



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • Fax 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

October 12, 2016

[Contact]  
[Company]  
[Mailing Address]  
[City, State ZIP]

*sent by email*

Re: Request for Informal Bid (RFIB);  
Snow Removal Services at the Silver Lake Pines Tract # 2 in June Lake, California

Dear [Contact]:

The County of Mono, via its Department of Public Works (Public Works), is soliciting informal bids from qualified, California-licensed contractors for the provision of snow removal services at the Silver Lake Pines Tract # 2 (Peterson Tract) in June Lake, California. The purpose of the seasonal snow removal services will be to provide the residents of the Peterson Tract access to their homes in the winter months after snow storms.

The work described in this RFIB is not a public work subject to California's competitive bidding laws. County has issued this RFIB solely for the purpose of identifying interested bidders. If the County chooses to award a contract for this project, it will be awarded based on the best interests of the County, taking into consideration price, demonstrated competence, service, efficiency and other factors deemed relevant by County.

## **LOCATION**

The Peterson Tract is located off Highway 158 in June Lake, California. A sample contract referred to as Exhibit 1, and a map showing the project location referred to as Attachment A-1 is also attached to this Request for Bid (RFIB).

## **SCOPE**

Labor, equipment, transportation, and materials associated with snow removal services in the Peterson Tract, from the period of December 1, 2016 thru March 31, 2017. More specifically, the following tasks shall be completed:

- With the exception of life-threatening or other similar extreme emergencies, the contractor shall provide routine snow removal services for existing paved roads within the easements as delineated on Attachment A1 – Snow Removal District (hereinafter, "District"), attached hereto and by reference incorporated herein.
- Contractor shall not be restricted from providing private snow removal services to residents within the District. However, any such work shall be considered secondary

to the services and work performed under this Agreement and shall not impede, restrict, or conflict with the timely removal of snow from the roadways within the District. Nor shall the County will not be charged for private snow removal services provided to residents in the District by Contractor.

- The frequency and adequacy of snow removal activities under this Agreement shall be subject to review by the Public Works Director, or his authorized designee, in consultation with members of the Silver Lakes Pines Tract No. 2 Homeowner's Association. However, at no time during the term of this Agreement shall more than six inches of fresh snowfall occur within the District without contractor commencing snow removal operations. Operational deficiencies that may have the potential to threaten public health, safety, or welfare shall be brought to Contractor's attention by the County and corrected to the County's satisfaction. It shall be the responsibility of contractor to obtain all approvals and authorization necessary for the use of private and/or public lands for the temporary storage of snow removed from the District.
- Contractor shall maintain an emergency response system capable of receiving telephone messages from the County and residents of the District and dispatching labor and equipment to the District on a seven day per week, 24-hour per day basis. Unless otherwise agreed by the County, the maximum response time of contractor's labor and equipment to the District sufficient to adequately address fresh snowfall shall not exceed one hour during the period of 7 am to 6 pm and shall not exceed four hours outside of those hours. In the event of an exceptionally heavy snowfall or equipment failure, contractor shall respond to the best of his abilities.

### **HEALTH AND SAFETY**

The County shall have NO responsibility for job site safety in the vicinity of the work. The contractor and any subcontractors must execute their daily work in accordance with the latest edition of the Occupational Safety and Health Administration (OSHA) and all rules, regulations, codes, statutes, and standards that may apply to the requested services and work. Smoking is not allowed at any time during field work.

### **SITE ACCESS AND USE OF PREMISES**

The contractor shall accept and maintain full control of any vehicles, equipment, material, or other property it has delivered or caused to be delivered to the site in the performance of services and work for the project. The contractor is solely responsible for ensuring the security and protection of such vehicles, equipment, materials, property, and the work. The County accepts no responsibility for the security, safety, or liability of said vehicles, equipment, material, or property until final acceptance of the work. The contractor is advised that the Peterson Tract site is without controlled access and, as such, there may be vandalism to the contractor's property as well as obstructions, protrusions, and undesirable materials on and under the ground surface that may result in damage to the contractor's vehicles, equipment, materials, project work, or other property.

### **EXISTING CONDITIONS**

The contractor shall take all reasonable precautions to prevent damage to existing on-site structures, signs, and the environment arising from the performance of the requested services and work.

The contractor shall repair and/or be responsible for any such damage at no additional cost to the County. Repairs or replacement required as a result of such damage shall be performed to the County's satisfaction.

It is the contractor's responsibility to identify and document any property or site damage that exists prior to the start of construction. If undocumented damage is discovered by Public Works that could have been caused as a result of the contractor's presence, it will be the contractor's responsibility to repair the damage to Public Works' satisfaction without cost to the County. If the contractor does not repair the damage to Public Works' satisfaction, Public Works has the right after 48 hours of written notification to repair the damage and charge the contractor for all expenses associated with the repair. Such charges may be collected through deduction from amounts owed under the contract.

