

**INVITATION TO BID – SNOW REMOVAL  
COUNTY OF WARREN  
WARREN COUNTY SANITARY DISTRICTS**

Warren County is accepting bids for snow removal contracts for multiple Sanitary Districts managed within the county. The road systems consist of approximately 50 miles of predominantly unpaved roads. The county is seeking 4x4 trucks with snowplows, trucks equipped with spreaders, motor graders, backhoes, track equipment, and farm tractors. Bid price shall include snow removal equipment with a properly licensed operator. Proof of current liability insurance will be required. Equipment shall be in good operating condition. Warren County reserves the right to examine the type, size, and condition of the proposed equipment. Multiple contractors may be selected to fill routes; it is not a requirement for an individual contractor to have sufficient equipment to fill all routes.

Bid application packages are required for submitting rates and may be obtained at the Warren County Government Center in the Administrator's Office at 220 North Commerce Avenue, Suite 100, Front Royal, VA 22630 or by emailing Michael R. Berry, Public Works Director, at [mberry@warrencountyva.net](mailto:mberry@warrencountyva.net) for an electronic copy. Bids are due at the above address by 2:00 p.m. on Wednesday, October 16, 2019 and shall be submitted in a sealed envelope. Bids should be plainly marked "Snow Removal – Warren County Sanitary Districts". Bidders must submit their bid on the County's Bid Form which is attached to the specifications. Any bid received after the announced time and date of opening, whether by mail or otherwise, will not be considered and will be returned, unopened. The County reserves the right to waive formalities and to reject any and all bids. For questions call the Warren County Public Works Office at 540-636-1543.

**WARREN COUNTY, VIRGINIA  
WARREN COUNTY SANITARY DISTRICTS  
APPLICATION PACKAGE FOR  
2019-2020 SNOW REMOVAL CONTRACT**

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**WARREN COUNTY, VIRGINIA  
WARREN COUNTY SANITARY DISTRICTS  
APPLICATION FORM FOR  
2019-2020 SNOW REMOVAL CONTRACT**

Company/Contractor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email Address: \_\_\_\_\_ Employer's ID Number (IN/TIN): \_\_\_\_\_

Items to be included with bid:

- List of Equipment and Operators you have available (fill out attached form).
- Include all hourly rates on Equipment Form (rates shall include operator, equipment and all attachments, fuel, insurance, tire chains, maintenance/repairs/preparation/cleanup, communication devices to coordinate crews and any other associated costs)
- For those pieces of equipment with a spreader please provide a rate per ton to obtain, stockpile, load, and apply abrasive stone, (VDOT # 8 Stone)
- Proof of adequate current liability insurance.

Do you have enough operators to be available for a 24 hour per day operation? \_\_\_\_\_

What is your anticipated response time? \_\_\_\_\_

Which Sanitary District(s) do you prefer to perform work? (Please check desired location(s) below.)

- Linden Heights Sanitary District
- Wildcat Drive Sanitary District
- Shenandoah Farms Sanitary District
- Osprey Lane Sanitary District
- ALL (Linden Heights S.D., Wildcat Drive S.D., Shenandoah Farms S.D., & Osprey Lane S.D.)

Do you have previous snow removal experience? Please explain: How many years? \_\_\_\_\_

Where? \_\_\_\_\_

Please list a minimum of three (3) contacts for previous snow plowing references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WARREN COUNTY, VIRGINIA  
W.C. SANITARY DISTRICTS  
APPLICATION FORM FOR  
2019-2020 SNOW REMOVAL CONTRACT**

Equipment type, (4x4 truck, grader, loader, etc.)	Make and year model of equipment	Equipment attachments, (plow, and type, spreader and size, loader, etc.)	Rate per hour with operator	If spreader equipped, rate per ton for abrasives

**\*Attach additional sheets if needed.**

**Contractor's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

**WARREN COUNTY, VIRGINIA  
WARREN COUNTY SANITARY DISTRICTS  
APPLICATION PACKAGE EXPLANATION FORM FOR  
2019-2020 SNOW REMOVAL CONTRACT**

**Purpose of Request:**

Warren County is accepting bids for snow removal contracts for Sanitary Districts managed within the County. The road systems consist of approximately 50 miles of roads that are predominantly unpaved. The county is seeking 4x4 trucks with snowplows, trucks equipped with spreaders, motor graders, backhoes, track equipment, and farm tractors. Bid prices shall include a properly licensed operator, snow removal equipment (plows, loaders, abrasive spreaders, etc.) fuel, tire chains and other needed accessories/safety equipment. If you provide a bid price for spreaders please include a per ton price for supplying, stockpiling and broadcasting the abrasive stone material in the bid price. Proof of current liability insurance will be required at time of bid. Equipment shall be in good operating condition. Warren County reserves the right to examine the type, size and condition of the proposed equipment.

