheet must be completed and submitted with bids. Contractors shall provide on the Equipment Inventory the type of equipment, make, model, year, and description. The Contractor must possess the equipment listed at the time of bid opening and it must be in operating condition. Equipment capabilities will be a factor in evaluating bids. The Contractor shall identify the response time to reach the subdivision from the location where equipment is stored. All equipment must be well maintained and kept in good running condition. The County may verify and inspect equipment prior to award of contracts.

MANPOWER AVAILABILITY AND SNOW REMOVAL EXPERIENCE: The Bidders must also complete and submit the Man Power Availability and Experience Questionnaire indicating the manpower available to operate the equipment. The drivers of the equipment shall have the proper and valid licenses to operate the equipment. The experience level of Bidders will be a consideration of selection.

LIST OF OTHER SNOW REMOVAL CONTRACTS OR SERVICES TO OTHER PARTIES: Bidders shall provide information on other snow removal contracts or services to other parties. This will be used to gauge the existing or planned work commitments and work load of the Bidder.

BID SHEET: Bidders are requested to provide two (2) price quotations for each snow removal area. The first price quotation will be to conduct all duties specified in "Requirements / Scope of

Work” from November 1 through April 30 snow removal period based on the ten-year average provided in Exhibit C.

The second price quotation will be an hourly rate for out-of-season snow removal services in a snow removal area. This will be utilized when snowstorms occur prior to November 1 or after April 30.

PRICES: The Bidder agrees that the price quote offered for the November through April period for an area is based on the last ten-year average of precipitation level in inches rounded at the tenth of one-inch increment from November 1 to April 30. However, the price quote offered **does not** represent the minimum compensation. The minimum compensation is seventy percent (70%) of the price quotation. The maximum compensation shall be determined by the amount of precipitation from November 1 to April 30 up to one hundred fifty percent (150%) of the last ten-year average.

CPI ADJUSTMENT: For each of the two additional one year extensions past the three year term, the price quote(s) will be adjusted based on the Consumer Price Index (CPI) All Urban Consumers for San Francisco-Oakland-San Jose, CA, Standard Metropolitan Statistical Area published by the United States Department of Labor, Bureau of Labor Statistics or any successor index. The information will be taken from the U.S. Department of Labor's website: <http://www.bls.gov/cpi/>. The price quote(s) for an average year for the November through April snow removal period and rate(s) per hour for out-of-season snow removal shall be adjusted as follows, in the fourth year of the service agreement, if both the County and contractor agree to extend the agreement one year, the CPI value for April 2015 will be subtracted from the CPI value for April 2018 and the difference divided into the April 2015 value to determine the percentage change in the CPI from April 2015 to April 2018. The percentage change will be to a tenth of one percent. If the County and the contractor agree to extend the agreement in the fourth year, the contractor's price quotes will be adjusted up by the percentage change from April 2015 to April 2018 not to exceed nine percent (9%). In the fifth year, the CPI value for April 2018 will be subtracted from the CPI value for April 2019 and the difference divided into the CPI value for April 2018 to determine the percentage change during that period. If the County and the contractor agree to extend the agreement in the fifth year, the contractor's price quotes will be adjusted up by the percentage change not to exceed three percent (3%). If the percentage change is zero or negative, the price quotations shall remain the same in either the fourth or fifth year of the agreement.

If measuring equipment at Granite Ridge Pump Station is damaged or unable to produce reliable data, precipitation amounts published by California Department of Water Resources will be used to calculate reimbursement amounts.

BACK-UP FIRM: The County shall reserve the right to call for a back-up firm, in the event the Contractor is unable to respond or provide service in a timely manner. If the County does utilize a back-up firm the County may deduct the actual cost to provide the back-up firm plus ten percent (10%) administrative costs from the monthly reimbursement of the Contractor. The back-up firm shall be allowed to complete the job without interference from the Contractor, in the event the Contractor shows up late.

BIDDER TO COMPLETE

INSURANCE:

Name of Insurance Carrier: _____

Public Liability: _____ Expires: _____

Worker's Compensation: _____ Expires: _____

Proof of maintenance of adequate insurance will be required before award is made to vendor.**EQUIPMENT INVENTORY**

Type of Equipment	Make / Model / Year	Description
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MANPOWER AVAILABILITY AND EXPERIENCE

Employee's Classification or Primary Function	Special Licenses	Experience
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DISTANCE FROM EQUIPMENT STORAGE YARD TO SERVICE AREA

Bidders shall provide the distance (down to tenths of a mile) from where equipment is stored to the service area.

