

In accordance with ORS 279B.070 and the City of La Pine's Public Contracting Ordinance (Ordinance No. 2008-01), the City of La Pine is informally soliciting interested contractors to submit proposals for the performance of certain snow removal services. Attachments "A and B" to this email identifies by sections the City and Deschutes County streets and roads upon which snow removal services will be performed. Attachment "C" consists of the City's Snow Removal Policy and Procedures.

The snow removal services will generally consist of the following:

1. Plowing of snow from the entire width of each street or road so that the entire width of the street or road is available for vehicular travel.
2. Removal of snow from the street or road corners, intersections, turnarounds, and dead-ends.
3. Removal of any snow bank on the street or road side at or near an intersection that exceeds two feet in height to accommodate vehicle visibility.

A person interested in performing snow removal services must submit a written proposal to the City containing the following information:

1. Contractor's name, CCB license number (if applicable), address, contact information, and the name of the primary contact in reference to the proposal.
2. Brief information concerning the contractor (e.g., background, size, types of services provided, and types of similar engagements).
3. Identification of the person(s) who will be assigned and responsible to perform the snow removal services.
4. A total per hour cost for the performance of the snow removal services. The contractor will be required to furnish all materials, tools, equipment, labor, fuel, insurance, and supplies required to perform the snow removal services. Therefore, costs for materials, tools, equipment, labor, fuel, supplies, insurance, and general overhead must be included in the hourly rate.
5. Estimated hours for the completion of the snow removal services by section.
6. Equipment available to perform the snow removal services.

To be considered, please submit your proposal to Luana K. Damerval via email at luana@ci.la-pine.or.us or by mail or hand delivery at the appropriate address provided below:

Mail:
City of La Pine
Attn: Luana K. Damerval
PO Box 3055
La Pine, Oregon 97739

Hand Delivery:
City of La Pine
Attn: Luana K. Damerval
51340 Highway 97
La Pine, Oregon 97739

Proposals must be received by the City on or before 5:00 p.m. on Sept. 30, 2010. Proposals received after the deadline date will not be considered. The City reserves the right to reject any and all proposals and/or to change or modify the streets or roads requiring snow removal services. The City may award one or more contracts for the snow removal services. Contracts may be awarded by section. If a contract is awarded, the City and the selected proposer(s) will enter into a personal services contract concerning the snow removal services. The personal services contract will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to the City.

If you have any questions regarding this solicitation, please feel free to contact Luana Damerval at 541-536-1432.

ATTACHMENT "A"

Section A:

Priority - City Roads

- 1 Cagle Road
- 1 Skidgel Road
- 1 Pine Drive
- Antler Lane
- Doe Lane
- Medill Court
- Railroad Street
- Ash Drive
- Oak Drive
- Elm Drive
- Santa Barbara Dr.
- Murry Drive
- Pine Place
- Drafter Road

- Victory Way
- Little Deschutes Lane
- Memorial Ln. (East of Huntington)

Priority - County Roads

- 2 Glenwood drive
- 2 Allen Drive

- 1 1st Street (West of Coach Road)
- 1 Morson Street
- 2 4th Street
- 2 3rd Street
- 2 Bluewood Ave
- 2 Bluewood Place
- 2nd Street (west side of Morson)
- 2nd Street (East side of Morson)
- Old Main Court
- Stillwell St.
- Walker Street
- 5th Street
- Pengra (from 5th to 6th)

ATTACHMENT "B"

Section B:

Priority - City Roads

Apache Tears Ct.
Carter Ct.
Riley Drive
Ascha Ct.

