



**Public Works Department**

10210 E Sprague Avenue ♦ Spokane Valley WA 99206  
Phone: (509) 720-5000 ♦ Fax: (509) 720-5075 ♦ [www.spokanevalley.org](http://www.spokanevalley.org)

# REQUEST FOR PROPOSALS

**On-Call Road Graders for Snow Removal  
2025-2026 Snow Season**

**Due Date: September 26, 2025**

**10:00 AM**

**Submit to:**

**City of Spokane Valley  
2025-2026 Snow Season  
Attn: Lorri Latiolais  
10210 E. Sprague Ave.  
Spokane Valley, WA 99206**

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## 1. INTRODUCTION

### 1.1 BACKGROUND AND PURPOSE

The City of Spokane Valley is developing a list of pre-qualified Contractors who may be called, on short notice, to perform various emergency snow plowing.

The pre-qualified list may or may not result in a contract with the City.

### 1.2 DEFINITIONS

**City** – The City is the City of Spokane Valley, a Washington State municipal corporation, which is issuing this RFP.

**Contractor** – Individual or company whose response has been accepted by the City.

**Request for Qualifications and Proposals** – Formal procurement document in which a service or need is identified. The purpose of a Request for Qualifications and Proposals is to solicit responses in order to create a list of qualified Contractors.

### 1.3 PERIOD OF PERFORMANCE

It is the intention of the City of Spokane Valley to refer to this list from November 2025 – March 2026.

## 2. SCOPE OF SERVICES

### 2.1 SCOPE OF SERVICES

The scope of Services will include, but is not limited to, the following:

1. The Contractor shall have a motor road grader 140G or equivalent with no larger than a 14' moldboard and be able to supply themselves tire chains and replacements.
2. The Contractor shall provide grader operators for 12-hour shifts. Generally, a full city residential plow takes 48 hours to complete.
3. Road Graders must be able to work on city streets with lights and a flashing hazard (work light). Road Graders shall be able to work continuously until the snow emergency event ends and released by the City.

### 2.2 DESCRIPTION OF WORK REQUIRED

Work required includes activities described in the Scope of Services and may include, but not be limited to, the following description list:

1. The Contractor/Operator will be working under the direct supervision of City of Spokane Valley Public Works Superintendent.
2. The Contractor shall perform work in compliance with requirements of all applicable codes and standards of governing authorities having jurisdiction, including provision for adequate protection to persons and property by means of insurance, bonding, traffic, etc.

## **2.3 RESPONSE TIME EXPECTATIONS**

1. The Contractor shall provide a 24 hour a day contact number, name, and be able to report with 12-hour advance notice.
2. Contractor shall call back within thirty (30) minutes after initial call is made from the City requesting their services. After thirty (30) minutes, the next Contractor on the list will be contacted.
3. The Contractor shall have grader fully fueled and ready to work.

## **3. GENERAL INFORMATION**

### **3.1 RFP COORDINATOR**

The RFP Coordinator is the sole point of contact in the City for this procurement. All communication between the Contractor and the City upon receipt of this RFP shall be with the RFP Coordinator, as follows:

<b>Name</b>	<b>Shane Arlt</b>
<b>Location</b>	<b>City of Spokane Valley Public Works</b>
<b>Phone Number</b>	<b>509-720-5002</b>
<b>E-Mail Address</b>	<b>sarlt@spokanevalleywa.gov</b>

Any other communication will be considered unofficial and non-binding on the City. Contractors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Contractor.

### **3.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

<b>Issue Request for Proposal</b>	<b>September 5, 2025</b>
<b>Proposals due</b>	<b>September 26, 2025</b>
<b>Evaluate Proposals</b>	<b>September 30, 2025</b>
<b>Establish Short-List of Pre-qualified Contractors</b>	<b>October 1, 2025</b>

The City reserves the right to revise the above schedule.

