



**REQUEST FOR PROPOSAL  
TO PROVIDE SNOW AND ICE PLOWING AND REMOVAL  
AT THE  
PUBLIC PARKING LOT AND OTHER LANDSIDE AREAS**

**THE EASTERN IOWA AIRPORT  
2515 ARTHUR COLLINS PARKWAY SW  
CEDAR RAPIDS, IA 52404**

**JUNE 10, 2022**

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## SIGNIFICANT DATES

The following schedule has been established for this selection process:

<b>Scheduled Item</b>	<b>Scheduled Date</b>
RFP Release Date ( <a href="http://flyCID.com/rfp">flyCID.com/rfp</a> )	Friday, June 10, 2022
Pre-Proposal Meeting	None
Deadline for Questions	Monday, June 20, 2022 - 2 PM CDT
Final Addenda, if any, posted on Airport's website	Tuesday, June 21, 2022
Proposal Due Date and Time	Tuesday, July 5, 2022 - 2 PM CDT
Selection and Award by Commission	Monday, July 25, 2022
Contract Commencement (Notice to Proceed)	October 1, 2022

REQUEST FOR PROPOSALS  
TO  
PROVIDE SNOW AND ICE PLOWING AND REMOVAL AT THE  
PUBLIC PARKING LOT AND OTHER LANDSIDE AREAS  
WINTER 2022 - 2023

The Cedar Rapids Airport Commission, operators of The Eastern Iowa Airport, is accepting Proposals until 2:00 PM on July 5, 2022. Proposals should be submitted to the Office of the Airport Director, Administrative Office Building, The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404, from parties interested in providing snow and ice plowing and removal services to the Eastern Iowa Airport's Public Parking Lot and other landside areas, including equipment, and labor all within a specific response time.

Contact Airport Maintenance Supervisor, Erik Lyle at (319) 731-5717, 8:00 AM to 4:30 PM weekdays, to schedule on-site inspections.

Envelopes containing Proposals must be sealed, addressed to the undersigned, and marked naming the Proposal.

The Cedar Rapids Airport Commission reserves the right to reject any or all Proposals, in whole or in part, with or without cause, to waive any informalities, and to re-advertise.

Dated this 10<sup>th</sup> day of June 2022.

Cedar Rapids Airport Commission

By Marty Lenss  
Airport Director

## **INSTRUCTIONS TO PROPOSERS**

### EXAMINATION OF PLANS AND SPECIFICATIONS

The Proposer is expected to carefully examine the Proposal, Specifications, and Contract forms. He shall satisfy himself as to the labor and materials to be furnished, and as to the requirements of the proposed Contract. The submission of a Proposal shall be prima facie evidence that the Proposer has made such examination and is satisfied as to the conditions to be encountered in furnishing the labor and materials and as to the requirements of the proposed Contract and Specifications.

### PRE-PROPOSAL MEETING – QUESTIONS

There will be no pre-proposal meeting associated with this Proposal. Any matter of this proposal package that requires explanation or interpretation must be inquired into by the Proposer in writing by Monday, June 20, 2022 at 2:00 pm CDT. The Company shall promptly notify Erik Lyle, Airport Maintenance Supervisor by e-mail [E.Lyle@flyCID.com](mailto:E.Lyle@flyCID.com) or facsimile to 319-362-1670 upon discovery of any ambiguity, inconsistency, or error in this RFP. All questions will be responded to in the form of written addenda to all Companies that will be posted at [www.flyCID.com/rfp](http://www.flyCID.com/rfp) . All addenda that you receive shall become a part of the Contract Documents and shall be acknowledged and dated on the bottom of the Proposal Page.

### PREPARATION OF PROPOSAL

The Proposer shall submit their Proposal on the forms furnished by the Owner. The Proposer shall state the price (written in ink or typed) in numerals for which one proposes to provide for each pay item furnished in the Proposal.