### **ENVIRONMENTAL PROTECTION**

The contractor shall comply with all federal, state, and local laws and regulations controlling pollution of the environment. All necessary precautions shall be taken to prevent pollution of surrounding areas with fuels, oils, bitumens, chemicals, or other harmful materials and to prevent pollution of the atmosphere from particulate and gaseous matter. Any fuel or lubricants stored on-site shall be in appropriate and secure containers provided with secondary containment.

### **LICENSES**

- A. The Contractor, will be required to furnish a valid Mono County Business License issued by the Mono County Treasurer prior to commencing the work.
- B. Attention is directed to the provisions of Chapter 9, Division 3, of the California Business & Professions Code concerning the licensing of contractors. All bidders, contractors, and subcontractors shall be licensed in accordance with the laws of the State of California and any bidder, contractor, or subcontractor not so licensed is subject to the penalties imposed by such laws.

### **BID SUBMITTAL**

- A. Bidder's attention is directed to the insurance requirements as provided in the draft standard County agreement attached hereto. It is highly recommended that the Bidder confer with its insurance carrier or broker in advance of bid submission to determine the availability and cost of the insurance coverage, certificates, and endorsements described in, and required by, Paragraphs 8, WORKERS' COMPENSATION and 10, INSURANCE, of the agreement.
- B. Before submitting a bid, Bidder shall carefully read this RFIB and its attachments and inform themselves fully as to all existing conditions and limitations, which may include a visit to the site of the work, and shall include in the bid a sum to cover the cost of all work contemplated in this RFIB. The submission of a bid shall be conclusive evidence that the Bidder has reviewed and is satisfied as to the conditions to be encountered, as to the

character, quality, and quantities of work to be performed and the materials to be furnished, and as to the requirements of this RFIB.

- C. The bid amount shall include the furnishing of all labor, supervision, equipment, tools, materials, tax, supplies, transportation, and all other items necessary to perform the work and services requested. A bid form is supplied as Attachment B-1 to this RFIB, and is included herein by this reference.
- D. To be considered, bids submitted in response to this RFIB shall be delivered at, or prior to, the time and place specified below. Bids must be delivered via email no later than **4:30 pm on Tuesday November 15, 2016**, to:

jwalters@mono.ca.gov

- E. Any bids received after the bid submission deadline shall not be considered and shall be returned to the contractor unopened.

### **AGREEMENT**

This RFIB includes a draft standard County agreement, a final copy of which the successful Bidder, as Contractor, will be required to execute.

### **NON-COMMITMENT**

This RFIB does not commit the County to award the contract, to pay any costs incurred in preparation of a bid in response to this request, or to procure or contract for services. The County reserves the right to reject any or all bids received in response to this solicitation in accordance with the Public Contract Code.

### **CONTRACT AWARD**

- A. The work described in this RFIB is not a public work subject to California's competitive bidding laws. County has issued this RFIB solely for the purpose of identifying interested bidders. If the County chooses to award a contract for this project, it will be awarded based on the best interests of the County, taking into consideration price, demonstrated competence, service, and efficiency and other factors deemed relevant by County.
- B. Contract award, should it be made, is expected to be made by the County on or before November 30, 2016. Should the County require additional time to evaluate bids beyond that date; all bidders will be notified that additional time will be required.
- C. The County reserves the right to accept or reject any and all bids after submittal. The County further reserves the right to waive any informality or irregularity in any bid. Mono County assumes no responsibility for any costs the Bidder may incur, regardless of whether or not a contract is awarded.
- D. Any contract awarded as a result of this RFIB will be awarded without discrimination based on race, color, religion, sex or national origin.

### **CONTRACT EXECUTION**

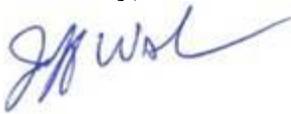
- A. Upon contract award, should it be made, the County will forward an agreement, which the successful Bidder will be required to execute and return, together with the required certificates of insurance, to the County within seven calendar days following receipt of

such agreement. Failure to do so shall be just cause for annulment of the contract. Signature by both parties constitutes execution of the agreement.

- B. In the event the successful Bidder is unable to physically deliver the required insurance certificates, it shall, prior to the commencement of the work, submit evidence satisfactory to the County that such certificates will be furnished in a timely manner.
- C. In the event of failure of the successful Bidder to sign and return the agreement with acceptable evidence of insurance certificates as prescribed herein, the County may award the contract to another Bidder.

Should you have any questions regarding this solicitation, please contact me at (760) 932-5459. I may also be contacted by e-mail at [jwalters@mono.ca.gov](mailto:jwalters@mono.ca.gov).

Sincerely,



Jeff Walters  
Public Works Director / Director of Road Operations and Fleet Services

- enclosures (3)
- Exhibit 1 – Sample Contract
  - Attachment A-1 – Snow Removal District Map
  - Attachment B-1 – Bid Form

files: Correspondence; Peterson Tract Snow Removal 2016