**Bid Submittal Requirements:**

Sealed bids are to be submitted to Warren County Government Center in the Administrator's Office at 220 North Commerce Avenue, Suite 100, Front Royal, VA 22630 by 2:00 p.m. on Wednesday, October 16, 2019. Sealed bids should be plainly marked "Snow Removal – Warren County Sanitary Districts". Bidders must submit their bid on the County's Bid Form attached to the specifications. Submission of bids electronically or by facsimile will not be accepted. The bidder must sign the Bid Form and complete all blanks or note as not applicable. A person authorized to bind the company in contractual matters must sign the Bid Form. Failure to comply with these requirements shall be cause for rejection of bid. Any bid received after the announced time and date of opening, whether by mail or otherwise, will not be considered and will be returned, unopened. For questions call the Warren County Public Works Department Office at 540-636-1543 or email Michael R. Berry, Public Works Director at [mberry@warrencountyva.net](mailto:mberry@warrencountyva.net).

**Required Forms for submittal:**

- Completed and signed application form
- Completed and signed equipment and rates list
- Proof of current adequate liability insurance.

**Failure to submit all of the required information may result in bid rejection.**

**Amendment to Invitation for Bids:**

Any changes to the requirements of the bid documents shall be made by written addendum only issued by the County of Warren. Any interpretation or correction of the IFB will be made by an addendum issued by the County of Warren. Interpretations, corrections or changes of this IFB made in any other manner will not be binding and Bidders must not rely upon such interpretations, corrections, or changes. Addenda will be faxed or mailed to all who are listed as having received the IFB package. Each bidder shall ascertain prior to submitting his bid that he has received all addenda issued and shall acknowledge receipt and inclusion of all addenda in his bid.

**Acceptance Criteria:**

After final acceptance date of Wednesday, October 16, 2019, bids will be publicly opened and read in the Government Center Conference Room and submittals will be reviewed for completeness and accuracy. Bids received after 2:00 p.m. will not be accepted or considered. Warren County reserves the right to contact all references and verify qualifications. Warren County reserves the right to inspect all proposed equipment and facilities. A copy of the contract with Warren County or one with similar terms will be available in the County Administrator’s Office for review. **There are four (4) Sanitary Districts - Linden Heights Sanitary District, Wildcat Drive Sanitary District, Shenandoah Farms Sanitary District, and Osprey Lane Sanitary District. It is not a requirement for an individual contractor to have sufficient equipment to fill all routes.** The County reserves the right to waive formalities and to reject any or all bids. Warren County reserves the right to reject any Bid if the Bidder fails to satisfy the County that it is qualified to carry out the obligations and requirements requested in this IFB.

**Negotiation with Lowest Responsive and Responsible Bidder:**

If the Bid by the lowest responsive and responsible Bidder exceeds available funds, the County reserves the right to negotiate with the apparent low Bidder, pursuant to §2.2-4318 of the Code of Virginia. The conditions and procedures under which such negotiation may be undertaken are that the appropriate County officials shall determine that the lowest responsive and responsible Bid exceeds available funds and notify such Bidder in writing of its desire to negotiate. Thereafter, negotiations with the apparent low Bidder may be held to obtain a contract within available funds involving discussions of reduction of quantity, quality, or other cost saving mechanisms. Any such negotiated contract shall be subject to final approval of the County, in the sole discretion of the County.

**Bid Acceptance and Approval:**

The award will be made to the lowest responsive and responsible bidder(s). If selected as a successful bidder you will be notified in writing and required to sign a contract with Warren County. The contract will not be valid until signed and returned to Warren County. The Contractor shall be required to execute the contract available for viewing at the County Administrator’s Office or one with substantially similar terms. The Bidder to whom the contract is awarded shall be required to execute the contract and furnish any required Certificate of Insurance and other required documents within fifteen (15) days after receipt of notification that the contract is ready for signature. Otherwise, the County may award the Bid to the next lowest responsive and responsible Bidder.