### AUTHORITY TO SIGN

The Proposal, to be considered, must be signed by an authorized agent. If the Proposal is submitted by an individual, name and address must be shown. If the Proposal is submitted by a partnership or firm other than a corporation, the partnership or firm name and address must be shown. If the Proposal is submitted by a corporation, the name and address of the corporation, and the state under the laws of which the corporation is chartered must appear. Anyone signing a Proposal as agent may be required to submit satisfactory evidence of his authority.

### IRREGULAR PROPOSALS

Proposals shall be considered irregular for the following reasons:

- A. If the Proposal is on a form other than that furnished by the Owner, or if the Owner's form is altered.
- B. If there are unauthorized additions, conditional, or alternate pay items, or irregularities of any kind, which make the Proposal incomplete, indefinite, or otherwise ambiguous.

The Airport Commission reserves the right to reject any irregular Proposal and the right to waive technicalities if such waiver is in the best interest of the Airport Commission.

### PROPOSAL PREPARATION COSTS

Issuance of this Request for Proposal does not commit the Airport Commission in any way, to pay any costs incurred in the preparation and submission of a Proposal. Nor does the issuance of this Proposal obligate the Airport Commission to enter into Contract for any services or labor. All costs related to the preparation and submission of a Proposal shall be paid by the Proposer.

## DELIVERY OF PROPOSAL

Each Proposal submitted shall be placed in a sealed envelope plainly marked "RFP Snow and Ice Plowing and Removal at the Public Parking Lot and Other Landside Areas", and include the name and business address of the Proposer on the outside. When sent by mail, preferably registered, the sealed Proposal, marked as indicated above, should be enclosed in an additional envelope. No Proposal will be considered unless received at the place specified in the advertisement before the time specified for opening all Proposals. Proposals received after the Proposal opening time shall be returned to the Proposer unopened.

## WITHDRAWAL OR REVISION OF PROPOSALS

A Proposer may withdraw or revise (by withdrawal of one Proposal and submission of another) a Proposal provided that the Proposer's request for withdrawal is received by the Owner in writing or by telegram before the time specified for opening Proposals. Revised Proposals must be received at the place specified in the Request for Proposal before the time specified for opening all Proposals.

## OPENING OF PROPOSALS

Proposals shall be opened by Airport Staff, at a time to be determined, in the Administrative Office Building, the Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404.

## CONSIDERATION OF PROPOSALS

Financial terms will not be the sole determining factor in the award. To determine the award the Commission will use a proposal evaluation method that will enable them to award a contract to the Proposer offering services and experience that represents the best overall value to the Commission. At the discretion of the evaluation team, the top proposer(s) may be invited to submit a "best and final offer" to negotiate cost or deliverables. The Airport would then enter into contract negotiations with the top Proposer.

The Owner shall decide which is the best Proposal on the basis of cost and qualifications as received in the Proposals and, in determining such Proposer, the following elements may be considered: whether the Proposer involved (a) maintains a place of business located in an area which enables him/her to meet response times required below; (b) has appropriate technical experience; (c) has resources and equipment available to perform services; and (d) feedback from references, including performance on other Airport or City contracts.

In addition, until the award of a Contract is made, the Owner reserves the right to reject any or all Proposals, waive technicalities, if such waiver is in the best interest of the Owner; advertise for new Proposals; or proceed with the execution of a Contract otherwise. All such actions shall promote the Owner's best interests.

## COMPETENCY OF PROPOSERS

The Owner may make such investigations as he deems necessary to determine the ability of the Proposer to provide the labor, materials and expertise, and the Proposer shall furnish to the Owner all such information and data for this purpose, as the Owner may request. The Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Owner that such Proposer is properly qualified to carry out the obligations of the Contract.

## DISQUALIFICATION OF PROPOSERS

A Proposer shall be considered disqualified for any of the following reasons:

- A. Submitting more than one (1) Proposal from the same partnership, firm, or corporation under the same or different name.

