

**TOWN OF HOUSTON  
INVITATION TO BID**

The Town of Houston, Delaware will receive and open sealed bids for annual snow removal within the corporate limits of the Town of Houston on Thursday evening, June 06, 2019 at 7:30 pm at the Houston Fire Hall, 143 Broad Street, Houston, DE 19954. Proposals shall be clearly marked and delivered prior to June 06, 2019 at 7:30 pm or be mailed to:

**Town of Houston  
PO Box 196  
Houston, DE 19954  
SNOW REMOVAL BID**

1. The snow removal period shall be effective from July 1, 2019 through June 30, 2022. (156 weeks)
2. The Town of Houston is requesting a firm, fixed hourly rate for each snow occurrence of three inches or more.
3. The following information is important when bidding on this contract:
  - All snow removal work described herein shall be completed in a professional manner.
  - Contractor shall keep accurate records of the dates and times that it provides snow removal services. These records shall be accessible to the Town upon request.
  - Contractor shall remove snow from all streets and roadways within the corporate limits of the Town of Houston after three inches of snow has accumulated on said roadways and streets.
  - No snow shall be moved on to or stored near any fire hydrants or emergency fire lanes.
  - No snow shall be shoveled in between cars that are parked along any street.
  - All ice treatment / snow melting materials, if the Contractor so wishes to provide, are to be spread by the contractor and shall not be distributed by hand.
4. Within 30 days of acceptance of the awarded bid, the Contractor shall furnish the Town with certificates of proof of insurance for Liability Insurance and any other State or Federally mandated insurance coverage. In addition, the Contractor shall provide the Town with proof of insurance in the following minimum amounts: Property Damage and Bodily Injury – each occurrence \$500,000.00.
5. It is understood The Town of Houston is absolved of any and all liabilities from any and all claims, demands, actions, judgments, cost, expense and liabilities of every kind and nature, which may or could arise or result directly or indirectly from snow removal services.
6. It is understood and agreed upon that the Contractor is not an agent of the Town but is employed hereunder as an independent Contractor.
7. It is understood that the bids shall remain firm for sixty (60) days, and that the Town reserves the right to reject any and all bids and to accept those which, in its opinion, will best suit the needs of the citizens of Houston.

**INDEMNITY CLAUSE:** The Contractor agrees to hold harmless and indemnify the Town of Houston from all claims, legal and equitable, including court costs and reasonable attorney's fees, arising out of the service the Contractor is providing to the Town.

PERSONNEL AND EQUIPMENT: The Contractor shall provide a detailed list of equipment that will be used to perform the work specified.

REFERENCES: Bidder shall provide a list of references of people for whom they have worked in the past.

CONTRACTOR'S PAYMENT: The Contractor shall bill the Town, and be paid for, each snow removal occurrence.

CONTRACT TERMINATION: It shall be understood that should the Contractor fail to perform the work according to the specifications, the Town shall have the right to terminate the contract.

Hourly Rate for Snow Removal Service: \_\_\_\_\_

**Attach the following:**

- Current State of Delaware License**
- Certificate of Liability Insurance (within 30 days)**
  - List of Equipment**
  - List of References**

CONTRACTOR NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

ATTACHED:

- Map of limits of Town of Houston

