



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

www.cityofdyersville.com

October 4, 2023

[Contractor's Name]
[Contractor's Address]

Subject: Snow Removal Services Proposal

Dear [Contractor's Name],

I invite your company to submit a proposal for snow removal services to the City of Dyersville during the upcoming winter season (FY2024), with the option for an extension into the next (FY2025) winter season.

We are committed to ensuring our residents and visitors' safety and convenience during winter on publicly owned sidewalks, trails, and parking lots. We would like to know if your company would like to give us a proposal for snow removal services as outlined in the scope of work below.

Below, you will find the scope of work the city is seeking. It is divided into three distinct geographical areas, and I have attached a map showing the proposed properties:

Area 1: West Side Trails and Walks

- This area encompasses all trails within Westside Park, the Dave Vorwald Memorial Bridge, and a segment on the bridge's east side leading to 2nd Street SE.
- It includes the 6-foot-wide sidewalk along the west side of 5th Street SW from 1st Avenue SW to 3rd Avenue SW.
- This area also covers the trail leading from Westside Park to the intersection of 12th Avenue SW and 7th Street SW, near Dyersville Elementary School.
- Isolated sidewalk segments in front of FEMA flood-buy-out properties are also part of this area.

Area 2: East Side Trails and Walks

- This area includes sidewalks ranging from 5 to 6 feet wide along the east side of 9th Street SE/11th Street SE-NE (US HWY 52), from 15th Avenue SE to Beltline Road East.

- It covers the Dyersville extension of Heritage Trail, from the end of Dubuque County Heritage Trail to US Highway 52 and from US Highway 52 to approximately 300 feet east of 4th Avenue NE.

Area 3: Parking Lots and Downtown Trails and Walks

- This area includes several municipally-owned parking lots and parking areas, namely: 1) the lot along 1st Avenue W just west of the river, 2) the lot surrounding the Twin Steeples Landing building, 3) the lot in the SW quadrant at 2nd Avenue NE and 2nd Street NE, 4) the lot west of the James Kennedy Public Library building, 5) the lot at the Dyersville Social Center (625 3rd Avenue SE), and 6) the parking lot and drive area at the Dyersville Emergency Services building (1503 6th St SE).
- It also encompasses the entire width of sidewalks along 1st Avenue East and 3rd Street NE adjacent to the Dyersville Memorial Building and the James Kennedy Public Library building.
- This scope includes all sidewalks/trails adjacent to parking lots in this area and along the north side of 1st Avenue across the bridge over the North Fork Maquoketa River.
- Finally, all the trails in the Twin Steeples area are included.

To provide clarity on what the city is seeking for winter maintenance services, below you will find critical aspects we would like you to keep in mind when you are preparing your proposal:

1. **Clearing of Snow and Ice:** This includes completely removing snow, ice, and frozen material to expose bare pavement within the stipulated time.
2. **Timeliness:** All parking lots, trails, and sidewalks must be cleared within 24 hours of the final snowfall, windfall, or appearance of ice, with the following exceptions:
 - a. Your company must keep all sidewalks along 1st Avenue and adjacent to the Memorial Building (City Hall & Police Department) and the James Kennedy Public Library clear throughout the duration of a snow event during hours of operation. The clearing is expected not less than every two hours, and/or snow depth shall not exceed 2 inches during this time.
 - b. Clearing sidewalks and the Dyersville Social Center parking lot shall be performed every two hours or before accumulation of two inches during events/activities at the center. Events can take place during the week as well as on weekends. Please contact the City Clerk's Office for the latest event information.
 - c. The Dyersville Emergency Services parking lot and drive area shall be cleared every two hours or before the accumulation of two inches at all times.
3. **Equipment and Materials:** Use suitable equipment and materials for snow and ice removal, complying with all relevant regulations. Hand-operated equipment may be necessary in certain areas.

4. **Snow Storage:** In areas with limited snow-storage space, your company will remove and relocate snow and ice to designated areas.
5. **Damage Mitigation:** Your company must avoid damage to adjacent buildings, structures, turf, and plant materials, taking necessary precautions and using hand-operated equipment when required.
6. **Pricing:** The proposal price will cover the entire season up to an average seasonal snowfall of 33 inches. There will be no adjustment if less than 33 inches of snowfall occurs in Dyersville. However, following the snowfall event that causes the seasonal snowfall to exceed 33 inches in Dyersville, payment will be made per event day for each area.
7. **Snowfall and Event-Day Measurement:** Snowfall totals will be measured based on the system used by the Iowa DOT, “Weather Sentry,” averaged between the weather stations at Dubuque and Manchester. An “Event-Day” is a day on which Weather Sentry records measurable snowfall and/or wind or temperature changes requiring city-wide clearing, as agreed to by your company and the Public Works Director at the time of the event.
8. **Payment Schedule:** Payments will be made in six equal monthly installments starting on December 1, with the final payment on May 1. Snowfall Overage payments, if applicable, will also be made monthly.

If you want to provide us with a proposal, please submit it to Public Works Director John Wandsnider by **October 20, 2023**. Please provide us with a “Per-Season” price and a “Per-Event-Day” price for each of the three geographical areas, as outlined above, and an optional extension for the next winter season.

Should you have any questions or require clarifications regarding our proposal, please do not hesitate to contact Public Works Director John Wandsnider at 563.875.7724 or via email at jwandsnider@cityofdymersville.com.

We appreciate any interest in partnering with us to maintain the safety and accessibility of our public spaces during the winter season. We eagerly await your proposal and the opportunity to work together.

Best regards,

Mick J. Michel,
City Administrator

AREA 1: WEST SIDE TRAILS AND WALKS



AREA 2: EAST SIDE TRAILS AND WALKS



AREA 3: PARKING LOTS AND DOWNTOWN TRAILS AND WALKS



