



# RFP for Snow Removal

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For

The Community of Skyland, Zephyr Cove, NV

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RFP Response Due Date: 10/15/2023

## Introduction

The Skyland General Improvement District in Zephyr Cove, Nevada has the obligation and responsibility to maintain the public roads of Skyland throughout the year. This maintenance is considered life-critical as emergency services depend on our public roadways to provide services to residents in our 240 home community.

This Request for Proposal (RFP) seeks to retain priority services for snow removal through the Winter season(s) along with miscellaneous landscaping services pertaining to the public roads of Skyland as requested. The planned duration of this service contract is one year, beginning November 1, 2023 with option to renew for up to five years.

## Section A: Scope of Services Requested

1. Before the snow season begins, Contractor is to install reflective snow stakes along public roads marking out the edge of the snow removal zone so as to avoid striking any hazards, rocks, or private property that protrudes into or toward the roadway.
2. Dedicated & Priority Snow Plowing of Skyland's public roads and primary entrance from Hwy-50 during and after storms, 24 hours per day, 7 days per week, including holidays.
3. On-demand Removal of fallen trees/limbs blocking the public roads of Skyland within 4 hours of request, 24 hours per day, 7 days per week, including holidays.
4. Snow Blowing/Removal as necessary to maintain an open roadway and improve snow storage capacity during and after storms.
5. After major storms dropping two feet or more, clearing snow from Fire Hydrants in a two foot radius including an access path from the road.
6. After storms, clear the emergency access road and gate at the south end of Myron Dr, including removal of berms on the Hwy-50 side of the gate.



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## Section B: Snow Removal Specifications

### I. Objective

Skyland GID's objective is to open up Skyland's roads during snowfall to allow accessibility to four-wheel drive passenger vehicles or two-wheel drive vehicles with chains. We are not attempting to achieve clear and dry roads during winter conditions.

### II. Contractor Availability

When the weather is conducive to snow, the Contractor agrees to remain ready, willing and immediately available to begin snow removal after three inches (3") of snow has fallen and/or accumulated on the public roads or Zephyr Cove region as reported by the National Weather Service or a Skyland GID Trustee.

Contractor agrees to have equipment and crew(s) available and dedicated to service the Skyland community during heavy snowfall, without waiting to complete obligations to other communities first.

Contractor agrees to have planned for adequate staffing to fulfill these obligations despite illness, inclement weather, local road closures, or other common challenges. Multiple shifts may be necessary to safely operate equipment during extended storms to ensure roads remain open.

### III. Road Clearing Priority

Skyland's roads should be cleared & kept clear in the following preferred order. Contractor may use their judgment in execution, re-prioritizing wherever the need is greater or efficient use of time warrants.

1. Hwy-50 Entrance
2. Loop1: Tahoe Dr, north on Skyland Dr to Myron Dr and back to the Hwy-50 entrance.
3. Loop2: Myron Dr south to Willow Dr, Ponderosa Dr, Alpine Dr, left on Tahoe Dr to Lynn Way, left on Deer Cliff Dr and back to Myron Dr.
4. Steep Side Streets: Lynn Way, Ray Way
5. South leg of Skyland Dr & Skyland Ct
6. Remaining Side Streets: Carson Dr, Red Fir Dr, east leg Ponderosa Dr
7. Cul-de-Sacs: South tail of Ponderosa Dr, Ponderosa Cir, Golden Mantle Cir, Myron Ct
8. On steep roads, prone to icing (shaded), after the storm, spread sand, salt or cinders to aid traction or melting.

### IV. Private Property to be Protected

Contractor is to make every effort to avoid equipment contact with private property (e.g. vehicles, lighting, railings, fences, paver stone driveways) when plowing snow, blowing snow or otherwise performing duties.



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Snow should never be plowed directly into private property (ie. fences, cars, driveways, etc.), but is permissible to be plowed onto private property where there is nothing to destroy (e.g. flat lawns, yards). Contractor should scope out appropriate sites at street-ends and mark sufficiently with snow stakes to guide their plow(s) to push snow onto suitable spaces.

Snow should never be blown into private property (ie. cars, light fixtures, houses), but it is permissible to blow snow onto private property such as lawns, yards and other private areas suitable for snow storage.

Any time Contractor has to work very closely to private property, it is advisable to take pictures BEFORE and AFTER work is performed to record proof that private property was protected and remained intact after work was performed. It is far preferable to use snow stakes to mark a perimeter safely away from private property so that any contact and damage is avoided entirely.

Contractor agrees to be held liable for damage to the private property of our Residents caused by Contractor's Equipment and operations and will maintain appropriate insurance coverage for liability.

## V. Vehicles in Roadway, not Permitted

Douglas County Code 10.12.120 prohibits parking on all highways (roads) in Skyland. This is especially important during snow conditions. Contractor agrees to report vehicles blocking the roadway and snow removal to DCSO and perform necessary snow removal to assist officers in citation and towing.

