



# City of Harrisonburg, Virginia

Purchasing Office  
345 South Main Street, Room 201  
Harrisonburg, Virginia 22801  
(540) 432-7794/Fax (540) 432-7778

September 24, 2013

To whom it may concern:

The City of Harrisonburg Public Works Department, hereinafter called "City," is soliciting Contractors to pre-qualify for the annual Snow & Ice Removal Contract for fiscal year 2014. Interested vendors should review and complete the Snow Removal Equipment Agreement, hereinafter called "Agreement," attached to this letter. Completion of the Agreement will not constitute a contract with the City, but rather act as an application for pre-qualification for the contract.

Vendors interested in being considered for the City's annual Snow & Ice Removal Contract for fiscal year 2014 shall complete the Agreement by **Friday, October 11, 2013 at 3:00pm local time**. Completed agreements may be mailed, hand-delivered, emailed or faxed to:

City of Harrisonburg  
Department of Public Works  
Attention: Kenny Knight, Street Superintendent  
320 East Mosby Road  
Harrisonburg, VA 22801

Email: [Kenny.Knight@harrisonburgva.gov](mailto:Kenny.Knight@harrisonburgva.gov)

Fax: 540-434-2695

We appreciate your consideration of this application for pre-qualification and look forward to receiving your Agreement. If you have any further questions regarding this matter, please contact Kenny Knight, Street Superintendent at the Public Works Department at 540-434-5928.

Thank you in advance for your time,

Nicole Robertson  
*Purchasing Office*  
*City of Harrisonburg, VA*

**The City With The Planned Future**



## CITY OF HARRISONBURG SNOW REMOVAL EQUIPMENT AGREEMENT

Agreement Number: 2014013-PW-A

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between \_\_\_\_\_ hereinafter called "Contractor or Vendor" and the City of Harrisonburg, hereinafter called "Department" or "City".

WITNESSETH that the Contractor and the Department, in consideration of the mutual covenants hereinafter, it is agreed between the Contractor and the Department as follows:

### **I. SCOPE OF SERVICES:**

- A. The Contractor shall furnish to the Department the equipment described in Attachment D, with an experienced operator, which if accepted under contract, shall be available upon the Department's request, at the designated rates for the agreed contract period of October 18, 2013, to April 30, 2014. Snow and ice removal work will be performed between the months of October through April. This agreement may be renewed in accordance with section VI, K. Renewal of Contract.
- B. Upon receipt of notice, the Contractor shall make available to the Department on a standby or actual work basis, equipment set forth in "Attachment D" herein, to be used by the City of Harrisonburg, Public Works at the time and place requested by the Director of Public Works or designee. During critical winter weather event in other locations, City may request the Contractor to work in areas different from the regular assignment if mutually agreed upon. Hourly rate will remain the same.
- C. The Contractor shall be paid the designated rate per hour for equipment with operator used while under the Department's direction. The designated rate will be 40% of the pay rate (per equipment) per hour while equipment is on standby time and 100% of the pay rate per hour while actual snow and ice work is being performed.
  1. The standby rate shall be considered when each piece of equipment and operator has reported to the City Public Works Office or location (upon request of the Director of Public Works designee), and while the equipment with operator are in the staging process but are not engaged in actual snow removal operations.
  2. When directed by the Director of Public Works or designee, the standby rate shall cease for each piece of equipment at the commencement of actual snow removal operations or at the release of the equipment and operator from use.
  3. The actual work shall commence when each piece of equipment and the operator is directed by the Director of Public Works or designee to commence the removal of snow and ice from the highways. The actual work shall cease to each piece of equipment when the Director of Public Works or designee directs the equipment to cease snow removal operations, or to go on a standby rate.
- D. City will only be required to make one (1) call to the Contractor's listed number at the beginning of the snow event as notification for the Call-In. The Contractor will be responsible for ensuring that the phone number is updated at the City and with City Crew Supervisor. City will establish and advise the Contractor of the time for reporting during this Call-In notification. The Department of Public Works may be notified by calling 540-434-5928.

