TOWN COUNCIL STAFF REPORT

Title: Award Contract for Snow Shoveling Services

Meeting Date: November 1, 2023

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RECOMMENDATION:

Staff recommends the Town Council:

1. Award the contract for Snow Shoveling at Various Locations Throughout the Town of Mammoth Lakes (SNW 23-001), based on the submitted hourly rates and in an amount not to exceed $100,000 per year without written authorization.
2. Authorize the Public Works Director to finalize contract negotiations, execute the contracts and accept the work upon completion.
3. Authorize the Public Works Director to review and approve contract revisions to complete the work, up to an additional 25% of the awarded annual not-to-exceed amount.

BACKGROUND:

The Town provides snow shoveling services for a variety of sidewalks, fire hydrants, Town-owned and operated facilities, and bus stops throughout the Town. Historically, many of the locations have been contracted out in order to allow Town Public Works and Parks and Recreation staff to focus their snow removal efforts on public roads and sidewalks. This year, staff has included additional areas to be included in the contracts. The proposed snow removal areas to be contracted are consistent with the snow removal needs of the Town, serving a variety of residents, visitors, and the general public. Removal of snow from these areas will allow the public and Town staff to access the areas throughout the winter.

Snow removal services are considered "street maintenance" work and are not considered a "public project" under Public Contract Code Section 20161, therefore a formal bidding process is not required. However, and in accordance with Municipal Code Section 3.20.290 general policy "…to allow for maximum possible competition in all areas to obtain the best product/service available at a fair and reasonable price", the Town advertised one (1) bid for the various snow shoveling services from September 29, 2023 until October 20, 2023. The Notice Inviting Bids stated that the contract would be awarded to the contractor whose

bid is determined by the Town to reflect the best combination of all responses contained within the Bid Proposal, including hourly rates, current project commitments, past project experience, and the bidder's questionnaire.

One bid was received from Robert M. Felkel Construction, and no bid irregularities were found.

FINANCIAL CONSIDERATIONS:

Snow removal operations are funded by a variety of sources, including:

- Juniper Ridge Assessment District 93-1
- North Village Benefit Assessment District
- Old Mammoth Road Benefit Assessment District
- Town general fund contributions
- Town gas taxes

Public Works staff will manage the contract and level of service. The work is included in the Fiscal Year 2023/24 staff work program.

ATTACHMENTS:

1. Exhibit "A": Scope of Work from SNW 23-001 Contract

EXHIBIT "A": SCOPE OF WORK

The Project Area shall at all times be maintained in a neat, clean and orderly manner. Outdoor storage of equipment and other materials, except for temporary storage of snow removal equipment and snow stakes, is prohibited. Non-operating vehicles, equipment, and materials inappropriate to the Project Area and its use shall not be stored within the Project Area.

The Contractor's operations shall cause no unnecessary inconvenience to the public. The rights of the public shall be considered at all times. Unless otherwise authorized, traffic shall be permitted to pass through the Project Area, or an approved detour shall be provided.

1. **ADA ramps located at the northeast, northwest, and southwest corners of the intersection of Old Mammoth Road and Meridian Boulevard.**

   The ramps shall be cleared regularly each time it snows more than four (4) inches, without Staff having to request the work.

2. **ADA ramps located at the northwest and northeast corners of the intersections of Main Street and Minaret Road.**

   The ramps shall be cleared regularly each time it snows more than four (4) inches, without Staff having to request the work.

3. **ADA ramp located at the northwest corner of the intersection of Main Street and Mountain Boulevard.**

   The ramp shall be cleared regularly each time it snows more than four (4) inches, without Staff having to request the work.

4. **Twelve (12) Town-owned bus shelters.**

   The bus shelters shall be cleared on an on-call basis and only shoveled when Town staff request snow removal.

   The specific locations are adjacent to the following addresses: 437 Old Mammoth Road, 1475 Tavern Road, 3150 Main Street, 3141 Main Street, 3330 Main Street, 3343 Main Street, 3540 Main Street, 200 Mountain Boulevard, 6244 Minaret Road, 70 Hillside Drive, 2604 Joaquin Road, and 686 Old Mammoth Road.

5. **Three (3) ramps located between Main Street and South Frontage Road, near 3499 South Main Street.**

The ramps shall be cleared regularly each time it snows more than four (4) inches, without Staff having to request the work.

Once Caltrans snow removal accumulates to a point which the Contractor cannot reasonably remove the snow, the Contractor shall inform the Town and cease clearing of this area for the remainder of the season.

6. Five (5) fire hydrants located within Juniper Ridge Assessment District.

The hydrants shall be cleared regularly each time it snows more than twelve (12) inches, without Staff having to request the work.

The specific locations are as follows: on the back side of 48 Juniper Road (off of Juniper Court), near 114 Juniper Road (on the corner of Juniper Road and Juniper Court), between 177 and 190 Juniper Road, between 101 and 117 Juniper Road, and at the southeast corner of 65 Juniper Road.

7. North Village Assessment District ski-back bridge located near 1120 Forest Trail, where it crosses over Forest Trail into The Village.

The bridge shall be cleared regularly each time it snows more than twelve (12) inches, without Staff having to request the work.

Snow shall be thrown to the north end of the bridge, not onto Forest Trail or the Village sidewalks. The snow at the north end of the bridge shall be sloped into the snow trail formed by Mammoth Mountain Ski Area, such that it creates a smooth access area for the public to access the bridge.

This location shall be cleared using a Honda Track Drive Snow Blower provided by the Town.

8. Mammoth Lakes Community Center located at 1000 Forest Trail.

The Community Center shall be cleared on an on-call service basis and only shoveled when Town staff requests snow removal.

The areas to be cleared are the two entrances on the south side of the building, one entrance on the north side, the ramp along the west side, and the roof. When clearing snow from the roof, the Contractor shall try to push the snow towards the south side of the building or throw it to the north such that it does not pile up right

next to the building walls. The Contractor shall try to keep the northeast and northwest corners from accumulating snow.

9. Mammoth Lakes Police Department located at 58 Thompsons Way.

The Police Station shall be cleared on an on-call service basis and only shoveled when Town staff requests snow removal.

The areas to be cleared are entrances along the north, east, and west sides of the building and the roof. When clearing snow from the roof, the Contractor shall try to push the snow towards the southeast corner of the building, such that it does not block the garage entrances.

10. Two Town-owned generators.

The generators shall be cleared on an on-call service basis and only shoveled when Town staff requests snow removal.

The generators are located at the Mammoth Lakes Community Center at 1000 Forest Trail and at the Town offices at 437 Old Mammoth Road.

11. Propane tanks at Lakeview Road "Voodoo Chute".

The propane tanks shall be cleared automatically when greater than four (4) feet of snow have accumulated on the ground.

The propane tanks are located at the northeast corner of the intersection of Lakeview Road and Lake Mary Road, behind the building. The areas to be cleared are front door on west side of the structure, sidewalk path along north side of structure, and propane tanks (cleared to allow for refueling) themselves.

12. Community Recreation Center (Ice Rink) at 686 Old Mammoth Road.

The east entrance, east patio, and standalone restroom at the southeast corner of the building, of the Community Recreation Center shall be cleared automatically when greater than four (4) inches of snow have accumulated on the ground.

The exterior of the Community Recreation Center structure will be cleared on an on-call service basis and only shoveled when Town staff requests snow removal.