



City of Ketchum

November 7, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho 83340

Mayor Bradshaw and City Councilors:

Recommendation to Approve Purchase Order 23031 Snow Removal Services

Recommendation and Summary

Staff is recommending the council approve Purchase Order 23031 with Bigwood Landscaping for snow removal by adopting the following motion:

"I move to approve Purchase Order 22031 for an amount of \$32,000 with Bigwood Landscaping and authorize the mayor to sign the Purchase Order."

The reasons for the recommendation are as follows:

- The city contracts snow removal for city owned sidewalks. The city has a zero-tolerance snow policy for sidewalks
- Bigwood Landscaping has staff and knowledge to get the job done very cost effectively.

Introduction and History

Each year the city contracts with a company to remove snow and ice on city-owned sidewalks throughout the city.

Financial Impact

The contract is on an hourly basis. The Purchase Order amount of \$32,000 is based on last year's total and is budgeted in the facility maintenance division's Professional Services line item.

Attachments

- Attachment A: Purchase Order 23031
- Attachment B: Bigwood Landscaping Snow Removal Contract



CITY OF KETCHUM
 PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 23031

To: 1338 BIG WOOD LANDSCAPE, INC. P.O. BOX 310 KETCHUM ID 83340	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/31/2022	bancona	bancona	Facilities Maintenance	0	

Quantity	Description	Unit Price	Total
1.00	SNOW REMOVAL FY 2023 01-4194-4200	32,000.00	32,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		32,000.00

 Authorized Signature



Snow Contract For 2022-2023 Season

HOURLY RATES

Snow Staking-Fiberglass Stakes (labor Included)	\$4 per stake
Handwork (shoveling, snowblower, de-icing, etc.)	\$60
Roof Shoveling	\$75
Tracked Snow Blower/Loader (Dingo)	\$100
Sanding Truck (using a sand/ice melt mixture)	\$105 plus materials
Plow Truck	\$105 (\$70 minimum)
Loader with Blower Attachment	\$150 (\$95 minimum)
Removal of Roadway Snow Berms	\$40 per occurrence

Standard Policies

Our standard residential removal frequency is three inches (3") or greater. We are not responsible for gravel on lawns or general sod, paver, 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. **All payments are due within 30 days of the billing date.** Late payments will be assessed a 2.00% finance charge per month. Big Wood Landscape reserves the right to suspend service if payments are not received in a timely manner.

2021/22

Plow Trucks & Equipment

Specific equipment used to clear driveways and roadways. Drivers typically begin their shift by 4:00a. We are able to return to the property the same day. **For severe weather events, we may be called out. In these situations, our services are given priority.**

\$31,487

Hand Labor

Unless previously arranged, equipment and handwork for entries, walkways, or garage doors is scheduled to provide separate crew after plowing is complete.

Roof Shoveling

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

Yes, please provide machinery for driveway and/or roadway snow removal

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

Client Name (Printed)

Mailing or E-Mail Address

Signature

Physical Address of Service