

**REQUEST FOR PROPOSAL
CRYSTAL LAKE PUBLIC LIBRARY
SNOW REMOVAL CONTRACT**

1. GENERAL INFORMATION

The Crystal Lake Public Library is accepting proposals for Snow Removal for the library property located at 126 W. Paddock and at 81 Crystal Lake Ave., Crystal Lake, IL. Work shall be performed during the 2023/2024 winter season.

2. DESCRIPTION, PURPOSE AND OBJECTIVES

Requirements are described in attached Contract for Snow Removal Services and Exhibits A and B.

3. SITE INSPECTION QUESTIONS

A mandatory site inspection for all properties will be conducted by appointment. Interested parties can schedule an appointment with Mr. Scott Zator, Building Maintenance Manager, (815)526-5106.

4. QUESTIONS

Questions must be submitted in writing to the Library by fax, (815)459-9581 or email to kmigaldi@clpl.org by noon on Thursday, September 14, 2023. The Library will post a written response on our website www.clpl.org in the form of an Addendum by end of day Monday, September 18, 2023.

5. PROJECT TIMELINE & SUBMITTAL REQUIREMENTS

A. Please note the following requirements of the Request for Proposal:

- Written Description on how submitter's Proposal meets RFP requirements. Include:
 - Written responses to Appendix A.
 - Number of years in business
 - List of public entities for which submitter has performed snow removal, size of parking lots maintained and number of years company has provided those services
 - Description of typical visit:
 - Who comes?
 - Who is in charge of the crew?
 - Description of work
- References
- Certificate of Insurance
- Proposal valid 90 days after submission
- Original and One Electronic Copy of your full submitted Proposal
- It is the expectation of the Library that the snow removal services will be provided seven (7) days per week as needed after 1 ½" minimum snow fall.

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- B. The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Board of Library Trustees to be in the best interest of the Library, who meets or exceeds the criteria outlined on the form provided.
- C. Upon award of contract, the responsive, responsible proposer shall execute the attached contract for Snow Removal Services.
- D. The Library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.
- E. Submit proposals to: Karen Migaldi, Assistant Director, Crystal Lake Public Library, 126 Paddock Street, Crystal Lake, IL 60014. Proposals must be received by 9 p.m. on Tuesday, September 26, 2023.

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Appendix A

Pricing, Skills, and Experience

1. Describe your company's experience in snow removal for parking lots similar in size to the Library's.
2. How many employees would be assigned to the Library for Snow Removal?
3. Are the same employees assigned to the Library every night or will the work crew change regularly?
4. Who fills in during employee absences or vacations?
5. How frequently does a supervisor inspect the premises to see that the work is carried out correctly and on schedule?
6. How does the Library communicate with the Contractor to make comments or complaints about snow removal?
7. Provide names and telephone numbers of three clients, at least of one of which has a parking lot similar in size to the Library's. Indicate the size of each client. Indicate any clients for which you perform snow removal services as listed in this Appendix A.