



City of Ketchum

November 2, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Second Option Year on Contract #20279 with Big Wood Landscape for Snow Removal Services

Recommendation and Summary

Staff is recommending Council approve the second option year on contract 20279 with Big Wood Landscape and adopt the following motion:

"I move to approve the second option year on Contract #20279 with Big Wood Landscape for Snow Removal Services."

The reasons for the recommendation are as follows:

- Bigwood Landscaping is capable of doing all the required work and complying with city rules.
- Big Wood Landscape has satisfactorily performed the work in the past and there is one option year remaining on the contract.

Introduction and History

Each year the city contracts with a company to remove snow and ice on city-owned sidewalks throughout the city. The city is responsible for snow and ice removal on sidewalks surrounding the Ore Wagon Museum at East Avenue and 5th Street (including pathway and stairs to museum and Bonning Cabin), sidewalks surrounding 2nd Street and Washington Avenue public parking lot, walking paths in Ketchum Town square, sidewalks surrounding the Cimino Memory Park at 6th Street and Main Street, sidewalks and stairways surrounding the 6th Street and Leadville Avenue public parking lot, and sidewalks along Ketchum Town Plaza from 4th Street to Sun Valley Road. The contractor will also be utilized to push snow into 4th Street on big storms.

Analysis

In accordance with State and City purchasing policies, on October 15, 2018, an Invitation for Bid (IFB) was publicly posted and sent out to three landscape firms in the valley seeking bids for snow and ice removal. Bigwood Landscape submitted the only bid, which was opened publicly on Friday October 19, 2018. The City Council approved the original contract on November 5, 2018, and it contained two option years. Staff believes they will continue to deliver timely snow removal services and is recommending the approval of the second option year.

Sustainability Impact

There is no sustainability impact arising from this action.

Financial Impact

The FY 21 facilities maintenance division budget includes a line item for professional services and this will be funded from that account.

Attachments

- Attachment A: Big Wood Landscape Snow Removal Rate Sheet



Snow Contract For 2020-2021 Season
HOURLY RATES

| | |
|---|----------------------|
| Snow Staking-Fiberglass Stakes (labor Included) | \$3 per stake |
| Handwork (i.e. shoveling, de-icing, etc.) | \$50 |
| Walk-Behind Snow Blower | \$60 |
| Roof Shoveling | \$70 |
| Tracked Snow Blower/Loader (Dingo) | \$100 |
| Plow Truck | \$105 (\$70 minimum) |
| Loader with Blower Attachment | \$150 (\$95 minimum) |
| Sanding Truck (using a sand/ice melt mixture) | \$105 plus materials |
| Removal of Roadway Snow Berms | \$35 per occurrence |

Standard Policies

Our standard residential removal frequency is three inches (3”) or greater. We are not responsible for gravel on lawns and/or general sod, pavers, or blacktop damage. Our standard commercial removal frequency is zero tolerance to prevent ice and snow build-up (bare surface). In Ketchum, this is required by the municipality.

Except in the case of minimum charges, all account billings will be in fifteen (15) minute increments, which includes travel time. **All invoices are due within 30 days of the billing date.** After that any unpaid balance will be assessed a 2.00% finance charge per month. Big Wood Landscape reserves the right to terminate this contract if payments are not received in a timely manner.

Plow Trucks & Equipment

Specific equipment used to clear driveway and/or roads will be determined by Big Wood Landscape. Route drivers typically begin their shift by 4:00AM. In an incidence of extra heavy snowfall or consecutive storms, we may be able to return to the property twice in one day. **Year-round customers of Big Wood Landscape are given priority.**

Hand Labor

Unless previously arranged, equipment operators removing driveway snow are not scheduled to provide handwork for entries, walkways, or garage doors. Typically, this will be completed by a separate crew after plowing is complete.

 Yes, please provide hand labor for entries, paths, walkways, and garage doors.

Roof Shoveling

Roof shoveling is only by costumer request and is scheduled on non-snow removal days.

Client Name (printed)

Mailing or E-Mail Address

Signature

Physical Address of Service