**Insurance and Amount of Insurance Required**

Contractor’s General Liability:	\$1,000,000 each occurrence
	\$2,000,000 aggregate
Products, Completed Operations Aggregate:	\$2,000,000
Automobile Insurance, Combined Single Limit:	\$1,000,000
Worker_s Comp:	Virginia Statutory Requirements

All policies must name Warren County, Virginia as additional insured and must contain provisions preventing cancellation, non-renewal or expiration unless written notice is given to the County at least thirty (30) days in advance.

**Miscellaneous Requirements:**

1. Bids that have been appropriately opened cannot be changed, adjusted, corrected or modified in any way other than complete withdrawal. The County's procedures for withdrawal of bids is that set forth in Code of Virginia, §2.2-4330, which allows withdrawal of a Bid due to an error such as an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid. Withdrawal must be requested within two days of the Bid opening by delivering to the County original work papers, documents, and materials used in preparation of the Bid.
2. Each Bidder is to notify in writing the Director of Finance if any of Bidder's owners, officers, employees, or agents, or their immediate family members, is currently or has been in the past year, an employee of the County of Warren or has any responsibility or authority with the County that might affect the procurement transaction or any claim resulting therefrom. If so, please provide the Finance Director with the complete name and address of each such person and their connection to the County of Warren. Such information should be provided in writing before the Bid opening date or may also be provided with the Bid response.
3. The attention of each Bidder is directed to VA Code Sections 54.1-1100 et seq. which requires certain licenses for contractors, tradesmen and others. Each Bidder is required to determine which license, if any, it is required to have under such sections. Each Bidder shall so state on the Bid Form, or in its response, if no Bid Form is provided, whether it has a VA license under such sections and, if so, the type of license and/or license number. Failure to include this information may result in the Bid being rejected as non-responsive.
4. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this IFB.
5. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this IFB.
6. The County is not liable for any costs incurred by any Bidder in connection with this IFB or any response by any Bidder to this IFB. The expenses incurred by a Bidder in the preparation, submission, and presentation of the Bid are the sole responsibility of the Bidder and may not be charged to the County.
7. Each Bidder is required to state if it has ever been debarred by any federal, state, or local government. If so, please give the details of each such matter and include this information with Bidder's response.
8. The Successful Bidder must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
9. The Successful Bidder must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
10. The Successful Bidder shall comply with all applicable County, State, and Federal laws, codes, provisions, and regulations.

11. The Service Provider shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
12. The Service Provider shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia (1950), as amended, or as otherwise required by law.
13. Providers of any outside services and/or items shall be subject to the same conditions and requirements as the Successful Bidder in regards to law, code, or regulation compliance. The County reserves the right of approval for any subcontract work, including the costs thereof.
14. Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.
15. Successful Bidder shall indemnify, defend and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Successful Bidder's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from any of the work or items to be provided under the Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Successful Bidder agrees to and shall protect, indemnify, defend and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of the Contract.
16. Any Bidder who wishes to protest or object to any award made or other decisions pursuant to this IFB may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section.

**Specifications of the Contract:**

1. The contractor shall make available to Warren County the contracted equipment as a priority over any other snow removal operations off site. The equipment shall report at the time and place requested by the Director of Public Works or designee of Warren County to perform snow removal operations as instructed in the designated Sanitary District.
2. During the times the contractor has been placed on call for Warren County the contractor shall not perform or offer to perform any snow removal operations at the direction of private individuals or organizations.
3. The contractor shall be available for operations from October 1<sup>st</sup> 2019 to April 30<sup>th</sup> 2020. Contracts may be considered for renewal for up to four (4) one (1) year periods. The County shall give thirty (30) days written notice to the successful firm if the County wants to renew the contract.
4. The contractor shall be aware of inclement weather forecasts and advisories; contractor will be given at least two hour lead time when called in to report to the site. When inclement weather is forecast in advance the Director of Public Works will be in contact with the contractors to discuss mobilization.
5. Contractor's manager/crew leader shall have the ability to communicate in English. Manager/crew leader shall have the ability to communicate with the Director of Public Works and crew members throughout the Sanitary District and direct operations.



