



STATE OF ALASKA
Department of Environmental Conservation
Division of Environmental Health

Environmental Health Laboratory Snow Removal
RFQ No. 18-608-24
Anchorage, Alaska

Date of Issue: September 13, 2023

Purpose:

The Department of Environmental Conservation (DEC), Division of Environmental Health, seeks quotes from qualified contractors to plow/remove snow, ice, slush, and sanding services at the Alaska State Environmental Health Laboratory (EHL) in Anchorage, Alaska. When contractors submit their quotes, they agree that EHL will be a priority client for snow removal services, as outlined in the quote. Contractors are expected to fulfill their obligations and cannot use other commitments as an excuse for non-performance. It is highly recommended that contractors visit the service site before submitting a quote.

The Procurement Officer for this document is:

Bryant Trujillo, Procurement Specialist 3
State of Alaska, Department of Environmental Conservation
Division of Administrative Services
Email: DECDASPROCUREMENT@alaska.gov

Budget:

Department of Environmental Conservation, Division of Environmental Health, estimates a budget of between **\$30,000.00** and **\$40,000.00** for completion of this project. Quotes priced at more than **\$40,000.00** may be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified.

Deadline for Receipt of Quotes:

Proposals must be received before 1:00 PM prevailing Alaska Daylight Savings Time (AKDT) on October 4, 2023. Late submissions or amendments will be disqualified and not opened or accepted for evaluation.

RFQ Schedule:

The RFQ schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of quotes, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue RFQ		September 13, 2023
Deadline for Receipt of Quotes	1:00 PM	October 4, 2023
Notice of Award		Approx. week of October 9, 2023
Contract Issued		Approx. week of October 9, 2023
Contract Start		Approx. week of October 9, 2023

This RFQ does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Department of Environmental Conservation Commissioner or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs before the contract start date set by the state.

Background Information:

The Alaska State Environmental Health Laboratory (EHL), operated by the Department of Environmental Conservation, Division of Environmental Health, seeks proposals for comprehensive snow removal services. Located at 5251 Dr. Martin Luther King Jr. Avenue in Anchorage, Alaska, the facility encompasses a parking lot area of approximately 36,000 square feet and sidewalks totaling around 3,900 square feet. The site also includes other spaces such as an entrance apron, driveway, loading dock, flagpole area, and a picnic area. Snow removal becomes a critical operational requirement, especially considering Alaska's harsh winter conditions. The services sought aim to ensure the facility's driveways, parking areas, and walkways are safe and accessible, primarily before the beginning of regular business hours, which are Monday through Friday, from 6:00 AM to 5:00 PM, prevailing Alaska time.

This solicitation outlines specific criteria for vendors interested in providing these services. A snow removal event involves plowing specified areas and stacking the snow in marked storage locations. Heavy equipment is necessary to complete the task of stacking snow. Additional services include shoveling and snow blowing on request, particularly for sidewalks and other specific areas. Snow haul-off services will be required when storage areas are full or during Spring cleanup. Sanding services can also be requested for better traction on driving surfaces, but chemicals like salt or ice melt are strictly prohibited. All these services are carefully structured with defined protocols for requesting and acknowledging work to be performed, ensuring that the facility remains operational and safe during the Winter and Spring months.

Equipment:

Equipment must be as specified and of equal size and quantity or greater. The substitution of smaller equipment will void the agreement. All equipment used shall be in good operating condition and meet all safety requirements. The contractor must be capable of maintaining their equipment for the duration of the agreement or obtaining a suitable replacement.

The contractor's trucks must be three-quarter ton or larger, four-wheel drive, equipped with auxiliary lights, chains (if needed), snow tires, adjustable plow lights, flashing lights, and a cellular phone with continuously active service.

Snow stacking requires heavy equipment, such as skid steer, compact track loaders, or compact wheel loaders equipped with a loader bucket.

Scope of Work:

The Department of Environmental Conservation, Division of Environmental Health, solicits proposals for snow removal services at the Alaska State Environmental Health Laboratory (EHL) in Anchorage, Alaska.

The Department requests help with snow removal tasks, including shoveling, blowing, haul-off, sanding, and sweeping.

The requested services aim to maintain a safe and accessible environment by performing snow removal tasks. By fulfilling these tasks, the Department of Environmental Conservation, Division of Environmental Health aims to ensure that the facility remains operational and safe during the Winter and into the Spring.

This informal request for proposal (IRFP) is for snow removal at the Alaska State Environmental Health Laboratory (EHL) located at 5251 Dr. Martin Luther King Jr. Ave, Anchorage, AK 99507.

1. Snow removal:

A snow removal event is defined as:

- Plowing the parking area, driveway, entrance apron, and loading dock areas.

Storing and stacking snow only in marked snow storage location(s). These areas are beyond a parking curb. The parking lot area is approximately 36,000 square feet, including the front parking area entrance apron, driveway, and loading dock. Please see “Attachment A – Aerial Images” for maps and marked areas. No berms must remain after plowing the parking and driveway areas, including the parking lot entrance. Extreme caution must be exercised to avoid damage to curbs, sidewalks, utilities, clean-out pipes, etc.

