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**FORMAL REQUEST FOR PROPOSAL FOR SNOW REMOVAL SERVICES  
RFP 220017**

**1. Background**

The Tahoe Regional Planning Agency (hereinafter referred to as “TRPA”) is a bi-state regional environmental planning agency created in 1969 to oversee development at Lake Tahoe. The Tahoe Regional Planning Agency (TRPA) is seeking an experienced firm/company to provide Snow Removal Services and de-icing (as necessary) for parking lots and walkways located on its premises, as well as the adjacent private street, during the winter months of 2022 - 2023.

**2. Purpose**

- 2.1 The purpose of this request is to ask interested firms to submit a bid to the TRPA to provide snow removal services for three (3) parking levels located on the premises at 128 Market Street, Stateline, Nevada, as well as snow removal for Market Street, Stateline, Nevada, for a one-year agreement during the winter months of 2022 – 2023 with four annual renewal options.
- 2.2 The TRPA shall review submitted bids and shall determine which submission best meets the needs of the Agency.
- 2.3 For ease of reference, each firm receiving this Formal Request is referred to as a “bidder” and the firm selected to provide goods and services to the Agency is referred to as the “Selected Firm.” This Formal Request outlines the instructions for submitting responses, the procedure and criteria by which a firm may be selected, and the contractual terms by which the Agency proposes to govern the relationship between it and the Selected Firm.

**3. Overview of the RFP Process**

3.1 Schedule

**Date of Announcement: September 21, 2022**  
**Deadline for Submittal of Completed Bid: October 5, 2022**  
**Contract Award: October 6, 2022**

3.2. Issuance of Request and Questions

The Issuing Office for the RFP is:  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street  
Stateline, NV 89449  
Attention: Steve Biddle / Chris Keillor  
Title: Facilities Manager / Finance Director

Phone: 775-589-5266 / 775-589-5222

Fax: 775-588-4527

Email: [chanson@trpa.org](mailto:chanson@trpa.org)

Any questions concerning this Formal Request will be directed to Chuck Hanson at 775-589-5266. And not to any other person at the Agency. The Agency will determine whether any addenda should be issued as a result of any question or other matters raised.

### 3.3 Bid Deadline

All bids must be received by the Issuing Office by **4:00 p.m., Wednesday, October 5<sup>rd</sup> 2022**. **Two (2) copies** of each proposal must be provided along with an **Electronic copy emailed to [bids@trpa.gov](mailto:bids@trpa.gov)**. Bids received after the stated deadline will not be reviewed.

**All proposals must be submitted in a sealed envelope enclosed in a separate mailing envelope plainly marked with the Project Name, the name and address of the bidder, with the notation "Confidential – SEALED BID ENCLOSED" on the face thereof, and addressed to Steve Biddle, Facilities Manager**

3.4 Costs associated with the preparation of proposals prepared in response to this RFP will not be reimbursed by TRPA.

3.5 All submittals should be considered public information. Restrictions on any information submitted will render a bid non-responsive.

## 4. Scope of Goods and Services – "Exhibit A"

### 4.1 Services

4.1.1 The Selected Firm will provide services which will include, but is not limited to plowing, removing snow from three (3) parking levels, internal roads, travel ways and building perimeter walkways and stairs within the boundaries of the facility located at 128 Market Street, as well as the adjacent roadway, Market Street, from where Market Street adjoins SR 207 (Kingsbury Grade) to where Market Street ends at the entrance to the apartment complex located directly across from the TRPA rear parking lot.

4.1.2 De-icing agents must be used in limited quantities per TRPA Facilities Manager, environmentally friendly including pets and **approved** for safe use on concrete and asphalt surfaces.