District	Location of Equipment	Distance
CSA No. 35, Zone O, Granite Ridge		
CSA No. 35, Zone V, Musick Falls		
CSA No. 35, Zone AG, Wildflower Village		
CSA No. 35, Zone AK, Woody Lane		
CSA No. 35, Zone AS, Dogwood		
CSA No. 35, Zone AT, Bretz Mountain Village		
CSA No. 35, Zone CD, Timber Ridge		
CSA No. 35, Zone CI, Quartz Mountain		
Bretz Road from Highway 168		

LIST OF OTHER SNOW REMOVAL CONTRACTS OR SERVICES TO OTHER PARTIES

Service Area	Current Obligation or Planning to Bid	Time Period of Obligation	Total Miles / Distance of Services Provided

QUOTATION SCHEDULE

The bidder shall state a quotation for the period between November 1 to April 30 to fulfill all the responsibilities and conduct all duties specified in "Requirements / Scope of Work" for an Average Season based on the ten year average (32.5") provided in Exhibit C. Seventy percent (70%) of the quoted amount will be paid in equal monthly installments for the first five months of the snow season. After April 30, the amount of precipitation (rain and snow melt) will be tabulated. If that amount is greater than the seventy percent (70%) of the ten year average, an adjusted payment will be made based on the inches above seventy percent (70%) at the unit price.

The County is also requesting an hourly rate quotation for snow removal services in each district. This will be utilized for unanticipated or extra services pre-authorized by the County.

Snow Removal Service Area	Quotation for average from November through April period	Quotation for Hourly rate for Out-of-Season
CSA No. 35, Zone O, (Granite Ridge)	\$	\$
CSA No. 35, Zone V, (Musick Falls)	\$	\$
CSA No. 35, Zone AG, (Wildflower Village)	\$	\$
CSA No. 35, Zone AK, (Woody Lane), Internal Roads	\$	\$
CSA No. 35 AS, (Dogwood)	\$	\$
Solitude Lane to Shaver Lake WWTP, (part of CSA 35 AS Service)	\$	\$
CSA No. 35, Zone AT, (Bretz Mountain Village)	\$	\$
CSA No. 35, Zone CD, (Timber Ridge)	\$	\$
CSA No. 35, Zone CI, (Quartz Mountain)	\$	\$
Bretz Road from Highway 168 to Slick Rock Lane	\$	\$

CHECK LIST

This Checklist is provided to assist the vendors in the preparation of their bid response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the bid package in order to make the bid compliant. Because this checklist is just a guideline, the bidder must read and comply with the bid in its entirety.

Check off each of the following:

1. _____ Front page of the Request for Quotation (RFQ) has been signed (original signature) and completed.
2. _____ **One (1) original** and **two (2) copies** of the RFQ have been provided.
3. _____ **One (1) reproducible compact disc** of the RFQ have been provided.
4. _____ Addenda, if any, have been completed, signed and included in the bid package.
5. _____ The completed *Reference List* as provided with this RFQ.
6. _____ The *Quotation Schedule* as provided with this RFQ has been completed, priced reviewed for accuracy and any corrections initialed in ink.
7. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFQ.
8. _____ The *Participation* page as provided within this RFQ has been signed and included
9. _____ *Bidder to Complete* page as provided with this RFQ.
10. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFQ No. 968-5366
Closing Date: August 10, 2015
Closing Time: 2:00 P.M.
Commodity or Service: Snow Removal Services

This Checklist does not need to be returned with your bid.