- B. Evidence of collusion among Proposers. Proposers participating in such collusion shall be disqualified as Proposers for any future work of the Owner until any such participating Proposer has been reinstated by the Owner as a qualified Proposer.

#### AWARD OF CONTRACT

The award of a Contract, if it is to be awarded, shall be made within forty-five (45) calendar days of the date specified for accepting Proposals, unless otherwise specified herein. Award of the Contract shall be made by the Owner to the lowest, qualified Proposer whose Proposal conforms to the cited requirements of the Owner.

#### CANCELLATION OF AWARD

The Owner reserves the right to cancel the award without liability to the Proposer, at any time before a Contract has been fully executed by all parties and is approved by the Owner in accordance with the subsection titled APPROVAL OF CONTRACT of this section.

#### EXECUTION OF CONTRACT

The successful Proposer shall sign (execute) the necessary Contracts for entering into the Contract and return such signed Contract to the Owner within fifteen (15) calendar days from the date mailed or otherwise delivered to the successful Proposer. If the Contract is mailed, special handling is recommended.

#### FAILURE TO EXECUTE CONTRACT

Failure to execute the Contract within fifteen (15) days from the date of award shall be just cause for cancellation of the award. The Contract shall be executed in duplicate.

#### APPROVAL OF CONTRACT

Upon receipt of the Contract that has been executed by the successful Proposer, the Owner will complete the execution of the Contract in accordance with local laws or ordinances, and return the fully executed Contract to the Contractor. Delivery of the fully executed Contract to the Contractor shall constitute the Owner's approval to be bound by the successful Proposer's Proposal and the terms of the Contract.

#### RIGHTS RESERVED

The Owner reserves the right to reject any or all Proposals, to award Contract to other than the low Proposer, to waive informalities, and to re-advertise.

#### CLAIMS

The Owner reserves the right to refuse to issue any vouchers and to direct that no payment shall be made to the Contractor in case the Owner has reason to believe that said Contractor has neglected or failed to pay any subcontractor, materialmen, workmen, or employee for services included in these specifications until the Owner is satisfied that such subcontractors, materialmen, workmen, or employees have been fully paid.

#### LOCAL REQUIREMENTS

It is the policy of the Owner, that all Contractors, subcontractors, vendors, and suppliers that engage in contracts of \$50,000 or more per annum with the Owner shall comply with the provisions of the Commission's Affirmative Action (contract compliance) Program.

All public contracts entered into by the Commission, or any of its agencies, including those contracts that may be funded in whole or in part with Federal funds, shall comply with the applicable provisions of the Commission's Affirmative Action Program.

Under the terms and conditions of the City's Affirmative Action Program, contractors, subcontractors, vendors, and suppliers shall be responsible for carrying out the provisions of all applicable Federal, state, and local laws and regulations dealing with equal employment opportunity. The City Compliance Officer will assist contractors, subcontractors, vendors, and suppliers as necessary to insure compliance with said Federal, state and local laws and regulations.

#### PRICE/TAX EXEMPT STATUS

The Cedar Rapids Airport Commission, operator of the Eastern Iowa Airport, is an agency of the City of Cedar Rapids, Iowa, and as such, sale of services, supplies and/or material hereunder is exempt from excise tax based on sales at retail under Iowa State laws and all applicable Federal taxes. Proposers will propose without reference to and shall not include these taxes under said laws, and the Commission will assume and pay to the successful Proposer, in addition to the Proposal price, such taxes, if any, finally determined to be due and owing.

#### INSURANCE REQUIREMENTS

**Workers Compensation Insurance** - The Contractor shall purchase and maintain during this Contract, workers compensation insurance in accordance with Iowa statutory requirements and employers' liability insurance. This coverage shall protect all the Contractor's employees carrying out the work involved in this Contract.

**General Liability Insurance** - The Contractor shall purchase and maintain during this Contract, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products, and Completed Operations shall be included. This insurance shall protect the public or any person from injury or property damage sustained by reason of the contractor or its employees carrying out the work involved in this Contract.

