

## **Addendum 1 (7-14-17): Calendar**

### **Request for Proposals (RFP) Snow Plow Services for SouthWest Transit**

This Addendum 1 deletes pages 2 and 3 and replaces them with the attached pages 2 and 3 correcting the calendar process.

**Corrections are in yellow.**

## INSTRUCTIONS FOR PREPARATION OF PROPOSALS

### 1. REQUEST FOR PROPOSALS

SouthWest Transit (SWT) is requesting proposals from qualified proposers to provide snow plowing services (See Attachment A: Scope of Work) for its park and ride facilities and other identified sites in the Cities of Eden Prairie, Chanhassen and Chaska.

Copies of the Request for Proposals (RFP) will be available on the SWT website at <https://swtransit.org>. Addenda will also be posted at this website. All parties interested in submitting a proposal must register their name, address, phone number and email address with the RFP administrator in order to receive any addenda and/or answers to submitted questions. This will happen at the mandatory pre-proposal conference.

Any questions regarding this RFP must be made by email and sent to Mr. Dave Jacobson at [djacobson@swtransit.org](mailto:djacobson@swtransit.org). All questions not submitted by email will be disregarded. Emailed questions must be received by Mr. Jacobson no later than 4:00 p.m. on **Wednesday July 26, 2017** (day and date). All registered RFP recipients will be provided with an addendum containing the responses to the written inquiries by 12:00 p.m. **on Monday July 31, 2017** (day and date).

A **mandatory** pre-proposal conference will be held at 2:30 p.m. on **Wednesday July 19, 2017** at SouthWest Station located at 13500 Technology Drive, Eden Prairie, Mn. Please park in the parking ramp next to the Station. Please come to the Customer Services window located in the Station for additional instructions of where the conference will be held within the building.

To be considered, a sealed proposal consisting of one original and three (3) copies must be received by SWT by 12:00 p.m. (noon) on **Monday August 7, 2017**. All proposals must be sealed and marked **"Proposal for SWT's Snow Plowing"**. SWT reserves the right to reject any or all proposals submitted. Oral, facsimile, electronic-mail, telephone or telegraphic proposals are invalid and will not receive consideration. The **Pricing Sheet** is attached to this RFP as Exhibit D. The term is a three snow-year agreement identified in Exhibit B, Sample Contract.

All proposals must be addressed as follows:

SouthWest Transit  
Attention: Mr. David Jacobson  
Proposal for SWT Snow Plow Services  
13500 Technology Drive  
Eden Prairie, Mn 55344

### 2. SOUTHWEST TRANSIT'S RIGHTS

SWT reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. SWT shall have the right to accept or reject any or all proposals. SWT is not obligated to accept the lowest cost proposal. SWT may select the proposal which provides the best value to SWT. SWT specifically reserves the right to reject any or all proposals; to waive any or all informalities or irregularities in the proposals received;

to investigate the qualifications and experience of any Proposer; to reject any provisions in any proposal; to modify RFP contents; to obtain new proposals; to negotiate the requested services and contract terms with any Proposer; and/or to proceed to do the work otherwise.

### 3. PROJECT TIME FRAME

<u>Project Milestones</u>	<u>Tentative Date</u>
Issue Snow RFP	Thursday July 13, 2017
Mandatory Pre-Proposal conference	Wednesday July 19, 2017
Final questions due from proposers	Wednesday July 26, 2017
Final SWT responses to questions	Monday July 31, 2017
Proposals due to SWT by noon	Monday August 7, 2017
Interviews (if necessary)	Week of August 7, 2017
Notice of award	Friday August 18, 2017
Contract begins	October 2, 2017

Completion dates for the project milestones in this section are tentative only and are subject to modification by SouthWest Transit.

### 4. BACKGROUND

SWT is a joint powers agency that acts as the public transit provider for the cities of Eden Prairie, Chanhassen and Chaska, Minnesota, three suburbs located in the south western region of Minneapolis and St. Paul. SWT was founded in 1986 by the Minnesota State Legislature. The transit service that is provided is currently approximately 99 percent express service to primary locations of downtown Minneapolis and to the University of Minnesota. Please check the SWT website at [www.swtransit.org](http://www.swtransit.org) for more SWT background.

### 5. RFP ADMINISTRATOR; PROPOSAL QUESTIONS; ADDENDA

The RFP administrator for the Request for Proposals is:

Dave Jacobson  
[djacobson@swtransit.org](mailto:djacobson@swtransit.org)  
952-974-3110

The RFP administrator shall serve as the contact person and will send and receive all communications regarding the RFP between Proposers and the Evaluation Panel for this procurement. **Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of SWT during the proposal process except as provided in these instructions.**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Scope of Work, or other RFP documents, or finds discrepancies in or omissions from the specifications, the person shall submit to the RFP administrator a written request for an