EXHIBITS

Exhibit A-1: Shaver Lake Area Map

Exhibit A-2: County Service Area 35AK – Woody Lane

Exhibit A-3: County Service Area 35AS – Dogwood

Exhibit A-4: Bretz Road & County Service Areas 35O, 35CD & 35AT

Exhibit A-5: County Service Area 35AG – Wildflower Village

Exhibit A-6: County Service Area 35V – Musick Falls

Exhibit B: Service Area Road Names and Lengths

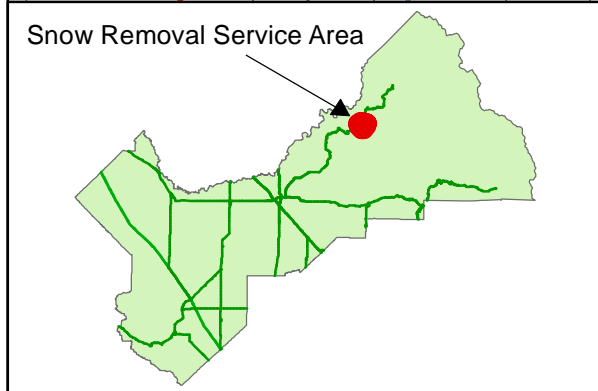
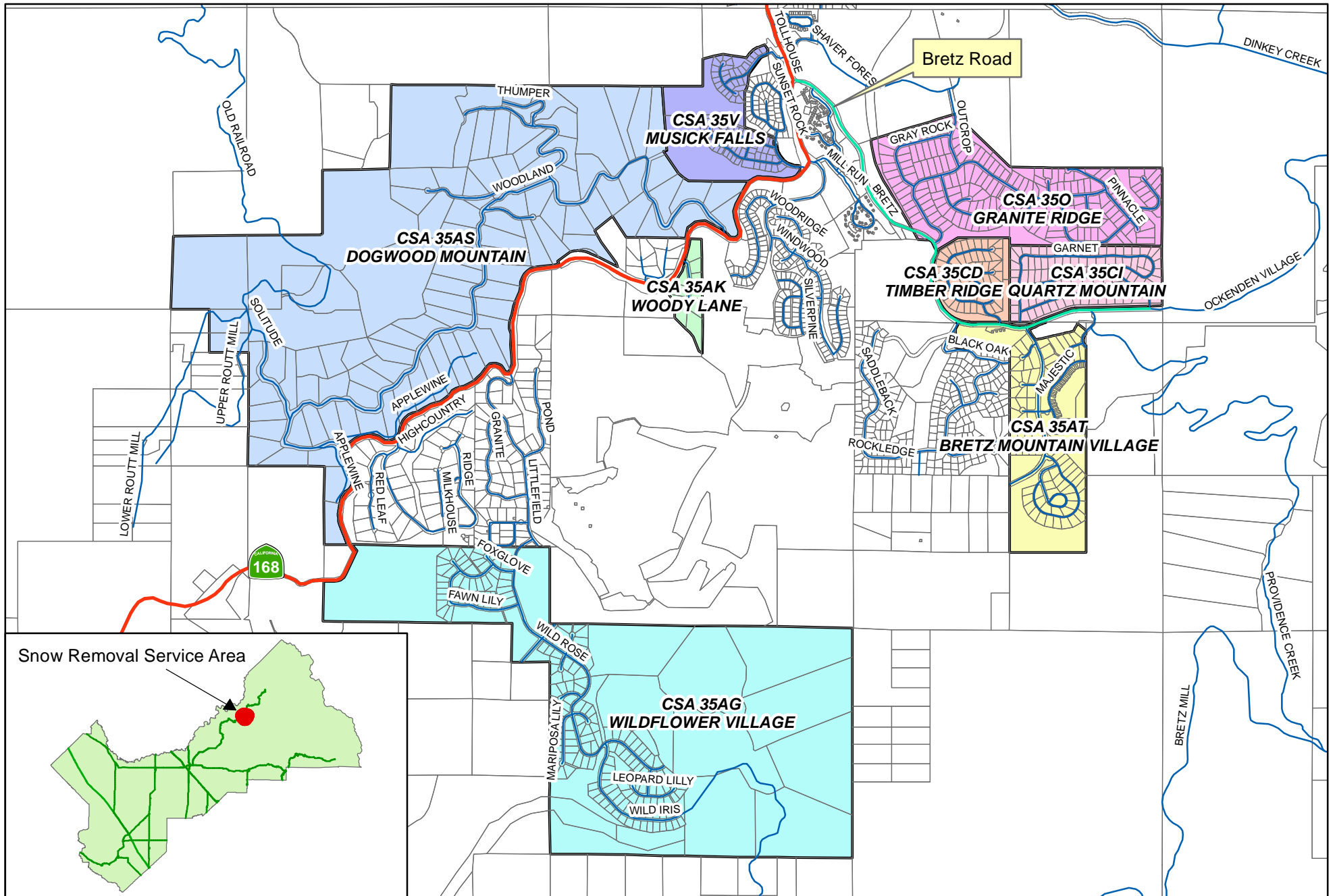
Exhibit C: Average Snow Season Precipitation