Priority - County Roads

1 William Foss Rd.
1 Mitts Way
1 Hinkle Way (from Reed Rd. to Finley Butte Road)
2 Evans Way
2 Bonnie Way
2 Preble Way
Shaw Pine Ct.
Wheeler Road
Heath Drive
Cassidy Drive
Assembly Way
Box Way
Oakridge Place
McClintock Place
Lasso Lane
Mac Court
Wyatt Drive
Conifer Court

ATTACHMENT "C"

City of La Pine Snow Removal Policy and Procedures

Establishing and maintaining good traffic flow during winter months is a high priority of the La Pine City Council. Given the nature of the varied, unforeseeable, and rapidly changing climatic conditions impacting the City, and the limited resources available to the City to address such conditions, only a planned, measured, and limited snow maintenance response will be provided. Consequently, the City Council has adopted this Snow Removal Policy and Procedures to generally identify the City's goals, objectives, and operating procedures for snow removal.

Jurisdiction

- Highway 97 and all intersections that abut Highway 97 are maintained by the Oregon Department of Transportation.
- County roads are maintained by the Deschutes County Road Department. City may enter into an intergovernmental agreement with Deschutes County to perform snow removal from certain County roads.
- The City will maintain City streets.
- Private roads, alleys, access tracts, driveways, and other accesses that have not been dedicated to the public will not be maintained by the City.

Snow Removal Policy

- City will create three different street/road snow removal sections. The sections will be established based on, among other things, geographical location, length of streets, and street priorities. Exhibit A to this Snow Removal Policy and Procedures identifies the City streets that will be plowed by section. In addition, Exhibit A identifies certain County roads that the City may plow if the City and Deschutes County reach an agreement.
- City will contract with one or more contractors to provide snow removal services for each section. Snow plowing will generally start when four inches of snow has fallen (and more is expected) in a single snowfall event. Notwithstanding the foregoing, if the City determines that snow removal is necessary under current or prospective conditions (e.g., forecast of low temperatures, significant additional accumulation, and other weather predictions), the City may initiate snow removal services if the City determines that snow removal is necessary (even if the snow accumulation is less than four inches). Snow plowing will be done with the primary goal of opening streets for traffic flow.
- The full width of the street or road will be plowed. Snow will be plowed to the side of the street or road for best drainage. Snow will be removed from all street corners, intersections, turnarounds, and dead-ends. Snow banks on any street side at or near an intersection that exceeds two feet in height will be removed to accommodate vehicle visibility.
- City may (but is not required to) apply sanding or anti-ice on road intersections where vehicle

stops are required and/or on steep grades and curves.

- City will attempt to maintain access to grouped mailboxes on Pine Drive (north of Burgess Road).
- City does not have the budget to clear driveways or mailboxes blocked by snow. Property owners/residents are responsible for clearing and maintaining driveway entrances, sidewalks, and access to mailboxes, either clustered or individual. Snow from driveway plowing, shoveling of mailbox access, and/or removal of driveway berms resulting from roadway plowing may not be pushed into the roadway but must be placed on private property or well beyond the outside of the drainage ditch, shoulder, and travel lanes.
- Standard road maintenance problems will be handled during business hours. Downed trees and other immediate hazards will be handled as soon as possible.

Snow Removal Procedures

- City staff will notify the contractor(s) when to commence snow removal services and the duration and extent of work. City staff or designated personnel will monitor all snow removal services.
- Contractors will be requested to provide snow removal services seven days a week and within one hour after notification. Snow removal services will be continuous until all plowing has been completed.
- Each contractor will perform snow removal services in accordance with a personal service contract between the contractor and the City.
- To the extent feasible, the City will attempt to notify the public (by radio or otherwise) when snow plowing by snow plowing. The public is asked to remove their vehicles from the streets to be plowed to improve plowing time, drainage, and public response. The City will not be able to maintain a definite time schedule due to snow conditions and possible equipment failure.

This Snow Removal Policy and Procedures is intended to provide general direction for street snow removal. Special or changes in conditions may arise that may require a response out of the given sequence or snow removal policy and procedures described above. The City Council and/or City Recorder is permitted to modify, alter, deviate, and/or change the City's snow removal policy and procedures if the City Council and/or City Recorder deems such modification, alteration, deviation, or change necessary or appropriate.