4.1.3 Snow shall be placed in areas that will prevent melt water from draining back onto cleared surfaces.

4.1.4 The Selected Firm must:

4.1.4.1 Provide copies of all appropriate state and county business licenses.

4.1.4.2 Provide all travel.

4.1.4.3 Provide appropriate equipment and machinery in safe and good working condition.

- 4.1.5 The Selected Firm will provide the Agency with certificates of workers compensation, public liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the Agency and in compliance with the law, and in a form and amount sufficient to protect the Agency as outlined in the TRPA Consultant Services Agreement, Section II, Item 10 at:  
<https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract-%E2%80%93Updated-7-16-19.pdf>
- 4.1.6 The Selected Firm shall provide that the snow removal be completed no later than 6:00 am during or following a snow event of more than three (3) inches of snow and, during a significant event, continue at regular intervals to ensure parking lots and Market Street are clear and safely useable by Agency staff and the general public.
- 4.1.7 The Selected Firm shall not allow accumulated snow in excess of 6 inches to be left behind vehicles parked in the Agency lot(s). Should plowing behind parked vehicles result in a build-up of more than 6 inches of snow, the Selected Firm will clear and remove the accumulated snow prior to leaving the lot(s).
- 4.1.8 The Selected Firm shall agree to repair, at their expense, all curbs, fences and vegetation damaged during snow removal or plowing and have all necessary repairs completed in a timely manner as agreed upon between the Selected Firm and the Project Manager.
- 4.1.9 The Selected Firm shall provide proof of ability to perform required work.

## **5. General Conditions**

- 5.1 A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the Project Manager in the same manner and within the same time constraints as the proposal submission.
- 5.2 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature and seal as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the Project Manager in the same manner and within the same time constraints as the proposal submission.
- 5.3 The issuance of this formal request for bid shall not constitute any obligation on the part of the TRPA to any firm or individual who submits a bid.
- 5.4 The TRPA reserves the right to withdraw the award of the contract to a “selected firm” within 30 days of the award if in the opinion of the TRPA the “selected firm” is unable or unwilling to enter into a form of contract satisfactory to the TRPA. The TRPA shall be entitled to do so without any liability being incurred by the TRPA to the bidder.

- 5.5 The lowest of any bid submission may not necessarily be accepted. The TRPA reserves the right to decline any or all bids, or to cancel the Proposal call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TRPA to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.
- 5.6 All of the terms and conditions of this Formal Request for Bid and the Purchase Order/Contract of the TRPA are assumed to be accepted by the bidder(s) and incorporated into its proposal.
- 5.7 The “Selected Firm” shall not at any time subcontract any portion of its contract with the TRPA nor shall it assign the contract without the express written consent of the TRPA. The “selected firm” shall not, at any time, change subcontractors approved by the TRPA without express written consent of the TRPA.
- 5.8 Any bid submissions which do not strictly comply with the provisions, procedures and requirements of this request, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TRPA. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its proposal submission or in any way materially alter or add to the solution originally proposed.
- 5.9 TRPA makes a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, TRPA strongly encourages small, minority, and women owned businesses to reply either in part or whole for tasks listed within this RFP.

**6. Basis of Selection and Award of RFP**

**6.1 Evaluation Process**

All compliant bid submissions will be evaluated on the following evaluation criteria:

- 6.1.1 The bidder’s relevant experience, qualifications and success in providing the services outlined in this RFP.
- 6.1.2 The type, relevance and quality of equipment to be used.
- 6.1.3 The bidder’s ability and willingness to meet the Agency’s needs in a timely manner.
- 6.1.2 The bidder’s references (at least 3 to be provided) from other clients which are comparable to the Agency.
- 6.1.3 The bidder’s financial proposal.
- 6.1.4 The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided.

6.1.5 The contractual terms that would govern the relationship between the Agency and the Selected Firm.

6.1.6 Any other factors relevant to the firm's capacity and willingness to satisfy the Agency.

6.2 Award and Notification

6.2.2 The "Selected Firm" will be notified by telephone and in writing.

6.2.3 Any non-selected firm will be notified in writing.

6.2.4 The Selected Firm will be expected to sign the TRPA Contractors Services Agreement.

6.2.5 All contractors must certify to the best of their knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any State or Federal department or agency.

**7. Other Information**

Provide other information which the Agency should consider in its evaluation of the firm. Bids, whether selected or rejected, become the property of the Tahoe Regional Planning Agency. A representative of the firm who has the authority to sign contractual agreements shall sign the submitted proposal.

**PROPOSAL SHEET  
SNOW REMOVAL**

Name of Firm, Company or Corporation \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Contact (Available 24 hours) \_\_\_\_\_

Year, Make, and Model of  
Equipment to be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of personnel available \_\_\_\_\_