Snow Removal Services - Shaver Lake Area Map

Public Works and Planning

Exhibit A-1

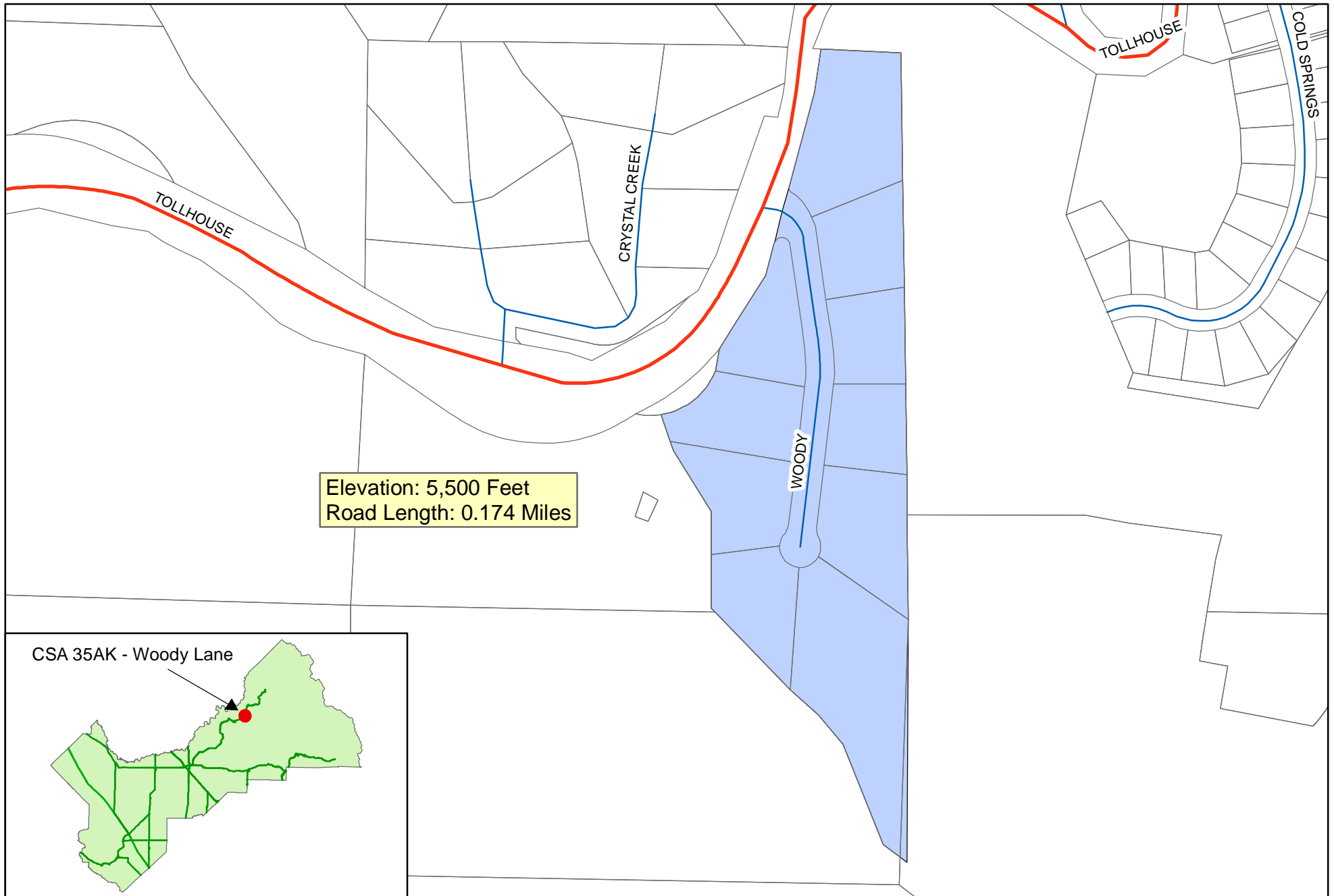




County Service Area 35AK - Woody Lane

Public Works and Planning

Exhibit A-2

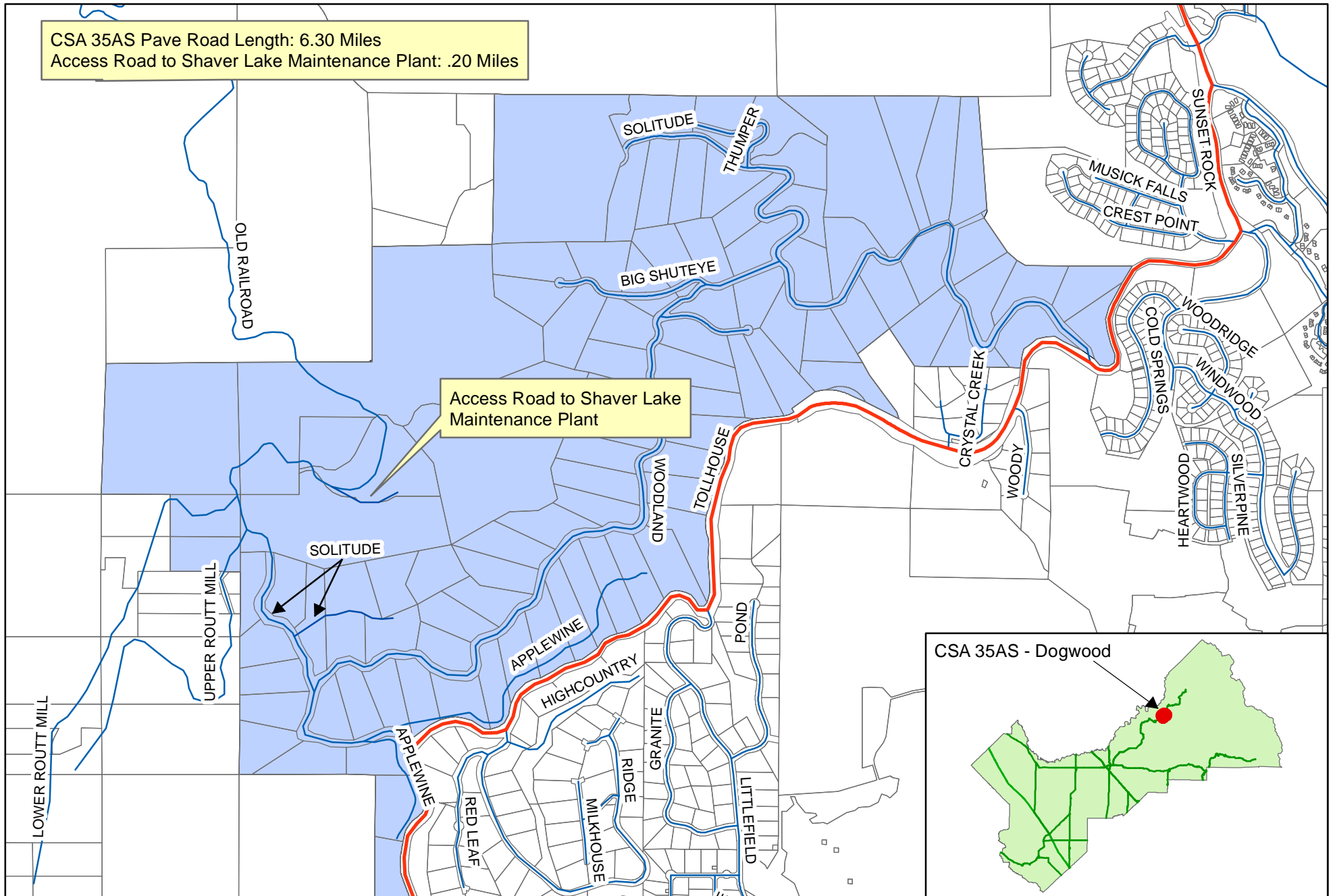




CSA 35AS - Dogwood

Public Works and Planning

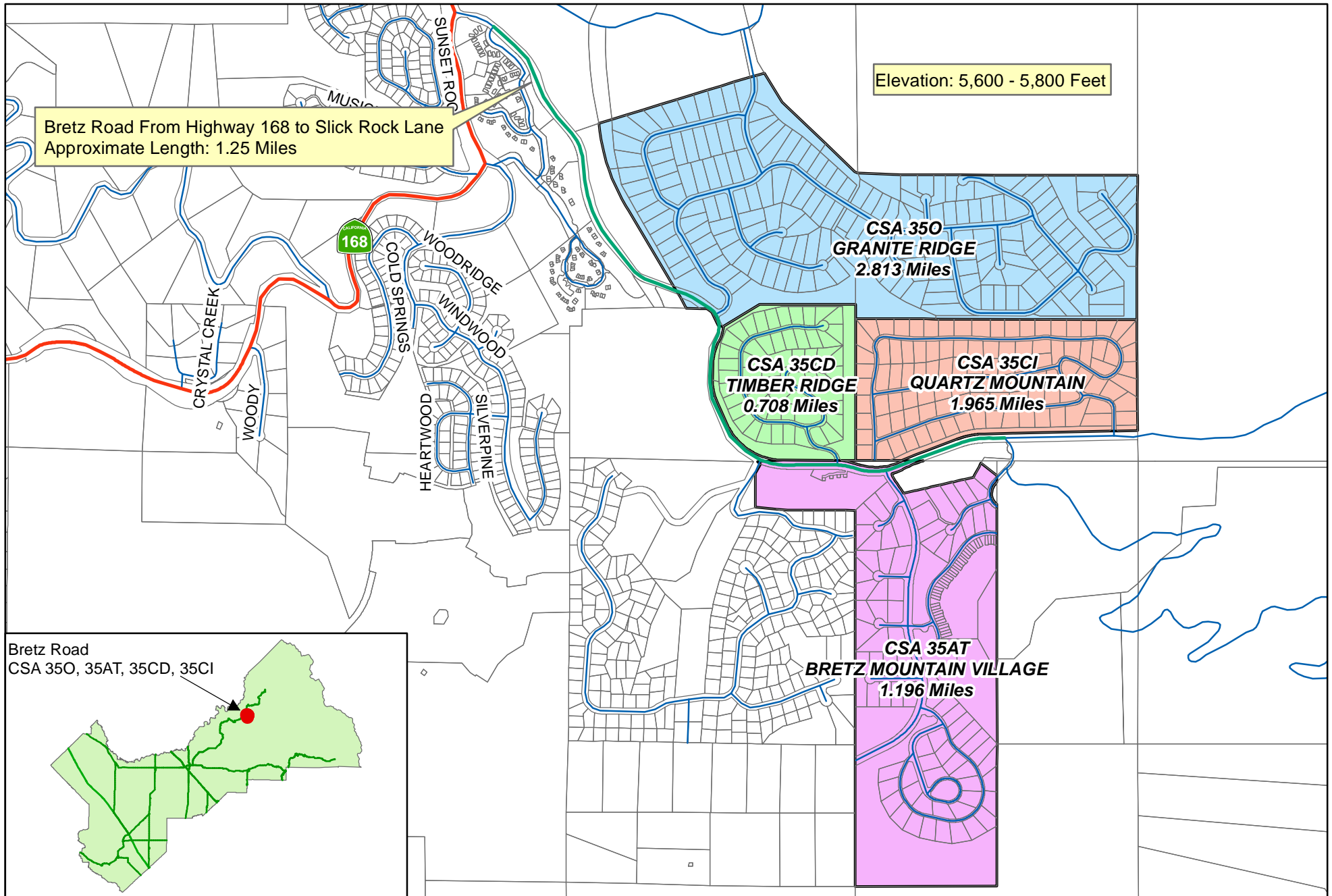
Exhibit A-3





Bretz Road & CSA 350, 35AT, 35CD, & 35CI

Public Works and Planning





County Service Area 35AG - Wildflower Village

Public Works and Planning

Exhibit A-5

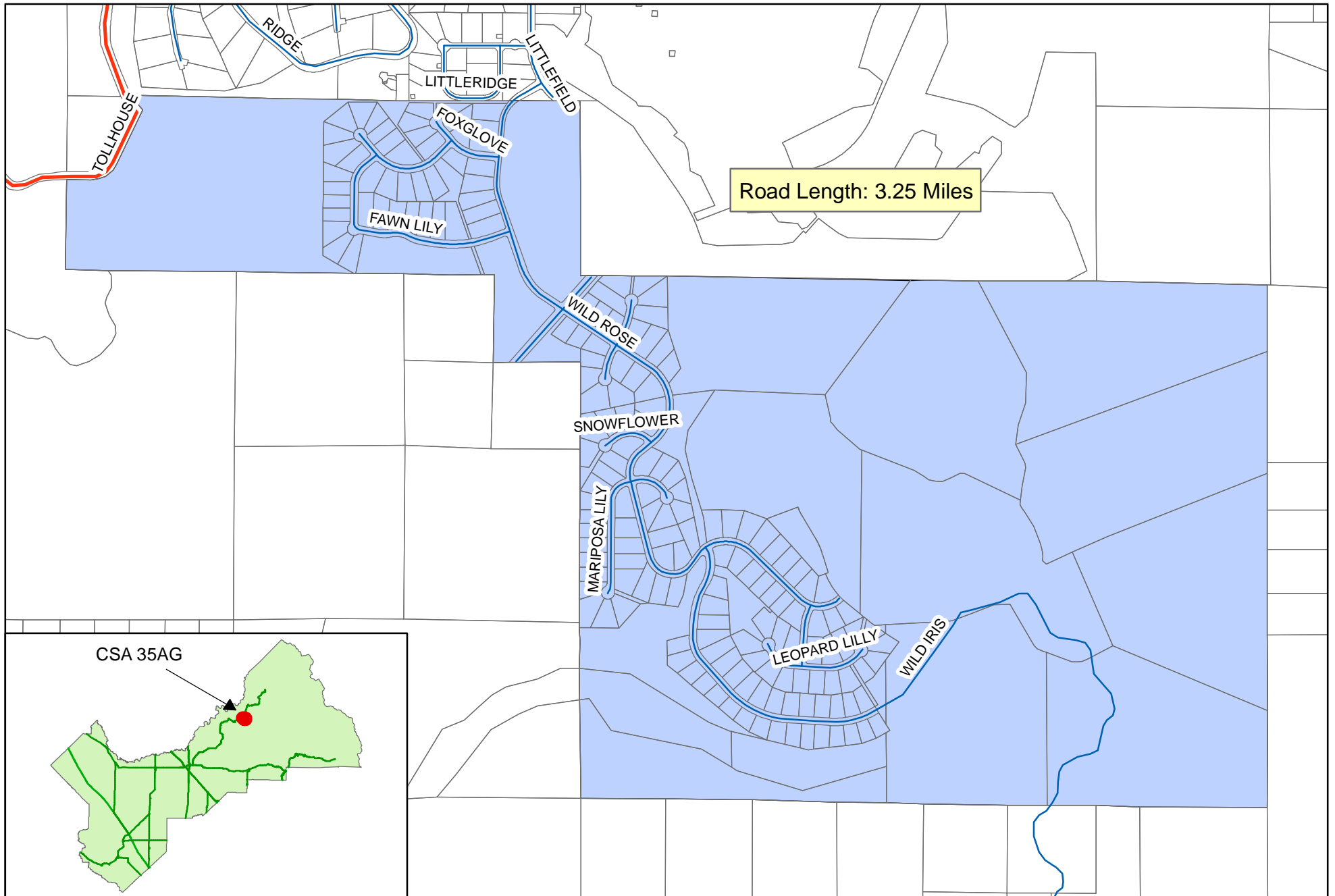




Exhibit A-6 County Service Area 35, Zone V- Musick Falls

