

Utah Telecommunication
Open Infrastructure Agency



Request for Quote for
Landscaping/Snow Removal Services
RFQ # 2020GS-001

January 23, 2020

The Utah Telecommunication Open Infrastructure Agency (UTOPIA) invites you to submit a quote to provide landscaping and snow removal services for UTOPIA offices.

This RFQ outlines the requirements for your proposal that UTOPIA is interested in. Respondents are requested to visit UTOPIA offices to ascertain the scope of work that is needed to fulfill UTOPIA requirements

All quotes must be received by **5:00 P.M. Mountain Time on February 8th, 2020** via email to aleach@utopiafiber.com. **QUOTES SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

Please use email to direct all questions to Aaron Leach (aleach@utopiafiber.com).

We look forward to receiving your response.

Sincerely,



Roger Timmerman
Executive Director
UTOPIA

UTOPIA

Request for Quotations

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1.1 Introduction

UTOPIA is accepting quotes from suitable qualified and experienced candidates for landscaping and snow removal.

Respondents will coordinate with Aaron Leach by email (aleach@utopiafiber.com) to schedule a walk-through of the grounds.

1.2 Objectives

UTOPIA's objective is to partner with someone that can provide a professional landscaping and snow removal program for its buildings that exhibits consistent performance, responsiveness, attention to detail, and effective skill level.

The issuance of this RFQ does not constitute an assurance by UTOPIA that any contract will actually be entered into by UTOPIA, and expressly reserves the right to:

- Reject any and all quotes
- Reissue the RFQ
- Extend the date for submission of responses

1.3 Legal Requirements

Respondents must show proof that they are registered in the State of Utah and authorized with a valid and current business license.

1.4 Insurance

Respondents shall at its own cost and expense, keep in full force and effect with sound and reputable insurers, insurance coverage in the minimum amounts described below. Respondents will provide documentation at time of submittal and when requested by UTOPIA management throughout the term of the contract.

Respondents may still submit a quote if the below expectations cannot be met with supporting documentation of why.

Workers Compensation Liability	Each Accident	\$1,000,000
	Each Employee by disease	\$1,000,000
	Policy Limit by disease	\$1,000,000
Commercial General Liability	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	Each Occurrence	\$1,000,000

	Personal/Advertising Injury	\$1,000,000
Business Auto Liability	Bodily Injury/Property Damage Combined Single Limit, Each Accident	\$1,000,000
	Insurance Covering Non-Owned and Hired (rented or leased) vehicles	\$1,000,000
Crime Insurance for Property of Others	Each Claim	\$100,000

1.5 Equipment and supplies

The respondents will provide all equipment and supplies utilized the landscaping and snow removal process.

For snow removal, ice melt that is consumed by respondent will be invoiced to UTOPIA.

1.6 Building Locations

UTOPIA has two building locations:

5858 S 900 E, Murray Utah

3520 S 300 W, South Salt Lake Utah

1.7 Safety

Respondents are responsible for maintaining OSHA compliant safety programs. Evidence that regular trainings are taking place may be requested by UTOPIA.

1.8 Security

Respondents will assume responsibility and comply with all security considerations at the facilities. This includes the following:

- Bonding of all personnel on the worksite
- Screening of all employees working within the facilities. This may include providing UTOPIA with background checks

- E-verify any personnel according to federal law
- Train all employees

1.9 Management Supervision

Respondents will program effective management supervision of the facilities and include the following:

- Weekly quality control inspections
- Follow up training with cleaning staff to ensure quality improvement
- Survey and inspection of facilities to make sure that it complies with Detailed Work Requirements listed in 1.11
- Provide immediate access by email or telephone to UTOPIA management
- Provide monthly updates to UTOPIA management

1.10 Financial Security and Stability

Respondents to this RFQ must provide financial statements at time of submission and to UTOPIA upon request.

1.11 Detailed Landscaping and Snow Removal Descriptions

Task	Interval (if applicable)
Mowing	Weekly
Weeding of flower beds	Weekly
Lawn Aeration	As needed
General clean up (leaves, brush, etc.)	As needed
Planting shrubs/bushes/flowerbeds	Per request
Sprinkler Repair	As needed
Fertilizing	Semi Annually
Lawn repair	Per request
Snow removal (lot and walks) First Push	2-3” Minimum
Additional Pushes	As needed
Ice Melt (if not part of the snow removal process)	Per request

1.12 Detailed Cost

Respondents will provide pricing based on the information that is listed in 1.11.

1.13 Client References

Respondents are scored on the references that are provided.

1.14 Selection Criteria and Scoring

Respondents will be scored on price, references, and presentation of how well they can meet the above.

Scoring is calculated as such:

Price	50%
References	25%
Presentation	25%

1.15 Proprietary Information

UTOPIA is subject to the disclosure requirements of the Government Records Access and Management Act (“GRAMA”), Title 63, Chapter 2, Utah Code Annotated. UTOPIA generally considers Agreements, Contract Documents and all accompanying material to be public and subject to disclosure. A written claim of confidentiality and a concise written statement of reasons supporting the claim must accompany any material considered by respondents to be proprietary. Blanket claims that the entire Agreement or Contract Documents are confidential will be denied by UTOPIA. UTOPIA cannot guarantee that any information will be held confidential. Under Section 63-2-304 of the Government Records Access and Management Act, if a respondent makes a claim of confidentiality, UTOPIA, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the respondent of such determination. UTOPIA agrees to hold all information classified as protected in confidence and protect it from public disclosure in accordance with such statutes to the greatest extent permitted by Utah law. UTOPIA may disclose such information to the extent required by law; however, UTOPIA shall provide respondents prompt notice of a request for disclosure of such protected information and shall cooperate with respondents in seeking the issuance of a protective order.

Respondents are entitled under the Government Records Access and Management Act to appeal an adverse determination regarding the classification of information. UTOPIA is not required to notify respondents of a request for non-protected information and will not consider a claim of confidentiality unless the respondent’s claim of confidentiality is made on a timely basis and in accordance with the Government Records Access and Management Act.