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- E. The Contractor's equipment with operator shall be required to respond within 1 hour of City notification, or as approved by City, to the service area in which the Contractor is assigned to work.
- F. Upon Call-In, the Contractor shall show up at the assigned Public Works office (or other designated location) with all equipment, trained operators, fueled and any other incidentals needed to provide immediate snow removal.
- G. While performing duties under this Agreement, the Contractor shall not perform or offer to perform any snow removal operations at the direction of any private individuals, firms, or corporations, using equipment being utilized under this Agreement.
- H. At the direction of the Public Works Director or designee, the Contractor shall perform snow removal operations in a manner to satisfactorily remove snow and ice from assigned roadways, parking lots, sidewalks, and other assigned locations under current weather conditions.

**II. EQUIPMENT:**

- A. The Contractor's equipment shall include fuel, chains, supplies, and any tools necessary to insure safe operation and safe equipment. Equipment shall be properly licensed and adhere to all applicable Federal and State Motor Vehicle regulations. The Contractor shall maintain all required equipment to perform this contract throughout the duration of the Agreement. Any equipment failing to meet any of the contract standards, deemed to be inadequate, or requiring an inordinate amount of alterations, shall not be allowed to perform work under this Agreement. The Contractor is not eligible for payment (as standby or operating) until equipment is brought into compliance by the Contractor, as solely determined by City.
- B. Equipment changes or substitutions after the initial Agreement is received will only be considered for like equipment (example: replacing a broken-down 4 X 4 Pickup with an operable 4X4 Pickup) and must be approved by City.
- C. The Contractor shall ensure his equipment has the capacity to operate plows and spreaders once such equipment is installed. On all equipment that is equipped with a chemical spreader the Contractor shall have the taillights visible and not blocked by the spreader chute or free standing spreader stand legs. The Contractor shall also be responsible for ensuring the spreader is working properly and that all warning signs are kept cleaned so that they can be read easily, and that all warning lights and backup alarms are operational at all times. For private spreaders, the Contractor shall be responsible for lights and installation.
- D. Per the current Virginia Work Area Protection Manual (WAPM) and subsequent revisions, each vehicle involved in a moving/mobile operation shall be equipped with at least one rotating amber light or high intensity amber strobe light. Vehicle hazard warning lights can be used as a supplement but shall not be used instead of rotating lights or strobe lights.
- E. All single axle, tandem, and multiple axle trucks, dump or otherwise, shall have a minimum 12,000 pound weight rating capacity for the front axle.

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- F. Contractor trucks to be rigged with spreaders will be required to ensure truck beds are level and free of any dents or damage, debris or any other material that may obstruct smooth and safe loading of spreaders for those areas using portable spreader stands.
- G. The Contractor shall be responsible for properly securing equipment and materials on their vehicles at all times.
- H. The Contractor is responsible for all rigging and maintenance when vehicle with auxiliary equipment are provided by the Contractor.
- I. The Contractor shall be responsible for providing cutting edges/blades for plows provided by the Contractor. The Contractor may be required to replace blades at the discretion of City.
- J. The Contractor shall provide tire chains when needed for all Contractor provided equipment including loaders and graders. In the event a Contractor's vehicle gets stuck, the Contractor shall immediately notify the City. No payment will be authorized until the vehicle is back in operating status. The Contractor, not City, will be responsible for rescuing their equipment should it become stuck, unless assistance is authorized by Director of Public Works or his designee.
- K. In the event the Contractor equipment breaks down, the Contractor shall immediately notify the City. No payment for that piece of equipment will be authorized until the equipment is back in operating condition. With City's prior approval, the Contractor may substitute an equivalent piece of equipment.

**III. OPERATOR:**

- A. The Contractor shall provide sufficient qualified and trained operator(s) to insure a continuous 24 hour operation of snow removal as directed by the Director of Public Works or designee. Operators must be properly licensed and adhere to all applicable Federal and State Motor Vehicle regulations.
- B. Drivers/operators shall be at least 18 years of age and capable of working days and nights. No minors under the age of eighteen will be allowed on the City work site(s), to include in the contractor's vehicle, when and where this contract will be performed.
- C. Under no circumstances shall a Contractor, while performing under the terms of this agreement, allow or be permitted to have private or minor-aged passengers ride in snow removal vehicles. Contractors observed allowing private or minor-aged passengers in vehicles during snow removal operations will be asked to cease snow removal operations for the remainder of the snow event and thereafter no payment will be made to the Contractor.
- D. To ensure the overall safety of all personnel and the traveling public, the Contractor is required to provide drivers/operators who are able to communicate in the English language. The drivers/operators shall be required to demonstrate that they are capable of understanding instructions in English for safe and effective operations. These instructions will include English capabilities in understanding plowing and spreading instructions; techniques appropriate to the route; detail yard requirements such as standby area; parking areas and routes to follow loading and unloading chemicals, ability to read and understand road maps and City snow maps, and

