

Snow Removal Services

Request for Proposals

from Co-Purchase Colorado

Proposal Due Date: October 6, 2021

Send Proposals to: michelle@communitywealthbuilding.org and ben@bebalanceo.com

Electronic submissions preferred. Hard copies to 2900 N Downing Street, #1B Denver 80205

All proposals must be received by close of business (5:00pm) on October 6, 2021.

We will confirm receipt of all proposals.

Mission

Co-Purchase Colorado (CPC) is a project of the Center for Community Wealth Building (CCWB) launched in October 2020 to leverage faith-based congregations' buying power to create meaningful change in the local economy. Currently CPC works with eleven congregations that want to align their purchasing with their social and racial justice values. CCWB works to build intentional relationships with local BIPOC (Black, Indigenous, People of Color)-owned, immigrant-owned, woman-owned, LGBTQIA+-owned, and veteran-owned businesses for the purpose of connecting them to new markets through CPC. This RFP is the first of many to come, presenting the combined needs of multiple congregations to potential vendors. Your feedback on the process will be much appreciated.

Expectations

- 1. Seeking Snow Removal Services Partners.** Co-Purchase Colorado (CPC) is soliciting bids on behalf of our member congregations. This RFP aims to solicit high-quality, professional Snow Removal services to maintain clear, safe facilities after snow storms at a fair price. We currently have six (6) facilities requiring services. Businesses can bid on any or all of the participating congregations.
- 2. Evaluation of Potential Partners will be based on Pricing, Service, and Social Factors.** CPC evaluates its potential partners on a variety of criteria, but we especially focus on ability and proven track record in (1) providing reliable, top-level service at affordable rates, (2) paying workers living wages and competitive benefits, and (3) high-level of professional communication and responsiveness to individual customers' needs and expectations.

3. Expectations and Preferences Vary Among the Diverse Set of Participating Congregations. CPC is comprised of a diverse group of congregations that have a diverse set of needs. CPC members include congregations across the Front Range of Colorado. You will have a chance to get to know a representative from each congregation during optional site visits conducted between 9/13/2021 and 10/6/2021.

4. Motivations. CPC's partners are looking to spend their dollars locally, with a focus on businesses with diverse ownership identities that provide dignified work with livable wages and reasonable health benefits. They are also looking for trustworthy and reliable businesses who communicate well and require minimal management.

5. Inclusive pricing. We did our best to provide all the necessary details in order for you to be able to provide as accurate a bid as possible for each individual congregation. Because we are working with multiple organizations, we did our best to standardize the bid process, while still including the individual needs of each congregation. We expect your pricing structure to be transparent, fully inclusive of all inputs and costs necessary to complete the service contract, and reflective of the individual needs of every congregation whose job you are bidding on.

6. COVID-19 Response

CPC recognizes the unprecedented nature of our current COVID-19 crisis that requires us to adapt to evolving public health guidelines and be respectful of the health and wellbeing of every member of our community. Vendors are expected to be readily willing to wear a mask and adhere to the public health guidelines of every individual congregation.

7. Bid submissions will not guarantee signed contracts. The decision to sign a contract is ultimately up to the discretion of each individual CPC congregation. This is a competitive process and your company may not win the business of any of the participating locations. We expect there will be up to 10 vendors responding to this RFP. Additionally, the Bidder shall be responsible for all costs incurred in the preparation and submission of the proposal. Co-Purchase Colorado assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of proposals, evaluation of proposals, or selection of winning proposals. All documents and correspondences relating to this RFP will become the property of Co-Purchase Colorado and may be shared with member congregations and others unless marked confidential by Bidder. Proposal may be withdrawn by written or oral notification to michelle@communitywealthbuilding.org (303) 819-6985 or ben@bebalanceo.com.

RFP Overview

1. Timeline & What to Expect

Oct 6	Bids Due by 5 p.m. (including All Documentation)
Oct 11	Bid notifications (All vendors will be notified of their RFP outcome)
Oct 15	Anticipated date for Service Agreements Signed between vendors and congregations

2. Checklist of required documents

Online submissions should be submitted in one email with the following attachments

Cover sheet (Exhibit A)	
2021 CPC Snow Removal RFP Bid Sheet - Exhibit B	
Company Service Agreement	
Supporting Pricing documentation (if applicable)	
Insurance documentation	

3. Spreadsheet (Exhibit B)

3.1: Your bid can be for **any or all** of the participating congregations.

3.2: You must provide your proposals in the format provided on the Bid Spreadsheet (Exhibit B), with any addendum information provided in .doc or .pdf formats or hard copies. (please make a copy of the sheet or download an Excel version to complete your bid)

3.3 Scopes Tab Provides detailed specifications for each congregation and includes a link to Google Maps to show areas requiring snow removal.

3.4 Company Overview Tab

Wages and Benefits Information. CPC recognizes that wages are a significant portion of business costs. Reflective of their commitment to social justice values, CPC congregations are interested in giving their business to companies that treat their workers fairly. We recognize there are many trade-offs and tensions here. There are specific questions about the wages and benefits of your part-time and full-time employees.