**Automobile Liability Insurance** - The Contractor shall purchase and maintain during this Contract automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this Contract by the contractor or its employees.

**Umbrella and Excess Liability Insurance** - The coverages specified above may be satisfied with a combination of primary and umbrella or excess liability insurance. Any umbrella and excess insurance shall be written on a per occurrence basis on a pay on behalf form providing the same coverage and endorsements required of the primary policies.

**Subcontractors** - In the case of any Work sublet, the Contractor shall require all subcontractors and independent contractors who perform work and/or services to meet the same insurance requirements as are required of the Contractor. Failure of the Contractor, subcontractor or independent contractor to comply with these requirements shall not be construed as a waiver of these provisions and shall not relieve the Contractor of liability.

**Deductibles and Self-Insured Retention** - Any policy deductible or self-insured retention must be declared on the Certificate of Insurance and shall be subject to the approval of the Commission. If not approved, the Commission may either require the reduction or elimination of such deductible or self-insured retention as respects the Commission, its officers and employees or require the Contractor to procure a bond guaranteeing payment of losses and related claims investigation, administration, and defense expenses.

**Additional Insured** - The Commission shall be named as additional insureds on the Contractor's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance. ABM Industry Groups, LLC, shall be named as additional insureds on the Contractor's, subcontractor's and independent contractor's liability insurances policies and certificates of insurance.

**Proof of Insurance** - The Contractor shall furnish the Commission with Certificates of Insurance and a copy of the policies if requested by the Commission. The name of the project or contract shall be listed on the certificates of insurance. Before commencing any performance under this Contract, the Contract shall deliver all the Certificates of Insurance to the Commission certifying that the policies stipulated above are in full force and effect.



**PROPOSAL FORM**

The undersigned Proposer has carefully examined the services described herein, has become familiar with the character and extent of the services; has carefully examined the Specifications which are acknowledged to be a part of this Request for Proposal, the Proposal form, and the form of Contract; and thoroughly understands their stipulations, requirements, and provisions.

The undersigned proposer hereby submits with this Proposal a specifications list services proposed which will respond to the specifications contained herein. The undersigned Proposer has determined the quality and quantity of materials required; determined the sources of supply of the materials required; has investigated labor conditions; and has arranged for the continuous prosecution of the services herein described.

The undersigned Proposer hereby agrees to be bound by the award of the Contract and, if awarded the Contract on this Proposal, to execute within fifteen (15) days after notice of award, the required Contract, of which Contract this Proposal and the Specifications shall be a part.

The undersigned Proposer further agrees to provide the services and furnish all the materials of the specified requirements, which are necessary in accordance with the Proposal and the Specifications.

The undersigned Proposer declares that this Proposal is made without connection with any other person or persons making Proposals for providing the same services, and is in all respects fair and without collusion or fraud.

In submitting this Proposal, the Proposer has examined copies of all the Proposal documents and the following Addenda (receipt of which is hereby acknowledged);

Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_ Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_

The equipment and personnel proposed to be provided under this Contract consist of:

<b>Equipment</b>	<b>Price Per Hour</b>
Wheeled Skid Loader w/stacker blade (minimum 2 available)	\$
Wheeled Skid Loader w/bucket	\$
Wheel Loader – Front End Loader (2 yard bucket minimum)	\$
Sander Truck	\$
Plow Truck, Light Duty	\$
Plow Truck, Medium Duty	\$
Plow Truck, Heavy Duty	\$
Hand Sanding	\$

\_\_\_\_\_  
Name of Proposer

By \_\_\_\_\_  
Name and Title of Signing Official

**NOTE: THIS FORM MUST BE COMPLETED AND SIGNED AS PART OF PROPOSAL.**

**Check List for Submittal of Proposals**

- Signed Proposal Form
- Acknowledgement of Addendums (if applicable)
- Proposer's Qualifications (Description of Firm, Firms Experience, and Equipment Inventory)

