

South Peninsula Hospital
REQUEST FOR QUOTE
Snow Removal, Sanding, and Winter Maintenance
Issued: 07/20/21

1. Overview

South Peninsula Hospital (SPH) is seeking a vendor to provide Snow Removal, Sanding, and Winter Maintenance services. The purpose of this Request for Quote (RFQ) is to solicit responses from competent and experienced vendors who are capable of providing the services as specified herein in a prompt, cost effective, and efficient manner.

2. Inquiries

Questions regarding this RFQ must be directed in writing to Scott Mullen, Support Services Director, at smullen@sphosp.org. All emails must identify the RFQ title in the subject line, include the contact information for the person submitting the question(s), and indicate the relevant RFQ section number. All questions must be submitted using this format and must be received no later than 5:00pm Alaska Standard Time (AKST.), August 2, 2021.

SPH will review the submitted questions and respond to all inquiries in writing by replying via email to all interested vendors at one time. The email will include every question received and the accompanying response. This will ensure all potential vendors receive the same information.

2.1 Walk-Through

A mandatory walk-through is scheduled for August 16, 2021 at 2:00pm Alaska Standard Time (AKST), starting at the main hospital building located at 4300 Bartlett St., Homer, AK 99603.

3. Background Information

SPH is a full-service hospital serving the Southern Kenai Peninsula, licensed for 22 medical beds and 28 nursing home beds, primarily located at 4300 Bartlett St., Homer, AK 99603, with various satellite locations located in the greater Homer area.

4. Proposal Submission Requirements

All vendors interested in submitting a proposal in response to this RFQ must adhere to the following requirements. Failure to do so may result in SPH deeming the proposal to be non-responsive and therefore not eligible for consideration.

4.1 Proposal Submittal Items

Vendors must only submit one proposal, following the format outlined below, and clearly identify each of the following criteria within the submittal.

- a) **Cover Letter** – submit a cover letter on company letterhead that is no more than one (1) page and includes the following:
 1. The company's legal name and contact information.
 2. An overview of the company's qualifications and experience relevant to the scope of work defined herein.
 3. The letter must be signed by an authorized company representative and include that person's contact information.

- b) **Scope of Work** – submit a written, detailed description of how each item or section within **5. Scope of Work** will be accomplished.

- c) **Deliverables** – if necessary, submit a schedule of all deliverables and milestones/due dates.

- d) **Price** – submit a written price proposal to provide the service(s) as specified herein, using the format set forth in subsection **7.1 Proposal Price**.

The proposed price must include all of the vendor's costs associated with providing the service(s) as called for within this RFQ including, but not limited to wages, equipment, materials, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

All proposals will become the property of SPH and may be returned only at the option of SPH. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

4.2 Proposal Submission Deadline

To be considered complete, the proposal package must be received by SPH by the deadline via either of the following methods:

1. Hand delivered or mailed to:
South Peninsula Hospital
Attention: Scott Mullen
4300 Bartlett St.
Homer, AK 99603

2. Electronically transmitted to:
smullen@sphosp.org

The deadline for submission is 5:00 PM Alaska Time, August 23, 2021. Any proposals received after the deadline may not be accepted. Proposals sent via email should be sent in a single PDF document format, with the RFQ title noted in the subject line.

4.3 Proposal Preparation Cost

SPH shall not be responsible for any costs associated with preparing and/or submitting a proposal in response to this RFQ, in any manner or for any reason.

4.4 Proposal Validity

A vendor's price proposal will remain valid for 45 calendar days from the RFQ submission deadline or until an award is made to the successful vendor, whichever is sooner. No price proposal will be accepted if marked "price prevailing at time of delivery", "estimated price", or something similar. All price proposals must be in US dollars.

5. Scope of Work

Snow Removal

1. Vendor acknowledges it must perform services no matter the time, day, or conditions. Services and monitoring shall be provided 24 hours a day, 7 days a week; however in order to thoroughly complete work to its fullest, the primary designated hours of operations shall be identified between 9 pm through 7 am nightly. This period is designated as "normal" operating hours.
2. Outside normal operating hours, vendor may provide limited services to all designated entrances and exits, parking areas, driveways, dock areas, drive thru lanes, access roads, sidewalks, walkways at street level and any other areas of the facilities to enable vehicles and pedestrians to have clear entry and exit to the buildings located thereon.
3. Parking areas, drive thru lanes, and walkways shall be reasonably maintained during SPH's business hours and all facilities will be fully cleared 100% during normal business hours with parking lots and walkway being clear at 7am for morning shift change.
4. Access to trash containers or other special facilities will be cleared so trucks can access and safely load and unload materials.
5. Vendor is not responsible for snow or ice buildup on awnings, rooftops or any other overhead areas.
6. The following addresses are included in this proposal:

A. Main Hospital 4300 Bartlett St.

- B. Specialty Clinics Bldg. 4201 Bartlett St.
- C. Homer Medical Center 4136 Bartlett St.
- D. West Wing Bldg. 4117 Bartlett St.
- E. Training Facility/ Dr. Boiling 203 W Pioneer
- F. Hohe St. Bldg.
- G. Behavior Health 4251 Bartlett St.