### **3.3 SUBMISSION OF PROPOSALS**

#### **A. PREPARATION OF ENVELOPES**

Place and seal the proposal in an envelope with the following information on it:

“ON-CALL ROAD GRADERS FOR SNOW REMOVAL”  
2025-2026 SNOW SEASON  
DUE: SEPTEMBER 26, 2025 – 10:00 A.M.  
YOUR COMPANY NAME”

#### **B. SUBMISSION OF PROPOSALS**

Submit the original proposal to the following address:

City of Spokane Valley  
Attn: Lorri Latiolais  
10210 E. Sprague Avenue  
Spokane Valley, WA 99206

**NOTE: Proposals will not be accepted by fax.**

**C. DUE DATE**

It is the responsibility of the Proposer to be sure the Proposals are sent sufficiently ahead of time to be received no later than 10:00 AM local time on the due date.

Proposers mailing Proposals should allow normal mail delivery time to ensure timely receipt of their Proposals. The City reserves the right to not consider Proposals received late.

If hand delivering the Proposals, please deliver to Public Works Department located at City Hall. (10210 East Sprague Avenue)

Proposals will not be publicly opened; proposal results will be announced on the City of Spokane Valley web site within 5 business days.

**3.4 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Materials submitted in response to this competitive procurement shall become the property of the City.

All received Proposals shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Proposals shall be deemed public records as defined in RCW 42.56, "Public Records."

Any information in the Proposal that the Contractor desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored.

The City will consider a Proposer's request for exemption from disclosure; however, the City will decide predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP Coordinator.

**3.5 REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all who receive the RFP.

The City also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

**3.6 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at 360/753-9693 to obtain information on certified firms.

### **3.7 ACCEPTANCE PERIOD**

Proposals must provide sixty (60) days for acceptance by the City from the due date for receipt of Proposals.

### **3.8 RESPONSIVENESS**

The Proposer is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

The City also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

### **3.9 MOST FAVORABLE TERMS**

The City reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City reserves the right to contact a Proposer for clarification of its Proposal.

The Proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all or the Proposal.

### **3.10 COSTS TO PROPOSE**

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

### **3.11 NO OBLIGATION TO CONTRACT**

This RFP does not obligate the City to contract for services specified herein. A contract with the City may or may not result from the establishment of the pre-qualified list.

### **3.12 REJECTION OF PROPOSALS**

The City reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract as a result of this RFP.

### **3.13 PROPOSAL EVALUATION**

**The City does not intend to award a contract solely on the basis of price. Evaluation criteria will include but not be limited to:**

- a. Qualifications of key personnel..... 30%
  - b. Equipment availability and commitment to respond ..... 20%
  - c. References, past performance, and ability to work with the City of Spokane Valley..... 10%
  - d. Pricing for personnel and equipment..... 50%
- 100%

The City of Spokane Valley reserves the right to create and use the short list of pre-qualified Contractors in any manner most advantageous for the City at its sole and exclusive discretion. Multiple contracts may be awarded.

Award of contract, when made, will be to the Pre-qualified Contractor most favorable to the City, taking into consideration RFP evaluation factors. The City reserves the right to contact a Proposer for clarification of its Proposal. Unsuccessful Proposers will not automatically be notified of Proposal results.

#### **4. PROPOSAL CONTENT AND FORMAT**

Proposals shall be in the following standardized format to facilitate evaluation of their comparative merits. Proposals shall include the sections indicated below. Proposals shall be typed and shall be limited to five (5) pages, excluding project lists and resumes.

Part 1	Description of Firm(s) / Subcontracted Firm(s)
Part 2	Qualifications of Key Personnel
Part 3	References/Experience
Part 4	Equipment Available and Response Commitment
Part 5	Proof of Insurance Certificate
Part 6	Pricing

#### **PART 1 DESCRIPTION OF FIRM(S) / SUBCONTRACTED FIRM(S)**

This part should contain a brief history of the Firm, the Firm's organization, number, and type of personnel, contact information, and location of office. Include a brief history for each proposed subcontracted Firm, the subcontracted Firm's organization, number and type of personnel, and location of office.

#### **PART 2 QUALIFICATIONS OF KEY PERSONNEL**

List number of employees and describe qualifications of key personnel who would respond to snow emergency event. Include safety qualifications and/or certifications that apply to all activities described in the Scope of Services. Any resumes should be limited to two (2) pages per person.