**CONTRACT**

THE EASTERN IOWA AIRPORT  
CEDAR RAPIDS, IOWA

THIS CONTRACT made and entered into this \_\_\_\_ day of August 2022, by and between CEDAR RAPIDS AIRPORT COMMISSION, Operators of the Eastern Iowa Airport, Cedar Rapids, Iowa (Party of the First Part, hereinafter called the Owner) and \_\_\_\_\_, Cedar Rapids, Iowa (Party of the Second part, hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these presences does agree with the said Owner, for the consideration herein mentioned and required by the Specifications to furnish all services, tools, materials, skill, and labor of every description necessary to carry out and provide in a good, firm and substantial, and workmanlike manner, the services specified, in strict conformity with the Specifications and Instructions to Proposers, together with the foregoing Proposal made by the Contractor and this Contract. The provision of services covered by this Contract includes all services described in the Proposal and the Specifications, to wit: Provide snow and ice plowing and removal services for the Eastern Iowa Airport's Public Parking Lot located at 2121 Arthur Collins Parkway SW, and any other landside location on the Owner's property as coordinated between the Owner and Contractor, including equipment, materials, and labor all within a specific response time.

The Contractor agrees to protect, defend, indemnify, and hold harmless the Commission and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work, or other activity done by the Contractor, its employees, subcontractors, or any independent contractors working under the direction of either the Contractor or subcontractor in the performance of this Contract.

The length of this Contract is one (1) year. The Owner and Contractor may renew the original contract for two (2) additional one (1) year snow removal seasons by mutual agreement in writing.

The Owner shall notify the Contractor when services are no longer needed at the end of each snow event.

The Owner shall pay and the Contractor shall receive the price stipulated in the Proposal hereto attached as full compensation for everything furnished and done by the Contractor under this Contract, the full sum as follows:

Equipment	Price Per Hour
Wheeled Skid Loader w/stacker blade (minimum 2 available)	\$
Wheeled Skid Loader w/bucket	\$
Wheel Loader – Front End Loader (2 yard bucket minimum)	\$
Sander Truck	\$
Plow Truck, Light Duty	\$
Plow Truck, Medium Duty	\$
Plow Truck, Heavy Duty	\$
Hand Sanding	\$

Based on the Proposal to provide snow and ice plowing and removal services for the Eastern Iowa Airport's Public Parking Lot located at 2121 Arthur Collins Parkway SW, and any other landside location on the Owner's property as coordinated between the Owner and Contractor, including equipment, materials, and labor all within a specific response time, which sum shall be paid in the manner and terms specified in the Contract documents.

IN WITNESS WHEREOF the parties hereto have executed this Contract in duplicate this \_\_\_\_ day of \_\_\_\_\_, 2022.

CEDAR RAPIDS AIRPORT COMMISSION

COMPANY

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chairman \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

SPECIFICATIONS TO PROVIDE SNOW AND ICE PLOWING AND REMOVAL  
WINTER 2022 - 2023

I. INTENT

- A. This Specification describes the requirements to provide snow plowing and removal services for the Eastern Iowa Airport's Public Parking Lot located at 2121 Arthur Collins Parkway SW, and any other landside location on the Owner's property as coordinated between the Owner and Contractor, including materials and labor all within a specific response time. Please see Map #1 for parking lot and material storage locations, and other potential areas for removal.
- B. It is the intent of these Specifications to stipulate the minimum acceptable requirements of performance and to establish the Contractor's responsibility in furnishing all material and labor to supply the services being advertised for in complete conformance with the operational requirements outlined.
- C. In all cases, it is the Contractor's responsibility to supply all information requested by these Specifications exactly as specified. In cases where information is not provided, is incomplete, or is in a form not as requested, the Owner may, at his discretion, rule a Contractor as not responsive to Specifications with regard to the item for which information is requested.