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emergency road procedures. If the driver/operator is not capable of understanding these instructions, the Contractor will be notified and a replacement driver/operator will be required. Until an appropriate replacement driver is put in place the Contractor may not be compensated.

- E. It will be the Contractor's responsibility to provide valid licensed operators. When required by the equipment being operated, the operator of the equipment shall possess a valid Commercial Driver's License (CDL) with the proper endorsements and shall have this license during operations of the vehicle. Failure to comply with this request constitutes unsatisfactory performance and may result in cancellation of the Agreement. City reserves the right to check driver's license any time during snow and ice removal operations and the validity of the license with Virginia's Department of Motor Vehicles at any time during the Agreement period.
- F. The Contractor shall be responsible for establishing schedules so that any individual driver/operator is not permitted to work more than 14 consecutive hours (to include standby) without having at least a 6-hour break. If the duration of the snow event requires it, the Contractor shall ensure that properly trained and licensed relief drivers are available to sustain an around the clock operation.

**IV. CONTRACTOR PROVIDED LABOR**

- A. Some assigned areas assigned by the City to the Contractor require removal of snow and ice from walk areas with hand tools.
  - 1. Contractors who offer and provide labor for snow and ice removal by hand with hand tools will be considered for areas that require hand work in addition to equipment removal of snow from walk areas;
  - 2. Contractor shall provide laborers who are physically capable of performing hand work with tools provided by the contractor (shovels, brooms, hand chemical spreaders);
  - 3. Contractor will provide transportation to and from assigned work area. Cost of transportation will be included in the hourly rate for labor services;
  - 4. Laborers must be able to communicate effectively in English.

**V. THE DEPARTMENT:**

- A. The Department when necessary, through the Department's Director of Public Works or designee, will request equipment from Attachment D herein. City reserves the right to determine the most effective and cost efficient method of responding to a snow removal event and to solely utilize its own equipment and/or to call in contracted equipment according to the location, rate and/or type of equipment required during any given snow removal event.
- B. Prior to performing any work under this Agreement, each piece of offered equipment may be subject to inspection by City personnel. The inspection is to assure that the equipment meets all Federal DOT and Virginia State Inspection standards. The location and time of inspection and any needed re-inspection shall be determined and performed at the convenience of City. The Department reserves the right to reject any offered equipment. City review of Contractor

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equipment does not absolve the Contractor of its responsibilities to meet Federal and State equipment requirements.

- C. The City will provide all de-icing materials to be used for snow and ice removal.

**VI. SPECIAL TERMS AND CONDITIONS**

- A. Additional Equipment: If the Contractor wishes to offer additional equipment after initial Agreement is received, it shall be submitted on a separate Agreement.
- B. Offers Considered: All offers submitted will be considered, however if Contractor's offer price exceeds the max hourly rate set by the City, Contractor's offered price may be rejected or negotiated. After the advertisement closing date, all Contractors' offers will be reviewed. The City may adjust the final rate schedule based on information from the offers. All approved contractors will be offered a uniform rate schedule prior to finalization of this agreement. It is in City's sole discretion to only hire the amount of equipment necessary to perform snow and ice removal operations for the City.
- C. Assignment Location Preference: The Contractor may request to be assigned to a specific Area. City will not guarantee if you are hired you will be assigned to the requested location. City will be determining equipment location based on the best business decision that meets City needs. To review a copy of the Snow & Ice Control Plan for the City of Harrisonburg, contact the Public Works Department at 540-434-5928 or visit the office at 320 East Mosby Road, Harrisonburg, VA 22801.
- D. Vehicle Inspection and Registration: All Contractor vehicles shall have a valid current inspection and registration from the state where the vehicle is registered and each vehicle and piece of equipment must be properly insured according to City's requirements (Attachment C). The Contractor's equipment and operators shall be in compliance with all applicable DMV and State and Federal regulations regarding the conditions and operations of the vehicles provided. A walk around inspection will be performed on equipment to be considered. Further, the Contractor shall maintain all equipment to these same standards, throughout the duration of the Agreement. (Licensed vehicles offered that do not meet DMV, State and Federal regulations such as licensed "Farm Use" vehicles will not be accepted for snow/ice removal)
- E. Insurance Requirements: The Contractor shall provide a Certificate of Insurance in accordance with the requirements listed in Attachment C.

