

July 15, 2010

**Request for Proposals  
Snow Removal and Winter Road Maintenance  
Foxcliff Estates South  
Martinsville, IN**

**INTRODUCTION**

The Board of Directors of the Foxcliff Estates South Homeowners Association (the owner) is soliciting bids for **snow removal and winter road maintenance**. Foxcliff Estates South is located approximately five minutes north of the City of Martinsville in Morgan County, Indiana and is accessible via SR 67 and SR 37. Directions to the subdivision can be found in Attachment A.

**DESCRIPTION OF SERVICES NEEDED**

A prospective vendor will be contracted to provide snow removal and winter road maintenance. A **map of the neighborhood that illustrates the approximate 5 miles of roads** to be serviced is Attachment C. **Must have a one hour or less response time.**

The contract that will be awarded by the Owner is meant to obtain the services for the winter of 2010 and 2011.

The frequency of service required is totally dependent on the weather conditions.

Snowplow equipment and sand/salt dispensers may be required.

**Your cost information is to be provided in Attachment B.** Please provide cost information for a single service event.

**BASE ASSUMPTIONS:**

1. Snow must be plowed from the clubhouse parking lot and roadways as follows:
  - a. After a 2" to 4" snowfall, three passes
  - b. After a snowfall greater than 4", four passes
  - c. After each plowing event, the sidewalk and steps leading to the clubhouse entryway will be cleared and Ice Melt (no salt) applied.
  - d. A contact point will be supplied to coordinate judgment calls.

**SELECTION CRITERIA**

The Owner will review all bids based on cost per service event.

Prospective vendors are encouraged to provide a short cover letter, company literature, or other information that can demonstrate the reliability and capabilities of the Vendor.

The selected vendor must carry and provide documentation of general liability insurance coverage in an amount not less than \$1 million.

Prospective vendors must provide two references that can be contact by the Owner to discuss the Vendors reliability and capability. Vendors who have completed work on behalf of the Owner within the past two calendar years are required to fill out the Cost Form (Attachment C), but do not need to provide additional information unless they choose to do so.

#### **DUE DATE**

Sealed bids must be returned to the Owner by **1:30 p.m. on August 15, 2010.**

#### **AWARD DATE/CONTRACT PERIOD**

The Owner expects to select a Vendor and complete a service contract on or before **September 8, 2010** and the contract period will be November 1, 2010 until October 31, 2011.

#### **OTHER INFORMATION**

Prospective Vendors are encouraged to visit Foxcliff Estates South and view the service areas prior to submitting a bid.

Questions can be submitted in writing via fax or regular mail to the number and address noted on page one. Questions can be submitted via E-Mail to [feshaoffice@sbcglobal.net](mailto:feshaoffice@sbcglobal.net). All correspondence should be directed to the attention of Carolyn Holland, Foxcliff South Office Manager.

#### **ATTACHMENT A**

Directions to Foxcliff Estates South from I-465 (from the north)

Take SR37 18 ½ miles south to the Marathon gas station and Fox Run billboard. Turn right. Turn right again on E. Mapleturn Rd. and follow it to Foxcliff Estates South East entrance (approximately 1 ½ miles from SR 37) on the south side of Mapleturn Rd. The Association clubhouse, tennis courts and swimming pool are visible on the left (south) side if you pass the East Entrance.

Take SR67 approximately 16 miles south to Centerton Rd. Turn left. Go ¼ mile then turn right on Blue Bluff Rd. Follow Blue Bluff for 3 miles south to Mapleturn Rd (first road past the power plant on the left side). Turn left on Mapleturn and follow it for approximately 1-¾ miles to Foxcliff Estates South West Entrance. Continue past the West entrance for about ½ mile where at the top of the hill, you will see the clubhouse on the right (south).

**ATTACHMENT B.**

Event:

- |  |            |  |            |
|--|------------|--|------------|
| 1). A 2" to 4" snowfall requiring three passes on all roads. | Cost _____ | 2). A snowfall over 4" requiring four passes on all roads. | Cost _____ |
| 3). Sanding parking lot and roadways.                        | Cost _____ |  |            |
| 4). Salting parking lot and roadways.                        | Cost _____ |  |            |

Contractor Signature \_\_\_\_\_ telephone no. \_\_\_\_\_