

## **Public Notice**

Invitation to Bid

### **Snow Removal**

Sealed bids shall be received by the Berkeley County Commission for emergency snow removal (over eight (8) inches). Bids shall be accepted until 4:00 p.m. on December 16, 2009. The bids will be opened at 11:00 a.m., prevailing time, on December 17, 2009, at the Berkeley County Commission meeting. Bids shall be submitted in a sealed envelope labeled: "Snow Removal Bid." Bids shall be based on the hourly rental rate of the equipment including the operator and fuel. Specifications may be obtained on the Berkeley County Web Site, <http://www.berkeleycountycomm.org>.

The Berkeley County Commission reserves the right to reject any and all bids and to waive any information in the request for bids and to award the bid in whole or in part for the best interest of the County to the most qualified bidder.

## SPECIFICATIONS

### Emergency Snow Removal Over Eight Inches in Accumulation

1. The Berkeley County Commission is accepting quotations for an annual emergency snow removal contract for the following lots:
  - A. 802 Emmet Rousch
  - B. Rear of 126 W. King Street and 110 W. King Street
  - C. 217 North High Street – Senior Center
  - D. Tower Road (approximately 2.8 miles long) to transmitter site
  - E. Stephen Street parking lots
  - F. Dunn Building, 400 W. Stephen Street, parking lots
  - G. Crawford Building parking lots
  - H. Judicial Center (Berkeley Building) parking lots
2. The Facilities Manager in consultation with the County Administrator and/or President of the Berkeley County Commission will decide when contractor assistance is needed. The minimum snow event will be eight inches or more for activation. The Facilities Manager at the time of the call will advise the contractor where to respond and what action to take. Removal may include scraping and plowing parking lots and/or hauling snow away.
3. Bidder's response time shall be kept to a minimum. The County will provide a dump site and County Maintenance staff may assist the contractor if time permits.
4. Bidder's hourly rate shall include all of bidder's costs such as mobilization, training, fuel, repairs, equipment, and labor.
5. Bidder shall provide trained equipment operators for all equipment. Bidder's operators shall have CDL's as required by law.
6. Bidder shall own the following equipment at the minimum:
  - One (1) 4WD Backhoe equivalent to a Case 580.
  - One (1) 2WD Backhoe equivalent to a Case 580.
  - Two (2) 1-ton pickup trucks with snow plows
  - Three (3) Tandem Dump Trucks with at least 14' dump bodies
7. Bidder's bid shall be submitted in the following format:

Make	Year	Model	ID# & Description	Hourly Rate
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8. Successful bidder's invoices shall be submitted in the same or similar Berkeley County approved format.
9. Bidder shall submit a business license and proof of insurance with the bid package.
10. Successful bidder shall be responsible for all damage and injuries caused by bidder's employees and/or equipment.
11. The Berkeley County contact for this contract is Mr. Jay Russell or his designee. Mr. Russell can be reached at (304) 267-3721.

## Bid Application

Bidder shall fill in the information requested below in order for this bid to be accepted. Deliver form in a sealed envelope marked "SNOW REMOVAL BID" to:

Berkeley County Commission

400 West Stephen Street, Suite 201

Martinsburg, WV 25401

Bids will be received until 4:00 p.m. local prevailing time on \_\_\_\_\_, at the Berkeley County Commission offices located at 400 West Stephen Street, Suite 201. At 11:00 a.m. on \_\_\_\_\_, bids will be publically opened and read out loud. Bids will be on the basis of equipment hourly rate. Bids received after the scheduled closing time for receipt of bids shall not be considered. Bid price shall be firm for County acceptance for sixty (60) days from the bid opening date.

Bidder's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder's FEIN No. \_\_\_\_\_

Bidder's WV Contractor's No. \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

24-hour Emergency Contact Telephone Number: \_\_\_\_\_

The following information shall be attached to the bid form:

1. Certificate of insurance.
2. Affidavit of no conflict of interest.
3. Affidavit of no OSHA fines.
4. Copy of Business License

**HOURLY RATE BY EQUIPMENT**

MAKE                      YEAR                      MODEL                      ID# & DESCRIPTION                      HOURLY RATE

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- Attach additional sheets if necessary

**AFFIDAVIT OF NO CONFLICT OF INTEREST**

Emergency Snow Removal Bid

The undersigned, being duly sworn, hereby affirms and says that no employee, official, or elected officer of Berkeley County has a proprietary interest in the company, corporation, partnership or other organization furnishing the goods and/or services under the above-referenced contract, or stands to benefit personally from the furnishing of such goods or services as referenced above. The undersigned hereby further affirms that he or she is fully and duly authorized by appropriate corporate/limited liability company proceedings to make this oath on behalf of the corporation/partnership/limited liability company.

FIRM: \_\_\_\_\_

By: \_\_\_\_\_ (seal)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_

Secretary

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to wit:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

# AFFIDAVIT OF NO OSHA FINES

(Return with Bid Form)

## EMERGENCY SNOW REMOVAL BID

The undersigned, being duly sworn, hereby affirms and says that there have been no fines issued by the Federal or State OSHA against this company and that no such fines are pending at this time.

The undersigned hereby further affirms that he or she is fully and duly authorized by appropriate corporate/partnership/limited liability company proceedings to make this oath on behalf of the corporation/partnership/limited liability company.

FIRM: \_\_\_\_\_

By: \_\_\_\_\_ (seal)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_

Secretary

STATE OF \_\_\_\_\_

COUNTY/CITY OF \_\_\_\_\_, to wit:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_