

SNOW PLOWING, REMOVAL, SANDING & SALTING

OTSEGO COUNTY LIBRARY

700 S. Otsego Avenue
Gaylord, MI 49735

Open Monday to Wednesday 9 am to 8 pm

Open Thursday and Friday 9 am to 5 pm

Open Saturday 9 am to 1 pm

Open Sunday 1 pm to 5 pm

Otsego County Library may sometimes be closed for Holidays and/or other purposes. Library staff will inform Contractor of all building closures. However, on these days the drop box will remain open requiring clearing of snow to this receptacle.

The following is to be completed at the above site prior to 8 am Monday through Saturday and 12 pm on Sunday.

PART 1

1.3 Scope: Provide materials, labor, equipment and transportation for:

1. Plowing and clearing of snow and ice from driveways, parking lots, parking lot entrances, sidewalks and building entrances.
2. Regular salting of sidewalks. Sidewalks at the front entrance will be heated and may need special treatment. Sanding or salting of parking lots following ice storms and or thawing/refreeze resulting in unsafe conditions.
3. The removal of accumulated snow from sites when requested by owner.

1.4 Standards & Workmanship

1. The Contractor shall possess all licenses required by law for the operation of the business of Snow Plowing and Removal.
2. The Contractor shall comply with the Employment Standards Act and Regulations and all other applicable codes and regulations.
3. All work shall be performed by skilled tradesmen in accordance with the best modern practice.
4. In accordance with County of Otsego policies, Contractor will carry their own Worker's Compensation insurance and \$1 million in liability insurance and provide proof of coverage upon request.
5. In the event that for any reason the Contractor fails to plow or remove snow in accordance with the above specifications to the satisfaction of the Owner, the Owner reserves the right to engage any other qualified contractor to complete the work as specified and the Contractor will forfeit payment for the unsatisfactory work.

1.5 Protection: The contractor is responsible for keeping all projects under his responsibility clear and safe for all staff and members of the public.

PART 2 – PRODUCTS

2.2 Equipment

1. All equipment shall be pneumatic mounted or rubber tracked to avoid site surfaces from being marred, scored, indented or damaged in any manner.
2. The Contractor shall ensure that suitable equipment is made available to perform to the satisfaction of the Owner in accordance with the Snow Plowing and Removal Service specifications.
3. Snow plowing shall be carried out using equipment capable of plowing, blowing, lifting and placing snow only.

PART 3 – EXECUTION

A. Snow Plowing

1. The first priority shall be establishing the flow of vehicular traffic from the street entrances to the staff entrance and drop box, and then throughout the project and the clearing of building entrances and emergency exits.
2. The second priority shall be plowing of the remaining snow from all the specified areas to **pavement levels**.
3. The Contractor shall commence the snow plowing operation on their own initiative when the snow fall or drifting snow reaches a depth of **3"**.
4. Snow plowing shall be completed as soon as possible and within established normal time frames for the property after commencement of snow plowing operations.
5. Snow plowing shall continue until all specified areas on the projects are bare and clear of snow accumulation.
6. The Contractor shall ensure that snow is cleared from all areas before it becomes compacted.
7. During the Library's normal working hours, the Contractor will only respond if requested to do so by Library staff.

B. Accumulated Snow Removal

1. Removal of snow shall take place upon request of the Owner. It is the Contractor's responsibility to notify the Owner if and when snow removal is required to be undertaken.
2. The accumulated snow shall be removed off the sites to an area acceptable to the Municipality and shall be the sole responsibility of the contractor to make prior arrangements and receive authorization to do so.

C. Making Good and Complete

1. Prior to commencement of the contract, the successful contractor and a representative of the Library shall together tour the site to note building and ground conditions.
2. The contractor shall make good, at his own expense, any damage caused by her/his work to any material, equipment and property located on the project.
3. Any excess of materials shall be removed off the site in the early spring.

Please note: Absolutely NO portion of this contract is to be subject without PRIOR written authorization from Otsego County Library.