Public Works and Planning

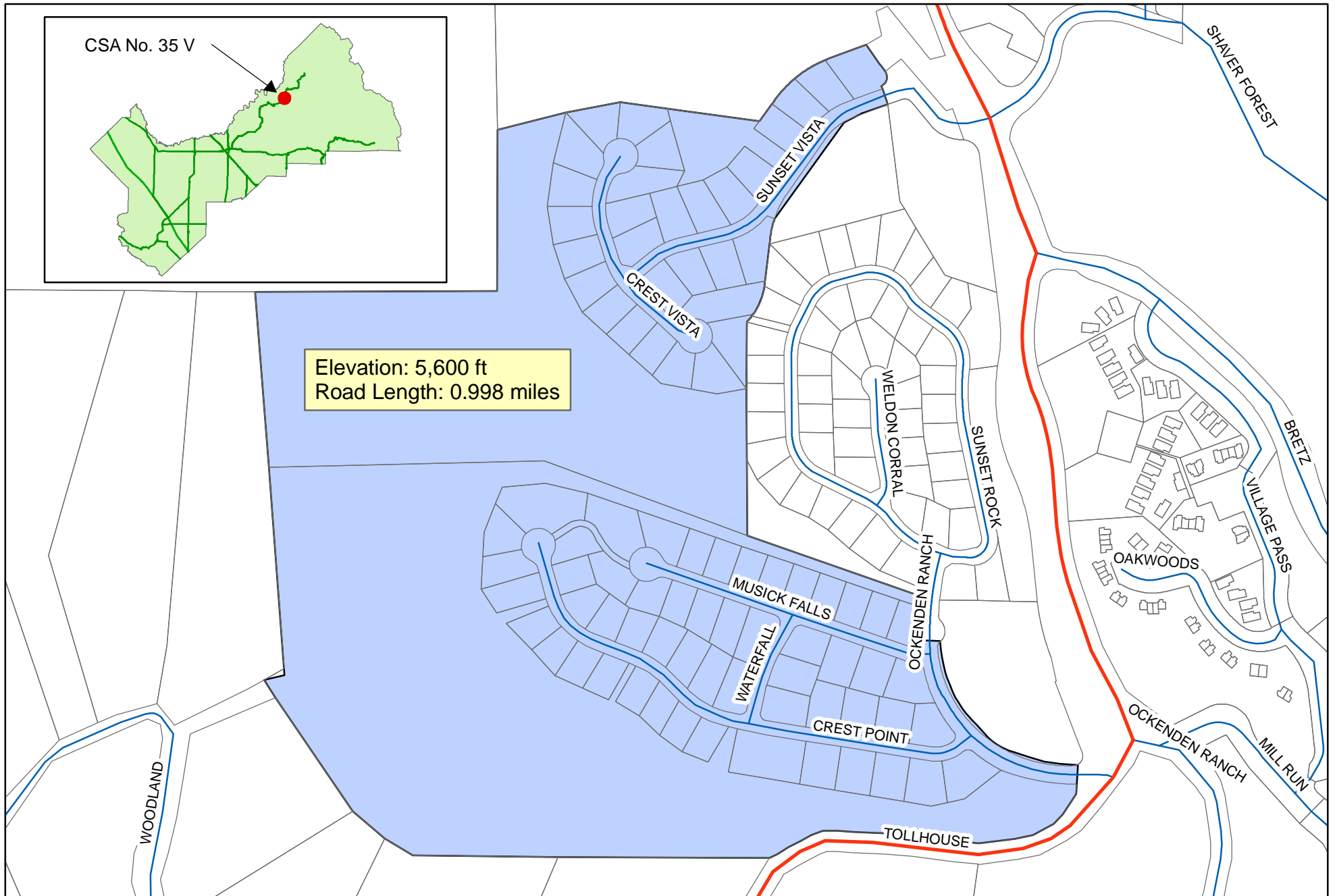


EXHIBIT B

SERVICE AREA ROAD NAMES AND LENGTHS

CSA 35-O (GRANITE RIDGE)

Outcrop	0.091
Rock shelf	0.251
Granite Ridge	0.931
Gray Rock	0.354
Split Rock	0.068
Granite Ledge	0.074
Granite Oaks	0.058
Granite Circle	0.583
Granite Rim	0.077
Pinnacle	0.326
Total	2.813 miles

CSA 35-V (Musick Falls)

Sunset Vista Lane	0.192
Crest Vista Lane	0.141
Ockenden Ranch Road (Formerly Shaver Lake Forest Road)	0.131
Musick Falls Lane	0.178
Water Fall Lane	0.059
Crest Point Lane	0.297
Total	0.998 miles

CSA 35-AG (Wildflower Village Phases I-V)

Phase I:	