Routine Events: All snow removal work must be completed before business hours. Normal business hours are Monday through Friday, 6:00 AM to 5:00 PM, excluding State holidays. Excluding a requested event, the State will only pay for one snow removal event in 24 hours. Snow removal begins after two or more inches of snow have fallen at our location. No more than two inches of snow shall be present at the beginning of regular business hours.

Unless EHL representatives approve, ice, snow, and slush removal operations must be performed outside regular business hours, 6:00 AM to 5:00 PM.

Please see “Attachment B – State Calendars” for observed holidays.

Storage locations are marked. These areas are beyond a parking curb and will be reviewed with the vendor before the first plowing event each year.

On Request: There must be no snow removal events during regular business hours unless asked explicitly by designated EHL staff via email. Any requests made by phone or text will be followed up by an email to the vendor. A vendor acknowledgment email of the request must be given. The requested service must be completed within four hours of the request unless otherwise agreed upon.

Excluding a requested event, the State will only pay for one snow removal event in 24 hours.

2. Shoveling and snow blowing:

On Request: The sidewalks are approximately 3,900 square feet and consist of three separate sidewalks, a flagpole area, a picnic area, and one loading dock with stairs. Snow must be cleared from the building and not stacked on decorative lights or art.

Base bid on shoveling per request. Only expect to make this request when maintenance staff are absent.

3. Snow haul-off:

On Request: Remove and haul off stored snow via front-end loader and dump truck from the property. Snow must be appropriately disposed of in local snow dumps.

Base bid on per dump truck load. This is only on request when store areas are entire or spring clean-up.

4. Sanding:

On Request: Parking lot and driveway sanding shall be done when EHL staff requests. Any requests made by phone or text will be followed up by an email to the vendor. A vendor acknowledgment email of the request must be given. The requested service must be completed within four hours of the request unless otherwise agreed upon. No sanding during business hours unless requested by EHL staff.

Base bid on one cubic yard of sand per request.

No chemicals, including salt or ice melt, can be applied to the parking area, driving surfaces, or sidewalks.

Sand shall be produced by crushing or processing stones or gravel and free from clay balls, muck, frozen material, roots, sticks, harmful material, and organic matter. Sand will be applied at approximately 0.0081 cubic feet of sand per one square yard of area. 0.0003 cubic yards of sand per square yard or 30 cubic yards of sand per 100,000 square yards of sanded area.

5. Sweeping:

On Request: EHL staff will request sweeping after all the snow and ice have melted from the parking lot and driveway areas. This can occur any time in April through May. The parking area and driveway must be swept outside business hours to remove all sand and gravel.

The contractor shall furnish all labor, materials, equipment, and transportation required to provide parking lot sweeping. The pavement shall be left clean after sweeping the pavement, curbs, and gutters. A clean condition is defined as the absence of residue in the pavement and gutters upon the completion of the sweeping operation. The sweeping shall include as many passes as necessary to clean the pavement.

The contractor shall dispose of all refuse collected. The contractor will ensure proper handling and disposal of materials removed from the parking lots to prevent discharges of pollutants to surface waters or groundwater.

At its own expense, the contractor shall provide sufficient water for the sweeping equipment necessary to comply with the agreement and ensure that the pavement, curbs, and gutters are left clean. The amount of dust during sweeping is kept to a minimum.

Base bid on a one-time event.

Deliverables:

The contractor will be required to provide the following deliverables:

1. The Contractor shall ensure availability via email during regular business hours to ensure timely response to requests.
2. The Contractor shall provide all equipment and materials required to complete the snow removal job, such as snowplows, shovels, ice chippers, sand, snow blowers, loaders, and dump trucks, to maintain safe parking/driving areas and sidewalks for pedestrian traffic. Keep in mind there is no equipment storage available at the location. The State of Alaska will provide no equipment or materials.
3. The contractor shall be responsible for any damage to the State facility, utilities, or private property from removal activities. The contractor shall notify EHL staff by email within 24 hours of any damage done, and all damage must be repaired within 60 days of notification.
4. Changes to this contract must be approved by the Laboratory Chief or a designated representative, and any such changes will be forwarded to the Procurement Officer for a possible Change Order.

Attachments:

1. Aerial Images (Attachment A)
2. State Calendars (Attachment B)
3. Alaska Bidder Preference Certification (Attachment C)
4. Standard Contract Form (Attachment D)
5. Appendix B2 (Attachment E)

To DEC's satisfaction, the contractor shall provide one year of service. The agreement may be extended for one (1) additional one-year increment under the same terms and conditions when mutually agreed upon between the contractor and DEC. The contractor shall be responsible for all communications regarding the progress of maintenance/services performed and shall discuss with the DEC any issues, recommendations, and decisions related to the contract. The contractor will be the sole point of contact on all matters related to the purchase.

Questions regarding this document shall be addressed in writing to the Procurement Officer and sent to the following E-mail address: [DECDA\\$PROCUREMENT@alaska.gov](mailto:DECDA$PROCUREMENT@alaska.gov).