## VI. Equipment, Usage, and Storage

All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented Equipment. All Equipment must be inspected to assure safe operation prior to use in the Skyland community. Equipment must never be operated in close proximity to Residents or in a way that could be harmful to Residents.

Contractor must include a list of common equipment used on the Quotation Response sheet below.

Contractor must provide a plan for equipment failure during a storm where only a single unit of a type of equipment is owned and/or rented by Contractor.

Contractor may store two pieces of Equipment (ie. vehicles) on the Private Parking area by the Beach on Skyland Ct during the months of November through March (or from first snow fall until end-of-season) at no charge. Equipment must be removed during the month of April.

## VII. Communication during Snow Removal

To aid in coordination with resident requests, and support of billing invoices, Contractor agrees to have the day's on-site supervisor check in with a designated Skyland GID Trustee or delegate frequently via



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text message regarding snow removal work. Communication examples follow as a suggestion of what to include:

1. Preparing to arrive in Skyland for snow removal, ETA 1 hour.
2. On-site with 1 plow, 1 blower
3. Working Skyland Dr, loop1
4. Working cul-de-sacs
5. Bringing in 2 crew for Fire Hydrant clearing.
6. 2 Crew departing, Fire Hydrants clear.
7. Shutting down the plow. Blower continues.
8. Shutting down the blower, done for today.

Skyland Trustees often receive special requests from residents during snow storms and may dispatch Contractor to assist with berm removal or out-of-order plowing to help our residents on a case by case basis. Regular communication allows Trustees to inform residents of Contractor progress as well as rapidly make adjustments when needed.

## Section C: Insurance Requirements

All Contractor responses to this RFP shall provide evidence of the following insurance which must be attached and included with the Contractor's bid as listed below.

1. General Liability Insurance with limits not less than \$2,000,000
2. Workman's Compensation Insurance - State of Nevada

## Section D: Billing & Payment

### I. Invoices

Billing will be by calendar month. The Contractor shall provide an invoice for the prior month by the tenth of the current month

Invoices should itemize all charges by the day services were performed, type of equipment or service rendered, and number of hours (rounded to nearest half hour) for each service/equipment for that day. An invoiced day shall cover the hours from midnight to midnight, work that continues on through the night should be represented on the invoice across two separate days.

Skyland GID agrees to pay monthly invoices on NET30 terms.

### II. Retainer Credit



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Where a monthly retainer is required, Skyland GID expects the retainer payment will be credited toward invoiced services for that month, with no carryover. Any retainer paid is intended to be a minimum payment during the covered months in the event no services are required.

Provided that the Contractor's itemized charges for a given month are less than the retainer payment, Skyland GID will pay the full retainer and no more.

If the Contractor's itemized charges exceed the retainer payment for a given month, Skyland GID will pay the itemized charges only. No additional retainer payment will be made.

Any services invoiced for months not covered by a retainer payment will be paid by the invoiced hour with no retainer payment.

## Section E: Instructions for Contractor Responses

Contractors desiring to provide a quotation to the Skyland GID in accordance with this RFP shall do so using the "Quotation Sheet" included below. Quotations may be made for all services described in this RFP, or it may be quoted in sections pertinent to the Contractor's business model. The Skyland GID reserves the right to award a purchase order to a contractor furnishing the lowest and most responsible quotation for either the entire scope of work, or for individual sections of work, whichever is most advantageous to the Skyland GID. Work may be awarded to one Contractor, or more than one Contractor whichever is most advantageous to the Skyland GID. The Skyland GID reserves the right to accept or reject any or all quotations for any reason, and to waive any informalities or irregularities in any response to the RFP, without further obligation to the Responder(s).

If any Responder wishes to examine or tour the site to clarify questions about the scope of work, please use the contact information above.

Responses are due by <<INSERT DATE PRIOR TO BOARD MEETING>>.

Mail or otherwise deliver completed quotation sheet to:

Skyland GID - Snow/Landscaping  
Attn: Scott Sullivan  
P.O. Box 11357  
Zephyr Cove, NV 89448  
[trustees@skylandadmin.com](mailto:trustees@skylandadmin.com)  
C: 206.601.4978



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## Quotation Sheet - Snow Removal

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

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Monthly Minimum Retainer (November 1 through March 31): \_\_\_\_\_

Please describe in detail the Equipment available for performance of this contract. Where Equipment or laborers are available to be dedicated to Skyland during storms, indicate the quantity that you plan to have on-site during each storm. If equipment is to be shared between Skyland and your other job-sites, enter zero (0) for qty. dedicated, but indicate the hourly rate.

Describe each type of equipment in further detail. Include operator labor costs in equipment pricing.	Qty Dedicated	Hourly Rate in \$\$
Plow (describe truck & blade):		
Blower (describe tractor, power & blade system):		
Sander/Salter:		
Laborers (for shoveling, limbing, clearing debris)		