II. SPECIFICATIONS

A. CONTRACTOR QUALIFICATIONS AND PROPOSAL REQUIREMENTS

- 1. DESCRIPTION OF FIRM(S) - Provide a general description of each firm involved with such information as services offered, number of employees, office location(s), years in business, etc. The location of the Contractor's business should enable them to meet the response times described below.
- 2. FIRM'S PROJECT EXPERIENCE - Provide a summary of experience for past snow plowing and removal. The Cedar Rapids Airport Commission will be the sole judge as to the best-qualified, responsible Contractor to serve the best interests of the Airport, and may waive any informalities or technical errors that, in their judgment, will best serve the interest of the Airport.
- 3. EQUIPMENT INVENTORY – Provide a general description listing the year, make, and model of the equipment the Contractor has available for the snow plowing and removal on the Airport's rental car areas.

B. CONTRACTOR RESPONSE

- 1. The Contractor shall provide snow and ice plowing and removal services as required to clear and reduce the effects of frozen precipitation. The Contractor shall commence operations when one-half (1/2) inch of snow and/or one-eighth (1/8) inch of ice accumulates on the public parking lot pavement or within 45 minutes of notification by the Owner's representative.
- 2. The Owner will normally conduct all anti-icing (sand/salt/chemical) applications. However, contractor may be required to assist with application of salt and sand. Salt and sand will be provided by the Owner.

C. STATEMENT OF WORK

- 1. The Contractor shall provide services, labor, and equipment to provide concurrent snow and ice plowing and removal services for the Eastern Iowa Airport Public Parking Lot. The public parking lot will be the contractor's number one priority. However, at the request of the Owner, the Contractor may be required to provide additional assistance at the following locations; rental car lot, rental car maintenance facilities, DHL, access road to west FBO hangars,

employee parking lot, and any other areas as request by the Owner within a specific response time described above.

2. The length of this Contract shall be one (1) year. The Owner and Contractor may renew the original contract for two (2) additional one (1) year snow removal seasons by mutual agreement in writing.
3. The Contractor shall routinely monitor the weather's developments using local media outlets at no additional cost to the Owner. The Contractor can use his/her judgement to mobilize resources to react to forecasted winter storms.
4. Based on the Contractor's response, snow and ice removal operations shall continue until the parking lots have been cleared or are reasonably safe for travel or otherwise released by the Owner's representative.
5. The Contractor shall remove snow and ice from the parking lot driveway, access lanes, and vacant parking spaces. The Contractor is responsible for clearing between parked vehicles. It is highly desirable that the Contractor's efforts do not damage in any way the vehicles.
6. The Owner's representative shall monitor and give guidance to the Contractor's personnel for work in the Public Parking Lot, and any other requested area. The Contractor is responsible for the overall accomplishment of the snow and ice removal effort.
7. The Contractor shall provide names and telephone/pager/cell numbers of his/her key personnel to the Owner.
8. Invoicing for time, materials, and labor shall be tracked and invoiced separately for each lot. Services authorized under this contract that are not charged to the Commission Visa will be paid for upon receipt of an original invoice within thirty (30) days. Invoice shall be submitted once per month and must clearly state the scope of the project, names of personnel working, and number of hours. All invoices and supporting documentation shall be submitted in pdf format via email to [AP@flyCID.com](mailto:AP@flyCID.com) or mailed to the Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404. The Owner will provide a tracking sheet used by the contractor to track removal operations for invoicing to be submitted with invoicing.

### III. CONCLUSION

- A. It has been our purpose in preparing this RFP to accurately describe the scope of services under this Agreement, and to provide information support, which is complete in every detail. It has not been our purpose to make omissions and/or errors. Such omissions and/or errors shall be corrected when called to our attention.
- B. Discrepancies of any sort shall not be taken advantage of, as harmony shall be preserved at all times so that said services can be performed efficiently and rapidly in the letter and spirit of these Specifications.