

WHEATLAND HILLS SUBDIVISION

SNOW REMOVAL OVERVIEW, TERMS, AND CONDITIONS

Request for Bids

2016-2017 Snow Season

OVERVIEW

Wheatland Hills Subdivision (*the Subdivision*) consists of eight named streets: Itana Circle, Cimмерon Drive, Elmare Lane, Bannock Lane, Chapparral Way, Thatcher Drive, Marygold Lane and Justin Lane.

Wheatland Hills Subdivision (*the Subdivision*) presents some unique issues that are to be considered by the snow removal company (*the Contractor*) contracting with the Subdivision.

1. Streets in the Subdivision are narrow with no shoulders, steep banks, and steep grades.
2. The streets become quite treacherous when slick from snow or ice.
3. Almost every winter a few vehicles slide off sides of the streets or cannot stop and slide onto Springhill Road at the Itana and Cimмерon Drive entrances.
4. A public school bus traverses Itana Circle, Cimмерon Drive, and Justin Lane on school days. Rules established by the school system require that these streets be navigable by 7am and 3pm on school days.

A map of the subdivision can be found here:

http://www.wheatlandhills.org/Contents/02_Location/02_Driving_Directions.html

CONTRACTOR BIDS

As used here, a *snow day* refers to a day in which enough snow has fallen during the prior evening and night to warrant clearing of the streets early in the morning of the day, and/or enough snow has fallen during the morning and afternoon of the day to warrant clearing the streets in the afternoon of the day as specified herein.

Submitted bids in the form of a tentative contract should address the following:

1. **Season Plowing Start and End Dates.** The contract is to list the start and end dates of the Contractor's snow removal season. The contract is also to state whether the Contractor can perform snow removal before and after the posted season start and end dates, and what the difference in costs would be, if any, for snow removal prior to and after the posted dates. (It is certainly true in Montana that snow storms can hit before and after contracted dates.)
2. **Plowing Costs.** The contract must provide an hourly rate for snow removal that covers all costs except the cost for ice melt material, which should be billed separately. The contract is to specify that the clock for the hourly rate starts when the plower reaches Wheatland Hills and stops when the plower leaves Wheatland Hills.
3. **Ice Melt Costs.** The contract must also state:
 - the type of ice melt material to be used
 - the charge per unit (e.g., dollars per 50 pound bag) for the ice melt material
 - that the Contractor will itemize and charge for the amount of ice melt used per visit.

4. **Contractor Equipment.** The contract is to describe the equipment to be used for snow removal in the Subdivision, providing evidence that it is up to the task. Such items as tow-behind or in-bed ice melt and sand spreaders could be particularly valuable on this contract.
5. **Severe Weather Contingency Equipment.** Severe weather conditions may call for heavy-duty machinery to be employed (e.g. to haul snow away). The Contractor must provide evidence of equipment or an outside firm that the Contractor can call on to complete snow removal in such situations.
6. **Standard Contingency Equipment.** The contract must give evidence of access to substitute equipment should the equipment normally applied to the task break down.
7. **Plower Contingency Plans.** The contract must describe plans for plowing should the primary plower become unavailable for any reason.
8. **Days to Plow.** The contract must state that plowing will be done on all snow days—weekends and holidays included.
9. **Mail Boxes.** The contract must state that mail boxes areas will be cleared enough so that the mail carrier can drive close enough to mail boxes to deliver mail from the vehicle.
10. **On Call Plowing.** The contract is to state that plowing is available “on call” outside of the nominal times, as conditions warrant.
11. **Timing.** The contract must state that on snow days:
 - All streets in Wheatland Hills will be cleared of snow by 7:00 AM.
 - The first task to be completed will be clearing and spreading ice melt on the Itana and Cimmaron Drive entrances to Springhill Road (so that the ice melt material has time to work before traffic starts in earnest and the school bus arrives).
 - The second task to be completed is the clearing of the bus routes: Cimmaron Drive, Itana Circle, and Justin Lane.

NOTES TO THE PLOWER

The items specified above for a formal contract are just a starting point. The Wheatland Hills Board respects the judgment of the plower when decisions have to be made that would represent deviations from the contract (for example, the plower may deem that for safety and efficiency in certain conditions the order of plowing should be adjusted). The following are notes regarding plowing that should be of help.

1. **Plowing Efficiency.** Our intent is that the plower be able to plow in the most efficient manner, moving at sufficient speed up and down our streets to effectively move snow off the sides of the road. We
2. **Disposing of Snow.** In general, snow may be plowed off either side of the streets and/or pushed off the streets into open areas as needed. One exception is the T-junction of Itana Circle with Cimmaron Drive heading south on Itana Circle. It would be convenient and efficient to simply push the snow from Itana Circle onto the lot straight across its junction with Cimmaron Drive. However, this is not to be done, as too much snow would accumulate on that private lot and harm the extensive landscaping done there. Usual plowing up and down Cimmaron Drive (and all other streets) that deposits snow onto all property

to the left and right as usual *is* allowed, even at that lot.

- 3. Sanding and/or Ice Melt Application.** Each time Itana Circle and Cimmeron Drive are plowed ice melt (always) and, possibly, sand are to be applied evenly across the entire street beginning at the intersections of those two streets with Springhill Road to a distance of at least 200 feet above Springhill Road. The Contractor in conjunction with Subdivision Board Members may determine that this distance for ice melt application should be extended. The subdivision will provide sand in barrels close the Springhill junctions. The time to apply ice melt is sooner rather than later in the process to ensure that it has time to take effect before workday traffic kicks in.
- 4. Driveway Entrances.** We do expect the plower to take residents' interests into consideration as possible without incurring substantial extra costs. The main example regards driveway entrances. The plower is NOT to take special steps to keep driveway entrances to dwellings be kept clear of plowed snow as streets are plowed, unless the homeowner contracts individually for such a service, which should then be done only after all subdivision streets are cleared. On the other hand, cul-de-sacs represent a unique problem in that more snow needs to be removed from the circular turn-arounds at the ends of cul-de-sacs than is true of regular streets, which during times of heavy snowfall has resulted in driveway entrances on cul-de-sacs being unduly clogged compared to those of other residents; thus, in cases of heavy snowfall, extra snow is to be pushed over a side of cul-de-sac that is open space and/or away from driveway entrances (this does not mean that those entrances should be entirely cleared of snow).
- 5. Alternate Routes.** While not a strict requirement, if it does not conflict with efficiency, it would be good for the Contractor to alternate the order in which streets are plowed (except for bus routes), to ensure that certain streets are not becoming more snow-packed from early traffic than others.
- 6. Special Circumstances.** The Subdivision is aware that exceptional weather conditions can cause the timing and completion of plowing to be affected. In such cases the Subdivision is to be notified of delays. In all cases, the Contractor must still meet its obligations for keeping bus routes open in timely fashion, unless the conditions are so severe that local schools have been shut down.
- 7. Subdivision Responsibilities.** The Subdivision recognizes that it is extremely difficult to plow around cars parked on subdivision streets and around garbage cans placed on the streets. The Subdivision will make concerted effort to inform residents that vehicles are not to be parked on the streets during winter show season and that garbage cans should only be placed on the streets on garbage days as residents leave for work in the morning and retrieved on the same day when they return from work.
- 8. Contact Information.** Contact information will be provided by the Subdivision to the Contractor for all-hours connections regarding snow removal in the Subdivision. Similarly, it is expected that the Contractor will provide contact information for the person in charge of snow removal in the subdivision.

BIDS

Bids can be submitted with a contract that accepts all of the above Contract Expectations and Notes, or accepts these conditions with modifications for consideration.