

PURPOSE

The purpose of this bid is to seek bidders to contract for all 2017-18 snow and ice removal management services at the Cherokee Casino (CNE) in Tahlequah and Fort Gibson; which in part, includes sanding, salting, shoveling, plowing and removing snow and ice from the surface areas of our property.

DESCRIPTION OF SERVICES

Full services; equipment and personnel, will need to be available as needed, to be on-site in the event of a snow and/or ice event, 24 hours a day/7 days a week, including holidays, as well as around-the-clock until all areas are completed and meet the approval of the owner. During times of continual snowfall or icing, the awarded company is expected to remain on the premises and continue operations until the snowfall or icing has stopped and all areas are clear, determined by CNE. In the event of a major snow or ice event occurs, the vendor will need to be able to commit no less than four (4) equipment-operating personnel that must be dedicated to the property until such time that a CNE designate makes a decision to reduce the manpower and equipment.

CNE understands that bidders may have more than one snow and ice removal client. However, CNE expects to be the priority client for the successful bidder; meaning, the successful bidder will work CNE's property first at the detriment to any other clients. If conditions at CNE require more equipment or personnel, CNE will expect the awarded party to supply such equipment and people, even if it means removing them from another job site in process.

Upon arrival and departure from property, contractor and each member of contractor's personnel will be required to sign in individually at the Security Key Desk. This check-in process and log is required for any invoices to be paid as all invoices will be reconciled by these logs; date, time and individual. No invoice or balance will be authorized for payment in the event they do not have sufficient back up by these logs.

Contractor shall ensure that work begins and continues until complete based on the priorities determined by the property facilities department and management. These areas will include the main boulevards and entrances, arterial lanes, along with all walkways, loading dock areas, and parking lots.

Contractor to supply all labor and commercial-grade snow removal equipment, including but not limited to; snowplows, front-end loaders, skid steers, dump trucks, shovels, snow blowers, ice melt, salt, salt spreaders (hand & truck), and safety equipment needed to complete the work.

Snowfall: Plowing and salting of all paved areas, entrances, and clearing/de-icing of all walkways during and after storms, to permit access and movement of staff if snowfall of more than 2" occurs. Upon demand, it is the Contractor's responsibility to return to the property to keep the entrances, drive aisles, and sidewalks free from ice and snow.

Slippery Conditions: When surfaces are slippery and/or temperatures are at or below freezing, the contractor is responsible for applying ice melt, which must be spread on sidewalks and walkways and salt must be spread onto all the parking lot areas.

Charges for Services: The contractor will submit a detailed invoice with a breakout of clear, line-item pricing itemized to cover the cost of each employee; each piece of equipment, all service of plowing, shoveling, salting and de-icing during and after a snowstorm. Pricing should include hourly rates for personnel and/or equipment. A fee schedule for any sand, salt or other material needs to be included in the bid. CNE reserves the right to provide owner-purchased salt & sand for vendor to utilize or have vendor provide. Travel time to and from the property/site will not be paid.

Approved Areas: Contractor will pile snow, sand and any other material or equipment only in areas approved and determined by CNE. Unless otherwise directed, no ice melt, ice, or snow will be piled onto flower beds, grass islands or any other grass areas of the property.

Pre-season Inspections: Contractor will inspect Property for pre-existing damage and submit a report detailing all pre-existing damage by commencement of contract award .

Curb Indicators: Contractor is required to install curb indicators before the first snowfall. Contractor will not submit any charge for curb indicators.

Damage: Contractor is responsible for all repairs for any damage to property caused by contractor and/or contractor's personnel or equipment and to remove all curb indicators before final payment and/or contract termination/expiration.

Emergency Contacts: Contractor shall provide emergency telephone numbers that may be called any time, 24 hours a day, and seven days **a week**. The CNE primary contact will be Jeff Hogan.

Response Time: Contractor will respond via phone within one hour to any call made by CNE for snow removal services and be onsite to work within two hours from the time of the initial call.

The rates quoted shall include all costs for the provision of the Services, including but not limited to reimbursable expenses; fees and permit costs, TERO fees or other registration and/or licensing fees; and rental expenses.