In all cases, the City of Harrisonburg, 345 South Main St, Harrisonburg VA 22801 must be named as an additional insured under "Commercial General Liability" for the purpose and duration of the designated Agreement. A certificate of insurance evidencing all required coverage must be received by the City designee prior to the final signature of this Agreement. The City also requires the actual endorsement issued by the insurance company. The contract is not valid until this Agreement is signed by both parties and the correct insurance requirements have been met.

- F. Worksite Damage: Any damage to utilities, equipment, finished surfaces, guardrail, curb and gutter, paved shoulders, drainage, mailboxes, driveways or any other state or private property

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resulting from negligent work performed on this agreement shall be repaired to the Department's satisfaction at the Contractor's expense.

- G. Damage Claims: The Contractor shall be responsible for resolution of any and all claims. Claims made to City as a result of this work will be referred to the Contractor for handling. Failure to properly respond to and resolve property claims constitutes unsatisfactory performance and may result in cancellation of the Agreement.
- H. Prime Contractor Responsibilities: The Contractor shall be responsible for completely supervising and directing the work under this Agreement and all approved subcontractors that he may utilize. Subcontractors who perform work under this Agreement shall be responsible to the Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees. The Contractor shall provide a copy of the Subcontractor's Certificate of Insurance with the appropriate insurance coverage to the City prior to execution of the Agreement. Subcontractors are subject to the same insurance requirements as the prime contractor.
- I. Subcontracting: No portion of this Agreement shall be subcontracted without prior written consent of the Director of Public Works. In the event that the Contractor desires to subcontract part of the work specified herein, the Contractor shall furnish the City with the names, addresses, contact persons, qualifications, references, type(s) of work to be performed and the experience of their proposed subcontractors for City approval. The Contractor shall, however remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the Agreement.
- J. Indemnify, Defend and Hold Harmless: Contractor agrees to indemnify, defend and hold harmless City, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or inequity, arising from or caused by the ownership or use of any materials, goods, or equipment of any kind or nature furnished by the Contractor or for any services of any kind or nature furnished by the Contractor.
- K. Renewal of Contract: This Agreement may be renewed by the Department for two successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Department's intention to renew shall be given approximately 30 days prior to the expiration date of the Agreement period.
  - 1. If the Department elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the Agreement price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Other Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
  - 2. If during any subsequent renewal periods, the Department elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Other Services category of the CPI-W section of the

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Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- L. Conduct in the Work Place: City has a standard of zero tolerance for all acts or threats of violence in the workplace or work location. City will not tolerate any behavior by any employee, contractor, former employee, customer or any other person, which poses a threat to the safety and security of any City employee while performing work. Any threat or act of violence will be taken seriously, handled expeditiously, and dealt with appropriately, which may include disciplinary action, termination, arrest, and prosecution. Unauthorized possession or use of firearms, or other dangerous weapons is prohibited. Drivers shall not operate a cell phone while driving. When a driver must utilize a cell phone, he should pull off the road for use.
- M. City Business Licenses: Contractor shall have, or will obtain, a City license to conduct business within the City of Harrisonburg, prior to approval of this agreement. Same requirements apply to subcontractors as well.
- N. City Terms and Conditions: The City Terms and Conditions will become part of the final contract and will be available for the Contractors review before contract signing.

**VII. PAY ITEMS**

A. Hourly Rate:

- 1. The Contractor's equipment will be paid for at the approved unit price per hour for snow and ice operations performed. The hourly rate shall include the cost for the equipment, miscellaneous equipment, drivers, operators, fuel, supplies, tools, chains, and any other equipment or incidentals needed to perform the contracted services. Hourly rates shall be quoted in whole dollars only.
- 2. At no time after submission of application will the Contractor be permitted to change or adjust their hourly rate.

