



ONESOURCE

STRATEGIC FACILITY MANAGEMENT SOLUTIONS

Request for Proposal

2019/2020 Snow Program

August 1, 2019

Issued by: ONE SOURCE Companies

Contact:

Email:

Telephone:

I. Introduction

Enclosed you will find the work scope for the ONE SOURCE clients in need of snow services for the 2019/2020 season. The purpose of this RFP is to find qualified contractors to provide snow services to our clients for the best overall value.

II. Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this RFP:

1. Only fully qualified contractors with prior experience with programs of this nature should submit proposals in response to this RFP.
2. Contractor must be licensed to do business in Connecticut.
3. Contractors that self-perform the activities in the scope of work are preferred.
4. Contractor must provide all necessary supplies and equipment to perform the enclosed scope of work.
5. The proposal must include a completed copy of the Snow Season Bid Sheet.
6. Prices must include all labor, materials, and trip charges. The contractor shall not bill for any other services or materials.
7. Proposals must be submitted electronically via email (fieldservices@onesourcecompanies.com) to be considered.

8. Proposals must be signed by a duly authorized agent of the Contractor.
9. Contractor must execute ONE SOURCE's Contractor Agreement upon award of the program, if not already executed.
10. Proposals must be received no later than DATE to be considered.
11. Proposals must remain valid for a period of at least sixty (60) days.
12. Contractors must provide three (3) references for similar work done in the past two (2) years.
13. Questions regarding this RFP should be directed to the ONE SOURCE Field Service Team.

III. Program Scope

See the 2019/2020 Snow Season Bid Sheets, attached for locations and specific requirements.

Equipment may be stored on location on a case by case basis, with prior written approval from the client. Neither ONE SOURCE nor the client assumes responsibility for any equipment stored on location.

IV. RFP & Program Timelines

Request for Proposal Issuance	Thursday, August 1, 2019
Deadline for Proposal Submission	Friday, August 23, 2019
Contract Award Notification	Friday, August 30, 2019

V. Terms & Conditions

Snow plowing services are expected to be performed during and after each storm, regardless of the day of the week, or time of day. Special attention must be paid to ensure all service areas allow for safe passage of vehicles and pedestrians during the client's business hours. Please refer to the 2019/2020 Snow Season Bid Sheet for location specific hours.

Contractor invoices must be received within seven (7) days of service completion to ensure timely processing for payment. Contractor invoice payment terms are sixty (60) business days from the date of receipt of a correct invoice per the ONE SOURCE Contractor Agreement.

ONE SOURCE reserves the right to reject any and all proposals at its sole discretion, and to waive minor irregularities in any proposal. ONE SOURCE reserves the right to request clarification of information submitted, and to request additional information on any proposal.

ONE SOURCE makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP, and nothing contained herein shall be relied upon as a promise or representation, whether as to the past or the future.

ONE SOURCE does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified or re-circulated at any time at the sole discretion of ONE SOURCE.

ONE SOURCE reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any response, in whole or in part, to negotiate modifications or revisions to a response and to negotiate with any one or more respondents to the RFP.

Nothing in this RFP should be construed to imply that an agreement will necessarily be entered into with one of the firms submitting a proposal in response to this RFP. If none of the proposals are acceptable, no contract will be awarded.

VI. Program Term

The snow program will be in effect from September 1, 2019 through May 1, 2019.

VII. Insurance Requirements

ONE SOURCE contractors shall maintain, throughout the term of this agreement at his or her sole expense, no less than the following insurance coverage amounts:

- (i) Workers' Compensation – Statutory coverage is required by applicable law.
- (ii) Comprehensive General Liability – Contractors shall maintain One Million Dollars (\$1,000,000.00) for personal/bodily injury, and One Million Dollars (\$1,000,000.00) for property damage, all on an occurrence basis. Notwithstanding the foregoing, and at no additional cost to the client, Contractors shall carry higher limits than those stated herein where required by applicable law or other governmental regulation.
- (iii) Automobile liability, including owned, hired, & non-owned with policy limit of at least One Million Dollars (\$1,000,000.00.)

Certificates must include the following language, along with applicable endorsements:

RE: All operations and locations of the insured.

ONE SOURCE FM, LLC is included as Additional Insured with respect to the General Liability and Automobile Liability per written contract. The General Liability is on a Primary and Non-Contributory Basis. The General Liability Additional Insured status includes ongoing operations and completed operations hazards. A Waiver of Subrogation is granted in favor of ONE SOURCE FM, LLC to each of the above policies.

See the attached sample COI for additional information, including certificate holder name and address requirements.

VIII. Evaluation Factors

ONE SOURCE will rate proposals based on the following factors:

- A. Total cost of the program.
- B. Adherence to the RFP requirements and scope of work.
- C. Relevant past performance and experience.
- D. Self-performance of activities in the scope of work.