6. The contractor shall furnish and have available sufficient operators to insure a continuous operation of snow removal as directed by the Director of Public Works or designee of Warren County.
7. In the event a piece of equipment is inoperable or unable to perform operations, equipment substitutions will only be considered for like equipment and unit price at the discretion of the Director of Public Works or designee of Warren County.
8. Warren County and the Director of Public Works reserve the right to determine the most effective method of responding to a snow removal event and to solely utilize its own equipment and or call in selected contracted equipment according to need as determined by the Director of Public Works or designee of Warren County.
9. All equipment shall be properly licensed or registered in accordance with the laws of the jurisdiction where the vehicle is stored/housed.
10. Any equipment that fails to meet the requirements listed or that becomes inoperable or unable to perform a useful function shall be deemed ineligible for payment and removed from operations.
11. All equipment shall have visible lights, amber strobe or rotating lights, and warning devices at all times.
12. The contractor shall provide all necessary attachments (plows, spreaders etc.) for snow removal operations. The contractor shall provide tire chains. The Sanitary District will not provide equipment or attachments for contractor use.
13. If a vehicle breaks down, gets stuck or for any other reason becomes inoperable the contractor shall immediately notify the Director of Public Works or designee of Warren County. The contractor shall provide repairs and towing or recovery and no payment shall be made until the vehicle is back in operating condition.
14. All operators shall be properly licensed in accordance with the laws of the jurisdiction where the operator resides to operate the equipment they are assigned to.
15. Any damage to existing utilities, signs, private property or other common properties shall be repaired in a timely manner at the contractor's expense.
16. The contractor shall be responsible for resolution of any and all claims. Claims made to Warren County as a result of the contractor's work will be referred to the contractor for handling.

**WARREN COUNTY, VIRGINIA  
WARREN COUNTY SANITARY DISTRICTS  
2019-2020 SNOW REMOVAL POLICY**

**Mobilization Levels**

**Ice Event (sleet, freezing rain)**

- Application of abrasives to icy hills and turns. Primary abrasive application will be performed by County/Sanitary District Trucks, use of contract equipment for application may be needed depending upon severity of icing. Contract equipment with abrasive application capability needs to be alert and ready for possible call out.

**Minor Snow Event (forecast 4” or less)**

- Snow removal on an as needed basis. Ice control after snow event. Primary snow removal and abrasive application will be performed by County/Sanitary District trucks, use of contract equipment for snow removal may be needed depending upon severity of storm. Contract equipment needs to be alert and ready for possible call out if snowfall amounts increase.

**Snow Event (forecast 4”-18”)**

- Snow removal to be performed by contract equipment with assistance and supervision from County/Sanitary District staff. Primary snow equipment needs to be alert and available prior to snowfall based on call out by Director of Public Works or designee of Warren County. Plowing operations will commence on primary (main loop) roads after 4” accumulation. At any time during or after the event the primary roads are plowed and passable attention will be turned to secondary roads. Primary roads will take priority.
- Each piece of equipment will have an assigned area they are to perform snow removal operations on until completion. In the event a piece of equipment is unable to perform operations, equipment from an adjoining assigned area and or County/Sanitary District equipment may assist.
- Upon completion of snow removal operations, ice control applications will commence. Primary abrasive application will be performed by County/Sanitary District trucks, use of contract equipment for application may be needed depending upon severity of icing.
- Heavy contract equipment (track loaders, dozers, etc.) needs to be alert and ready for possible call out if snowfall amounts increase.

**Major Snow Event (18” +)**

- In initial phases of storm snow removal is to be performed by contract equipment with assistance from County/Sanitary District equipment. Primary snow equipment needs to be alert and available prior to snowfall. Plowing operations will commence on primary (main loop) roads after 4" accumulation, at any time during or after event the primary roads are plowed and passable, attention will be turned to secondary roads. Primary roads will take priority.
- Heavy equipment (track loaders, dozers, etc.) will be called in prior to storm and staged throughout Sanitary District and ready to begin snow removal operations. Once the limit of the capabilities of primary snow removal equipment has been reached, heavy equipment will commence snow removal operations. Primary snow removal equipment will assist heavy equipment in clean up.
- Each piece of equipment will have an assigned area they are to perform snow removal operations on until completion. In the event a piece of equipment is unable to perform operations, equipment from an adjoining assigned area and County/Sanitary District equipment may assist.
- Upon completion of snow removal operations, ice control applications will commence. Primary abrasive application will be performed by County/Sanitary District trucks, use of contract equipment for application may be needed depending upon severity of icing.