B. Standby Rate:

- 1. City will pay the Contractor a standard Standby Rate of 40% per hour of the hourly rate during the authorized standby periods prior to the event starting, after reporting to the Public Works Department.
- 2. Standby periods shall be during loading and unloading, staging, and any assignment other than actual plowing and/or spreading operations.
- 3. Standby rates/payment shall cease for each piece of equipment at the commencement of actual snow removal operations or at the release of equipment from use.

**VIII. INVOICING AND PAYMENT**

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- A. A time log recording daily hours worked for each piece of equipment will be completed and returned to the City for review and approval. This form will be used to process payments.
- B. The Director of Public Works or Street Superintendant must be notified in writing within 3 business days of any change in address and/or telephone number of the Contractor. Submit all change notifications to the Street Superintendent at the City Public Works Department. The Department of Public Works may be reached by mail or in person at 320 East Mosby Road, Harrisonburg, VA 22801 or by fax at 540-434-2695.
- C. Payments for the services provided by the Contractor will be processed in accordance with the *Code of Virginia* §2.2 4350. Vendors will be paid for goods or services thirty calendar days after the receipt of a proper invoice, or thirty days after the receipt and acceptance of goods or services, whichever is later. The date that the Contractor or his designee, sign the completed Hired Equipment Contract Time Record and Invoice will be considered the official receipt and acceptance of services date for payment processing purposes.

**IX. TERMINATION**

This Agreement shall terminate on April 30, 2014, (unless renewed) providing the Contractor adequately performs the provisions of this Agreement. If, however, the Contractor does not adequately perform the provisions of this Agreement, the Department, through its Director of Public Works or designee, reserves the right to terminate this Agreement at any time, effective immediately upon the Contractor's receipt of City's dated written notice.

**X. DEFAULT**

The Contractor may be declared in default if he/she fails to perform work or discontinues performing the work. In this case, any cost incurred by the Department, including the cost of completing the work under the Agreement, may be deducted from any money due the Contractor. If the expense exceeds the sum that would have been payable under the agreement, the Contractor may be liable for the amount of excess.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the month, day and year on page one of this Agreement.

This Agreement consists of the following documentation:

- Snow Removal Equipment Agreement,
- Attachment A – Rate Schedule
- Attachment B – Vendor Qualification
- Attachment C – Insurance Requirements
- Attachment D – Vendor’s Equipment List
- Attachment E – W-9 Form
- City Terms and Conditions will become part of the final contract

I certify that I am authorized to sign this document of behalf of:

<b>INDIVIDUAL / CONTRACTOR</b>	
Name:	Company Name:
Address #1:	FEID (Company) / SSN (Individual/Sole Proprietor):
Address#2:	
City / County:	
State, Zip Code:	
Phone Number (with Area Code):	
Fax Number (with Area Code):	
E-mail:	<b>Signature and Date (INK)</b>

Upon agreement by the City, this document shall be signed by an authorized City representative and will become the contract document for the terms stated within.

<b>City of Harrisonburg</b>
Name: Kurt Hodgen or Anne Lewis
Title: City Manager or Assistant City Manager
Phone Number (with Area Code): 540-432-7701
Fax Number (with Area Code): 540-432-7778
<b>Signature and Date (INK)</b>

## ATTACHMENT A RATE SCHEDULE

1. Enter your requested hourly rate in column "C" below for each type of equipment you are offering.
2. Each piece of equipment offered must be listed and fully described on Attachment D "Equipment List".

