



205 S. Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4302

March 7, 2017

RE: URBANA STREET SWEEPING SERVICES -- RFQ #170301

The City of Urbana established a budget to periodically sweep streets within the City limits, and is issuing a Request for Quote (RFQ) #170301 to provide interested contractors with sufficient information to enable them to prepare and submit quotations for consideration.

Our intent is to contract the sweeping service for 2017, and evaluate its effectiveness to determine whether to extend it to a longer term, or invest in the equipment and continue to perform it with City personnel.

Enclosed, you will find one copy of the Request for Quote (RFQ) which provides the general specification for the work and outlines the RFQ process.

If you have any questions about this project, please contact my office at (937) 652-4302 or kerry.brugger@ci.urbana.oh.us.

Thank you for your interest.

Sincerely,

Kerry Brugger
Director of Administration

Enclosures

**CITY OF URBANA
REQUEST FOR QUOTATION #170301**

-- URBANA STREET SWEEPING SERVICES --

PROCESS

March 7, 2017

Due Date/Time: March 24, 2017 - 2:00 PM Eastern time

USPS or Hand-delivery:

Contractor will deliver/send **two (2) copies; original and one (1) copy**, in an envelope clearly marked:

“URBANA STREET SWEEPING SERVICES RFQ #170301”

**City of Urbana, Ohio
Administration Office
Attn: Kerry Brugger
205 S. Main St.
P.O. Box 747
Urbana, Ohio 43078-0747**

Electronic Submission:

Contractor will email response to: kerry.brugger@ci.urbana.oh.us

Subject line and attachment titled:

“URBANA STREET SWEEPING SERVICES RFQ #170301”

Fax Submission:

Contractor will fax response to: **(937) 652-4306; Attn: Kerry Brugger**

Quotations received after the above cited time will be considered a late response and are not acceptable.

Please direct any questions regarding this RFQ to:
Kerry Brugger at **(937)652-4302** or kerry.brugger@ci.urbana.oh.us

Thank you for your interest.

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-- URBANA STREET SWEEPING SERVICES --

**Appendix A
Scope of Service**

A. STREETS

- a. Designated Arterials and Collectors [PRINCIPALS] (Orange Highlighted Streets, Attachment A)
 - i. Approximately **20 curb miles** (10 road miles)
 - ii. Boyce Street, East Lawn Avenue, Gwynne Street, Jefferson Avenue, Main Street, Miami Street, Monument Square (town square), Oakland Street, Scioto Street, Washington Avenue and Water Street
- b. Designated Other Streets [SECONDARIES] (Blue Highlighted Streets, Attachment A)
 - i. Approximately **48 curb miles** (24 road miles)
 - ii. Combination of other collectors and residential

B. FREQUENCY AND DURATION: **subject to change with 60 day notification*

- a. Curb lanes along PRINCIPALS = 12 to 14 occurrences in 2017
 - i. Approximately and automatically 3 week spacing between sweeps
 - ii. Begin in early April
 - iii. Sweep within the week prior to Art Affair on the Square (7/15/17)
 - iv. Sweep within the week prior to Chili Cook-off (*9/30/17)
 - v. At least one sweep after December 1st to finish
- b. Curb lanes along SECONDARIES = 2 to 4 occurrences in 2017
 - i. At least one sweep before Memorial Day and one near Labor Day
 - ii. Other occurrence(s) besides these two must be requested by the City of Urbana.

C. EMERGENCY SWEEPS

- a. Contractor is to provide a per hour price for any emergency sweeps the City may request on 24 hour or less notice. A mobilization fee shall be included separately.

D. OTHER SCHEDULED OFF-ROUTE SWEEPS

- a. The City of Urbana, at its discretion, may also request additional sweeping services for parking lots, park drives, cemetery drives, etc.
- b. Contractor is to provide a per hour price for any non-designated (off-route) sweeps the City may request on 48 hour or more notice. A mobilization fee shall be included separately.
- c. The City shall specifically map out the locations it wishes to have swept and submit that map to the contractor.