Sustainability Practices. Some congregations are committed to using green products and sustainable practices because of the many benefits to health, lifespan of facilities, and preserving the environment. You are asked to describe your eco-friendly sustainability practices.

Detailed escalation procedure. Indicate your standard processes with regards to handling incidences. Be sure to indicate the escalation chain of command and protocol. If possible, include an organizational chart for ease of reference.

3.5 References Tab (Proof of past performance) Provide three (3) references for similar sized customers. References must include name and address of the organization; name, email, and telephone number of contact person; and dates of service. If applicable and available, feel free to provide testimonials from current customers that show you can deliver a high-level of service to similar-sized customers and/or groups of customers.

3.6 Tabs 1-5 These tabs correspond to the five participating congregations. If you are interested in being considered by every congregation, complete all of the tabs. Otherwise, complete the tab(s) that correspond with the congregation(s) you want to serve.

4. Supporting Documentation

4.1 Sample Service Agreement. Your company's Terms & Conditions that you are willing to use with CPC organizations. Please be attentive to what your service agreement says about your performance, communication, consistency, termination clauses, and what risks and responsibilities you take on and which you are shifting to the CPC Member. This agreement must include:

1. Sample Service Schedule: Describes when your company will provide service based on snow conditions. If your bid is selected, you will provide a Service Agreement for each congregation specific to their scope of work as outlined in Exhibit B.
2. All Inclusive Pricing: Pricing is to be inclusive of all labor, payroll taxes, fringe benefits, uniforms, management, cell phones/pagers, equipment, supplies/chemicals. Most congregations prefer to supply any consumables (expendables) or have them supplied by the vendor and billed back separately each month based on usage.
 - a. Snow Accumulation Pricing Schedule: pricing schedule that reflects change in price based on snow accumulation (if applicable).

4.2 Proof of Insurance. Provide Certificates of Insurance for Workers Compensation, Employer’s Liability, and Comprehensive Commercial Liability.

5. Congregation contact info

Congregation Name	Location	Contact Info
Jefferson Unitarian Church	14350 W. 32nd Ave Golden 80401	Carol Wilsey Administrator 202-279-5282
First Universalist Church of Denver	4101 E. Hampden Ave Denver 80222	Cris Cardenas , Executive Director 303-759-2770
First Unitarian Society of Denver	1400 N. Lafayette St Denver 80218	Glenn Barrows , Administrator 303-831-7113
First Congregational United Church of Christ of Longmont	1500 Ninth Ave Longmont 80501	Karina Doyle , Finance Committee Chair 303-941-6625
Sixth Avenue United Church of Christ	3250 E. 6th Ave Denver 80206	Chris Gilmore , Pastor 303-377-0173
Park Hill UCC	2600 Leyden St. Denver 80207	Bill McCarron , Property Manager (303) 322-9122

Detailed information for each location is found in the Scopes tab in the accompanying spreadsheet [“CPC 2021 Snow Removal RFP Bid Sheet.”](#)

Submission Instructions: All bids must be received by close of business on October 6, 2021

Digital submissions:

1. Email to michelle@communitywealthbuilding.org AND ben@bebalanceo.com
2. Email subject line: CPC SNOW RFP - **Your Company name**
3. Include all bid materials in the same email, including attached documents.

Paper submissions:

1. Include a print out of Exhibit A and B and all required documentation.
2. Put in a sealed envelope addressed to: Center for Community Wealth Building
2900 N Downing Street, #1B, Denver, CO 80205 Attn: Michelle Sturm
3. If you are hand delivering your proposal, call or text Michelle at (303) 819-6985 to let her know to expect you.



EXHIBIT A
PROPOSAL RESPONSE COVER SHEET

TO: ben@bebalanceo.com and michelle@communitywealthbuilding.org

OR by mail or hand delivery to:
Co-Purchase Colorado
2900 N. Downing Street, #1B
Denver, CO 80205
Attn: Michelle Sturm

FROM: _____ (Company Name)

Having carefully read and considered the Request for Proposal to provide snow removal services to the member congregations of Co-Purchase Colorado, the undersigned hereby offers to perform service in the manner described and subject to the terms and conditions set forth in the following proposal. This proposal is presented for consideration by the following (check all that apply):

- First Congregational United Church of Christ of Longmont
- First Unitarian Society of Denver
- First Universalist Church of Denver
- Jefferson Unitarian Church, Golden
- Park Hill United Church of Christ, Denver
- Sixth Avenue United Church of Christ, Denver

RFP Checklist: my bid includes all of these required documents:

Cover sheet (Exhibit A)	
2021 CPC Snow Removal RFP Bid Sheet - Exhibit B	
Company service agreement	
Snow Accumulation Pricing Schedule (if applicable)	
Insurance documentation	

BY: _____
(Signature of Authorized Representative)

(Print Name and Title) Date: _____