A	B	C	D
LINE ITEM	OFFERED EQUIPMENT DESCRIPTION	CONTRACTOR'S REQUESTED HOURLY RATE (whole dollars only)	MOBILIZATION RATE (40%)
1	4 WD Pickup Truck, 3/4 ton minimum with owner plow	\$	\$
2	4 WD Pickup Truck, 3/4 ton minimum with owner plow and spreader	\$	\$
3	Single-axle Truck, Dump/Flatbed (1 Ton to 3 Ton) with owner plow	\$	\$
4	Single-axle Truck, Dump/Flatbed (1 Ton to 3 Ton) with owner plow & spreader	\$	\$
5	Single axle dump/flatbed (greater than 3 tons) w/ Owner Plow and Spreader	\$	\$
6	Single Axle Dump/Flatbed (greater than 3 tons) w/ Owner Plow	\$	\$
7	Dump Truck, Multi-Axle (5 Ton or Greater) w/ Owner Plow and Spreader	\$	\$
8	Dump Truck, Multi-Axle (5 Ton or Greater) w/ Owner Plow	\$	\$
9	Mobile Anti-Icing Chemical Spray Tank w/Spray Bar (500 - 1200 gal)	\$	\$
10	Mobile Anti-Icing Chemical Spray Tank w/Spray Bar (1201 -2000 gal)	\$	\$
11	Mobile Anti-Icing Chemical Spray Tank w/Spray Bar (>2000 gal)	\$	\$
12	Rubber Tire loader, 50-99 HP	\$	\$
13	Rubber Tire Loader, 50-99 HP with front plow	\$	\$
14	Rubber Tire Loader, 100 HP or greater	\$	\$
15	Rubber Tire Loader, 100 HP or greater with front plow	\$	\$
16	Motor grader, minimum 70 HP to 99 HP	\$	\$
17	Motor grader, minimum 70 HP to 99 HP, with front plow	\$	\$
18	Motor grader, 100 HP to 149 HP	\$	\$
19	Motor grader, 100 HP to 149 HP, with front plow	\$	\$
20	Motor grader, 150 HP or greater	\$	\$
21	Motor grader, 150 HP or greater with front plow	\$	\$
22	Farm tractor, 2-Wheel Drive, minimum 90 HP to 150 HP with owner plow	\$	\$
23	Farm tractor, 2-Wheel Drive, 151 HP or greater with owner plow	\$	\$

24	Farm tractor,, 4-Wheel Drive, minimum 50 HP to 74 HP with owner plow	\$	\$
25	Farm tractor, 4-Wheel Drive, 75 HP to 99 HP with owner plow	\$	\$
26	Farm tractor, 4-Wheel Drive, 100 HP or greater with owner plow	\$	\$
27	Skid Steer Loader, minimum .25 cy bucket	\$	\$
28	Skid Steer Loader, w/ plow	\$	\$
29	Backhoe, 2-Wheel Drive, minimum 1.0 cy bucket	\$	\$
30	Backhoe, 4-Wheel Drive, minimum 1.0 cy bucket	\$	\$
31	Dozer with Angle Front Blade, 105 HP to 200 HP	\$	\$
32	Track Front End Loader, minimum 90 HP	\$	\$
33	4 wheeler with 36' blade	\$	N/A
34	Labor (with hand tools for snow removal and chemical application for walkways)	\$	
35	Other (Please Describe) _____	\$	

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Contractor's Authorized Signature

---

Date

**ATTACHMENT B  
VENDOR QUALIFICATION**

\*FOR City USE ONLY!!! Do NOT write in this space. :

Date Stamp when Received by City \_\_\_\_\_

\_\_\_\_\_  
Company's Name (Print)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Day Time Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Evening or After-Hours Phone Number

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Cellular Phone Number

Is your Insurance Certificate attached?

Yes  No

Is your Company registered with the State Corporation Commission (SCC)?

Yes  No SCC # \_\_\_\_\_

Have you provided snow removal services to the City of Harrisonburg in past years?  Yes  No

If Yes, please indicate where and year in spaces below:

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Year \_\_\_\_\_ Location \_\_\_\_\_

Please list three (3) references to your snow plowing experience with associated phone numbers.

My snow plowing references are:

Phone:

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

Location Requested By Contractor: \_\_\_\_\_

**ATTACHMENT C  
INSURANCE REQUIREMENTS**

By signing and submitting an offering, the Contractor certifies that if awarded a contract, they will have the following insurance coverages at the time the contract is awarded. If any subcontractors are involved, the same limits apply. The Contractor further certifies that they or any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**The City of Harrisonburg requires by endorsement, to be added as an additional insured on the vendor policy and a Certificate of Insurance needs to be filed with the City showing the City of Harrisonburg listed as an additional insured. A copy of the actual endorsement issued by the insurance company is also required to be submitted to the City.**

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

1. Worker's Compensation - Statutory requirements and benefits.
2. Commercial General Liability - \$1,000,000 combined single limit.
3. Automobile Liability - \$1,000,000 combined single limit.
4. Excess Liability - \$1,000,000