E. NO PARKING SIGNAGE

- a. Contractor must furnish and place appropriate 24-hour advanced notice signage prior to sweeping designated streets. The signage must clearly identify

- the date, applicable timeframes (within a 10 hour window max) and “Street Sweeping” listed.
 - b. The contractor is responsible for removing the signage when finished for the day.
 - c. Signage spacing must be at least one every 100 feet in unrestricted parking areas.
- F. TIME RESTRICTIONS
- a. Along PRINCIPALS, sweeping shall occur between 4:00 am and 7:00 pm (M-F).
 - b. Along SECONDARIES, sweeping shall occur between 7:00 am and 7:00 pm (M-F).
 - c. Emergency and Off-Route services may be subject to different timeframes.
- G. WATER FILL UP
- a. Water shall be provided to the contractor free of charge at 416 Taft Avenue through a metered hydrant, or other mutually agreeable locations within the city.
- H. DUST CONTROL
- a. The contractor is required to use water and any other mechanism/strategy to keep dust to a minimum.
- I. DISPOSAL
- a. Disposal of swept materials is to be delivered and dumped into the designated roll-off containers housed at the Street Department garage, 416 Taft Avenue. The street sweeper is expected to come empty and leave empty.
 - b. The Street Department will maintain capacity in these containers by scheduling pickup and removal with the hauler.
- J. DOCUMENTATION
- a. With each monthly invoice, the contractor shall provide a monthly total of the number of cubic yards swept. To do so, the operator is to keep a log of the quantity of materials dumped on a daily basis to report at the end of the month.
- K. SAFETY
- a. Street sweepers shall obey speed limits and regulatory signage.
 - b. Additional safety requirements shall be borne by the contractor per its policies and procedures.
- L. DEFICIENCIES IN PERFORMANCE
- a. If deficiencies in performance are discovered the contractor shall be notified and asked to return to correct the issue before payment is made.
 - b. Deficiencies shall include:
 - i. Skipping sections of curb lane. If parked cars prohibit sweeping, notify Police Dispatch (937-653-3409).
 - ii. Dumping in any other location besides the designated roll-off.
 - iii. Not posting “No Parking” signage where signage is required (see above).
- M. CONSIDERATION OF QUOTES
- a. The City of Urbana shall evaluate submitted quotes in the following manner:
 - i. First, it shall compare the lump sum, per occurrence quotes for designated arterials and collectors and designated other routes.
 - ii. Secondly, if the lump sum quotes are relatively close in the discretion of the City, the City shall make its choice based on the fees associated with emergency and other scheduled off-route sweeps.

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-- URBANA STREET SWEEPING SERVICES --

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>AMOUNT</u>
1	Street Sweeping Services – *April 17, 2017 through December 15, 2017; designated arterials and collectors; 12 to 14 occurrences; 3 week spacing; per scope specifications	Lump Sum Per Occurrence	\$ _____
2	Street Sweeping Services – *April 17, 2017 through December 15, 2017; other designated routes; 2 to 4 occurrences; evenly spaced throughout season; per scope specifications	Lump Sum Per Occurrence	\$ _____
3	Emergency Street Sweeping Services with 24 hour or less notification	Mobilization Fee Price Per Hour	\$ _____ \$ _____/hour
4	Other Scheduled Off-Route Sweeping Services with 48 hour or more notification	Mobilization Fee Price Per Hour	\$ _____ \$ _____/hour

*Note: Start date for initial sweep is subject to change.

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-- URBANA STREET SWEEPING SERVICES --

SIGNATURE PAGE

The undersigned hereby certifies that items furnished as a result of this quote will be in full accordance the City of Urbana specifications applying thereto unless exceptions are stated above. The City of Urbana reserves the right to reject any or all quotes, waive irregularities in any quote, and to accept any quote that is deemed by City to be in the best interest of the City.

All delivery costs are included in this quotation regardless of F.O.B. destination.

Prices shall remain firm for acceptance within 90 calendar days after Friday, March 24, 2017 unless otherwise stated.

Signature

Date

Print Name

Title

Company Name

Company Address

City, State Zip

Telephone No.: _____

Fax No.: _____

E-Mail: _____

Federal Tax ID No.: _____

The above individual is authorized to sign on behalf of company submitting Quotation. This Quotation is valid for 90 days from Friday, March 24, 2017.

NOTE: Please include all completed forms with your quotation. Thank you!