#### **PART 3 REFERENCES/EXPERIENCE**

This part should contain a summary of other similar projects performed by the Firm and Subcontractors. List three recent snow removal projects including: project description; location of project; client with contact name, address, phone number, and email address. Particular emphasis should be placed on current and past projects of a similar nature. The City reserves the right to contact any additional individuals or Firms to obtain information about the Firm.

#### **PART 4 EQUIPMENT AVAILABLE AND RESPONSE COMMITMENT**

List all equipment and accessories, by type and quantity that will be available for emergency snow removal. The City is requesting pricing for Road Graders and Road Graders with wings. Include equipment scheduled or in process to be purchased. See Attachment "A" titled "Equipment and Pricing", to be completed with this information. Include a response commitment statement.

#### **PART 5 PROOF OF INSURANCE**

Provide a current Certificate of Liability Insurance with the Proposal.

## **PART 6 PRICING**

Provide current listing of per hour rates for personnel and equipment. See Attachment "A" titled "Equipment and Pricing", to be completed with this information.

### **5. CONTRACT REQUIREMENTS.**

#### **5.1 COMPLIANCE WITH LAWS**

Each party shall comply with all applicable federal, state, and local laws and regulations, which are incorporated herein by reference.

#### **5.2 NONDISCRIMINATION.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

#### **5.3 INSURANCE**

Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for 30 days after the physical completion date, unless otherwise indicated herein.

A. Minimum Scope of Insurance. Contractor shall obtain insurance of the types described below:

1. Automobile liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial general liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations for a period of three years following substantial completion of the work for the benefit of the City, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' compensation coverage as required by the industrial insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:

1. Automobile liability insurance with a minimum combined single limit for bodily injury and property damage of no less than \$1,000,000 per accident.
2. Commercial general liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate, and no less than a \$2,000,000 products-completed operations aggregate limit.

C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for automobile liability and commercial general liability insurance:

1. Contractor's insurance coverage shall be primary insurance with respect to City. Any insurance, self-insurance, or insurance pool coverage maintained by City shall be excess of Contractor's insurance and shall not contribute with it.
2. Contractor shall fax or send electronically in .pdf format a copy of insurer's cancellation notice within two business days of receipt by Contractor.
3. If Contractor maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of commercial general and excess or umbrella liability maintained by Contractor, irrespective of whether such limits maintained by Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Contractor.
4. Failure on the part of Contractor to maintain the insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving at least five business days' notice to Contractor to correct the breach, immediately terminate the Agreement, or at its sole discretion, procure or renew insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of the City, offset against funds due Contractor from the City.

D. No Limitation. The Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Evidence of Coverage. As evidence of the insurance coverages required by this Agreement, Contractor shall furnish acceptable insurance certificates to City at the time Contractor returns the signed Agreement, which shall be Exhibit C. The certificate shall specify all of the parties who are additional insureds, and shall include applicable policy endorsements, and the deduction or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies shall be provided to City. Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

G. Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving at least five business days' notice to Contractor to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such

insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due Contractor from the City.

H. Subcontractor Insurance. Contractor shall cause each and every subcontractor to provide insurance coverage that complies with all applicable requirements of Contractor-provided insurance as set forth herein, except Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by subcontractors. Contractor shall ensure that the City is an additional insured on each subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

#### **5.4 CITY OF SPOKANE VALLEY BUSINESS LICENSE**

Persons / Firms doing business with the City must have a valid City of Spokane Valley business license if they maintain a permanent location within the City; or maintain a permanent location outside the City having an employee who solicits business from the City.



## **ATTACHMENT "B" EQUIPMENT AND PRICING**

## **2025-2026 SNOW SEASON ON-CALL ROAD GRADERS FOR SNOW REMOVAL**

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

**Signature:**

**Date:**

ROAD GRADER EQUIPMENT DESCRIPTION (all equipment rates to include operator labor)	MODEL YEAR	QUANTITY AVAILABLE	RATE PER HOUR
<b>ANY OTHER CHARGES</b> (if not included in above rates, such as travel time)			