Additional Snow Removal Requirements

Services will include the removal of snow from areas immediately surrounding public and private spaces as defined by:

1. Public areas – walkways surrounding the perimeter of SPH facilities.
2. Private areas – walkways that are adjacent to the building at or around the front entrances, pathways, etc.
3. Receiving areas, enclosures/ corrals, emergency exits and concrete stoops, sidewalks, parking lots, and all entrances and exits which are included as part of the facilities to be serviced.
4. During a single large snow event; SPH must be a partner in this process to inform vendor whenever additional services are desired.
5. Vendor will be required to provide snow removal services only for snow accumulation in excess of .75” inch per snow event (the minimum snow fall level) and sanding services only for the icy conditions defined below.
6. Stacking is not allowed around light poles, signs, entrances and exits to building and cannot interfere with drains or access and egress routes to the facilities.
7. All work will be performed with the utmost concern for the safety of vendor’s staff, SPH employees, and the general public.
8. If determined to be at fault, vendor shall replace or repair any real or personal property damaged by its employees, including structures, curbs, landscaping area, etc.

Sanding Requirements

1. Vendor will apply traction sand to asphalt and gravel designated areas when the situation requires. Vendor shall act reasonably based on weather in the vicinity of SPH’s facilities and shall respond in accordance with the industry standards.

2. Upon request by SPH, additional ice melting services will be provide as needed for an additional fee.

Alternative Snow Removal Processes

SPH will also accept alternative snow removal processes such as “brine treatment” or other services. Alternatives can be included in the RFQ response but must be listed and quoted separately as an addendum labeled “Alternative Snow Removal Processes.”

6. General Requirements

6.1 Term of Service

The agreement resulting from this RFQ shall be effective from the date of execution of the agreement through the completion of services. SPH proposes a three (3) year contract, renewable annually after review of the prior season’s work. The “season” is considered October through May. In no event shall services under the agreement extend beyond May 31, 2024.

6.2 RFQ Modification

SPH reserves the right to:

- a. Modify or otherwise alter any or all of the requirements herein. In the event of a modification, vendors will be given an equal opportunity to modify their proposals as identified in writing by SPH.
- b. Reject any proposal not adhering to the requirements set forth within this RFQ, either in whole or in part.
- c. Reject any or all proposals received.
- d. Terminate this RFQ at any time, without reason.

6.3 Order of Precedence in the Event of a Conflict

If an agreement is awarded, all terms and conditions herein shall be incorporated into the award along with the vendor’s proposal. Any change to the agreement must be through a written amendment agreed upon by both Parties.

6.4 Subcontracting

The vendor must disclose to SPH the use and identity of all subcontractors it uses in carrying out the requirements herein. SPH reserves the right to approve all subcontractors if it so chooses. The vendor is solely responsible for the satisfactory performance of and compensation to any and all subcontractors.

6.5 Insurance

The vendor shall have, maintain, and provide proof of Commercial General Liability Insurance and Workman’s Compensation Insurance, in addition to any applicable insurance required by the State of Alaska or the vendor’s primary state of location. The vendor must provide SPH with proof of the insurance required herein. The vendor shall be financially responsible for all deductibles, costs, and self-insured retention’s and/or self-insurance required herein.

6.6 Indemnification

Except in the case of the sole negligence or willful misconduct of SPH, the vendor shall indemnify, defend and hold harmless SPH, and SPH's officers, agents, and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney fees and costs and lawsuits whatsoever (including without limitation all claims involving damage to real or personal property, civil rights claims, or claims of infringement of a patent, copyright, trade secret or trademark) caused by or arising out of the performance, acts, or omissions under this RFQ by the vendor or any of its officers, agents, representatives, employees or subcontractors or arising from or related to a failure to comply with the requirements herein, and/or applicable state or federal statutes, laws, regulations, or rules.

7. Price and Payment

7.1 Proposal Price

The vendor must submit a written price proposal to provide the service(s) as specified herein. The proposed price must include all of the vendor's costs associated with providing the service(s) as called for within this RFQ including, but not limited to, wages, equipment, materials, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

Flat Monthly Fee – SPH requests a flat monthly fee for the months named in section **6.1 Term of Service**, namely October through May of each year of the three-year contract period.

7.2 Payment

The vendor shall be paid for actual work completed in accordance with the requirements herein and the accepted price proposal. The total amount to be paid to the vendor shall not exceed the vendor's quoted amount, unless otherwise specifically agreed to in advance with supporting justification and in writing by both parties.

Payment to the vendor is contingent on the vendor delivering a bill or invoice to the SPH on a monthly basis. SPH retains the right to require additional documentation to support the submitted invoice. SPH will provide payment to the vendor within 30 calendar days of acceptance of the invoice.

The vendor shall provide the following information with each monthly invoice:

- Identification of billing period;
- A Statement describing the actual work completed with sufficient detail to reconcile the charges against the work performed and/or work product received by the SPH;
- Total cost billed for the billing period;
- Date invoice was submitted;
- Entity name and contact information; and

- Name of authorized person originating or submitting the billing for the entity.

Submit invoices to:
Accounts Payable
South Peninsula Hospital
PO Box 1017
Homer, Alaska 99603

8. Evaluation and Selection

Proposals will be evaluated by SPH Staff based upon the responsiveness to the submission requirements described in Section 4, and in any other manner deemed appropriate by the SPH to determine the proposal most advantageous to SPH. SPH reserves the right to waive informalities and minor inaccuracies. SPH reserves the right to reject any and/or all proposals which it deems to be not in the best interests of SPH and to proceed with the next proposer or to utilize an entirely different process at any time during the process.