Littlefield Road	0.109
Wild Rose Lane	0.959
Yellow Lupine Lane	0.173
Snow Flower Lane	0.077
Phase II:	
Wild Rose Lane	0.263
Phase III:	
Wild Rose Lane	0.048
Wild Iris Lane	0.369
Leopard Lily Lane	0.099
Sierra Violet Lane	0.090
Phase IV:	
Leopard Lily Lane	0.060
Wild Iris Lane	0.090
For Tract 5186, Phase V:	
Foxglove Lane	0.114
Mountain Heather Lane	0.172
Fawn Lily Lane	0.348
Total	3.25 miles

EXHIBIT B

CSA-AK (Woody Lane)

Woody Lane	0.174
Total	0.174 miles

CSA 35-AS (Dogwood Tracts)

S. Applewine Road	0.22
N. Applewine Road	0.70
Woodland Road	2.80
Solitude Lane	1.50
Little Shuteye Lane	0.44
Big Shuteye Lane	0.30
Little Thumber Lane	0.03
Big Thumper Lane	0.31
East fork of Solitude Lane	0.15
Solitude Lane (end of Dogwood Tract to Shaver Lake WWTP Office) (Separate Bid)	0.20
Total	6.50miles

CSA 35-AT (Bretz Mountain Village)

Bretz Road	0.467
Blue Canyon Road	0.447
Forest Run Lane	0.092
Summit Creek Court	0.055
Rush Creek Lane	0.060
Bretz Camp Lane	0.075
Total	1.196 miles

CSA 35-CD (Timber Ridge)

Timber Ridge Lane	0.486
Timber View Lane	0.222
Total	0.708 miles

CSA-CI (Quartz Mountain)

Rhinestone Lane	0.222
Garnet Lane	0.722
Opal Lane	0.334
Tourmaline Lane	0.386
Emergency Access Road	0.034
Bretz Road	0.222
Total	1.965 miles

Bretz Road

Bretz Road from Highway 168 to Slick Rock Lane	1.25 miles
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Exhibit C
AVERAGE SNOW SEASON PRECIPITATION
RAIN AND SNOW MELT

Precipitation monitoring was conducted at the Shaver Lake Regional Facility on Solitude Lane and the Granite Ridge Pump Station.

Month/Year	Total Inches
11/01/2005-4/30/2006	68.6
11/01/2006-4/30/2007	21.7
11/01/2007-4/30/2008	32.3
11/01/2008-4/30/2009	35.1
11/01/2009-4/30/2010	43.6
11/01/2010-4/30/2011	57.9
11/01/2011-4/30/2012	20.3
11/01/2012-4/30/2013	16.4
11/01/2013-4/30/2014	13.2
11/01/2014-4/30/2015	16.0
Total	325.1
Average	32.5