

# REQUEST FOR QUOTATIONS

WATAB TOWNSHIP

Snowplowing Services Contract

**Watab Township  
8900 Lakewood Shores Road NW  
Rice, Minnesota 56367  
(320) 393-3120**

# **SNOWPLOWING SERVICES CONTRACT**

## **Introduction**

Pursuant to the powers given to it under Minnesota Statutes Chapter 365, Watab Township (the "Town") requests quotations from qualified persons or entities (the "Contractors") to provide for snowplowing, sanding, snow and ice control for the Town's roads, and storage of sand, salt and other materials (the "Services"). This Request for Quotations ("RFQ") sets forth the quotation process and establishes the general criteria the Town will use in evaluating each quotation.

The Town requests all interested parties to submit all inquiries and RFQ responses via U.S. Mail or hand delivery to:

**Watab Township  
c/o Pat Spence  
Township Clerk  
8900 Lakewood Shores Road NW  
Rice, Minnesota 56367**

**The Township must receive all responses to this RFQ  
on or before 5:00 p.m. on July 26, 2006.**

# RFQ Submission Requirements

Contractors should submit to the Town 4 copies of their signed written quotation in response to this RFQ (a “Quotation”). Each Quotation should be prepared to a level of detail sufficient to allow the Town to determine whether the Contractor has a full understanding of and is responsive to this RFQ’s goals and objectives. Each Quotation should identify the services which the Contractor would provide to meet the requirements of this RFQ, and should contain all of the following information, which the Town will hold in confidence until the submission deadline:

1. The Contractor’s name, address, telephone numbers, fax number, e-mail address (if any) and primary contact person.
2. The Contractor’s qualifications, reputation and experience with similar contracts.
3. The Contractor’s relationship and communication with the Town and its citizens during the performance of the Services, including a statement as to response time.
4. A list of the Contractor’s other similar existing or prospective contracts, and a list of references
5. A list of the Contractor’s equipment to be used to perform the Services, including the make, model, year, hours and hourly rate for each piece of equipment.
6. A description of the Contractor’s ability to provide and store salt and sand.
7. The Contractor’s insurance coverage, including the type, amount of coverage, dates of coverage and insurance company.
8. A signed acknowledgment of all terms and conditions contained in the draft Snowplowing Services Contract (the “Contract”) and the Town’s Snow and Ice Control Policy (the “Policy”), copies of which are attached to this RFQ.
9. Any other relevant information demonstrating the Contractor’s ability to perform the Services.

**The Town reserves the right to amend, modify or waive any of this RFQ’s provisions and to request additional information or references to evaluate any or all submitted Quotations. Contractors must submit all Quotations according to this RFQ’s instructions.**

# Contractor Selection Method

The Town will select a Contractor to perform the Services by reviewing the Quotations submitted in response to this RFQ. The Town's Board of Supervisors (the "Board") will select a Contractor for the Services based upon their review of all submitted Quotations, interviews the Board deems necessary, and other pertinent data provided or generated through the RFQ and review process. The Board will use the following general procedure to select a Contractor:

1. After the RFQ submission deadline expires, the Town's clerk will distribute copies of each Quotation to all Board members for review.
2. The Board will consider and discuss all Quotations received and determine the Contractor with whom the Town is interested in negotiating a service contract for the Services at the August 1, 2006 Board meeting.

**The Town reserves the right to reject all submitted Quotations if the Board determines that no Contractor adequately responds to the Town's needs or the RFQ. The Town also reserves the right to require or allow a Contractor to alter its Quotation to meet the needs or desires of the Town in performing the Services.**

# Quotation Selection Criteria

The Town may in its discretion use any or all of the following criteria or other criteria to evaluate each Quotation submitted in response to this RFQ:

1. **Experience**

- A. Experience in performing the Services
- B. Successful operation and quality of completed Services
- C. Past performance with prompt response time and on-time completion
- D. Contractor's qualifications, reputation and experience

2. **Organization and Management**

- A. Demonstration of effective and responsible completion of Services
- B. Efficient response time and management of providing Services
- C. Availability of Contractor to complete Services
- D. Availability and proper maintenance of equipment and storage facilities
- E. Appropriate insurance coverage

3. **Proposed Services**

- A. Rates and costs for Services
- B. Type and condition of equipment
- C. Acknowledgment of the terms and conditions contained in the Contract and the Policy

**The Town reserves the right to evaluate any submitted Quotation using criteria other than those established in this section as minimum evaluation criteria and reserves the right to provide more weight to any specific criteria.**