

## Request for Proposal

### Road Maintenance and Snow Removal Contract

Fiscal Year July 2020 through June 2021

Diamond Peaks Tract 1355 Emerald Meadows HOA (**HOA**) desires to receive proposals for road maintenance and snow removal services (**Services**) to be performed on all **HOA** roadways in Diamond Peaks, Crescent Lake, Oregon.

#### Requirements:

1. **Contractor** shall be licensed by the State of Oregon Construction Contractor Board. (CCB)
2. **Contractor** shall be bonded, minimum requirement in the amount of \$10,000.
3. **Contractor** shall secure and furnish **HOA** with certificates of contractual liability insurance.
  - a. Insurance shall insure both the **HOA** and the **Contractor** against all liability for damage to persons or property.
  - b. The amount shall not be less than \$250,000 per person per occurrence and not less than \$500,000 for injuries to all persons arising out of any single incident and not less than \$500,000 for damages to property, or combined single limit of not less than \$500,000.
  - c. **Contractor** shall identify equipment in its inventory capable of snow removal and road maintenance. Also, additional resources available to provide services under unusual winter conditions or equipment failure.
  - d. **Contractor** shall identify its business type (sole proprietorship, partnership, LLC, etc.) and how long it has been operating as a business.
  - e. **Services** performed by contractor shall consist of the following:
    - i. Marking all HOA roads with snow poles that have reflective tape or paint. Placing snow poles in such a way as to protect the road edges, as well as marking all hydrants, valves and electrical boxes with poles additionally marked with red reflective tape.
    - ii. Placing the "No Parking in Roadway" signs in the **HOA** cul-de-sacs.
    - iii. Placing the "No Parking in Roadway" signs in the **HOA's** pump house on Karen Lane at the end of snow season.
    - iv. Snow levels 24/7 on road surfaces to be maintained at depth of 3 inches if possible, but not more than 5 inches during a normal snow season. We understand the difficulties that may arise during an extreme weather occurrence.
    - v. Wet snow or slush is to be removed from roads.

- vi. Removing snow on all **HOA** road surfaces to a width of two (2) lanes. If possible, incorporating a 5 foot wide pathway along one side of the roadway leaving a minimum depth of 5 inches for recreational use.
  - vii. Removing snow at the Diamond Peaks Development's winter month's garbage can collection area near the Entrance Sign on the road side of Blue Sky Way so residents may deposit their garbage cans for collection on the shoulder and not on the road.
  - viii. Removing snow at the **HOA** postal curb side unit (CBU) located on the shoulder of Emerald Meadows Way, so postal carrier can deliver the mail. Mail is delivered Monday through Saturday between 12:30 PM and 1:30 PM.
  - ix. **Contractor** will clear all plow berms at entry areas on all driveways with homes during plowing.
  - x. **Contractor** shall remove any downed trees or large debris on roadway in order to keep the roadways clear. Any additional fee for said removal shall be billed to the **HOA**.
  - xi. **Contractor** shall remove litter on roadsides the first of every week during the contract term.
  - xii. **Contractor** will sweep gravel from road surfaces onto the road shoulder at the end of the snow season. Gravel will be swept to the shoulder at all intersections the first of every non snow month during the contract term.
- f. Damage caused by snow clearance done by the contractor to the roadside fixtures, e.g. electrical, water, blocked or damaged drainage culverts, postal CBU, traffic signs, landscaping, etc., will be repaired by the contractor or at the contractor expense to original condition.
- i. **HOA** and **Contractor** shall jointly assess, at the conclusion of the snow season, any damage caused by the contractor in performing services.
  - ii. **Contractor** will make any necessary repairs within 30 days of joint assessment.
- g. The **HOA** expects the **Contractor** to use only the highest ethical standards and to maintain professional bearing and composure when talking to any **HOA** member. If there are disagreements or problems encountered, we expect the contractor to contact a **HOA Board officer** as soon as possible. **Past conduct** will be taken into account when issuing of new contracts.
- h. The intent of any contract based on this statement will continue for one (1) year from the effective date, subject to the right of either party to terminate the contract in whole at any time upon thirty (30) days' written notice to the other.

- i. **HOA** will make payments for the total cost of any contract that may result over a twelve (12) month period, said payments being 1/12<sup>th</sup> of the total contract cost.

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Requirements for submitting proposed work statement:

Responses to this RFP are to be mailed to: (This is a correct address)

**HOA President  
Emerald Meadows  
Diamond Peaks Tract 1355  
Crescent Lake, OR 97733**

For the submission to be considered it is to be postmarked no later than **June 30, 2020**. All submission and the accompanying documents are to be mailed by U.S. Postal Service to the above address. Any submission not mailed to the above address by the U.S. Postal Service will not be considered under this RFP.

All submissions shall have all the supporting documentation. Any submission not including all the necessary supporting documentation will not be considered for this RFP.

Contract will be awarded on or before **July 12, 2020**. All contractors submitting a response to this RFP will be informed in writing of the results of their submission.

If clarification of this RFP is needed please contact:

HOA President  
Phone number and address listed on the website  
<http://www.emeraldmeadows.org/>

Clarification period ends **June 15, 2020 at 5 PM PDT**.