RFP NO. 100313-FY26-22
SNOW AND ICE REMOVAL SERVICES (CONTINUOUS)
ADDENDUM NO. 2

November 14, 2025

ITEM NO. 1: SECTION III. STATEMENT OF NEEDS (REVISION)

Supervisor Requirements under Section III. Statement of Needs of the RFP is hereby revised. Refer to the attached revised Page 9 delineating such revision.

Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.

For the Town of Leesburg,
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END OF ADDENDUM NO. 2

alert the Town's Superintendent or designee noting the affected equipment, time and location of the breakdown and when that vehicle or equipment is placed back in service.

The Contractor is responsible for establishing schedules so that any individual operator is not permitted to work more than 14 consecutive hours (to include standby hours) without having at least a 6-hour break. If the duration of the snow event requires it, the Contractor must ensure that properly trained and licensed relief operators are available to sustain an around-the-clock operation. Any delay caused by a lack of operators will result in liquidated damages in the amount of the equipment unit price rate for each hour a piece of equipment is not in service.

The Contractor must ensure that all operators and equipment comply with all OSHA and VOSH Standards, MUTCD and Town safety rules as they apply to snow removal operations and not create any hazardous conditions. Necessary safety supplies and equipment, shall include, but is not limited to, hard hats and safety vests. Safety attire shall be in accordance with the current Virginia Work Area Protection Manual. (Refer to Safety Section above). Failure to comply constitutes unsatisfactory performance and may result in a complaint to be filed and the Contractor may be considered in default and held responsible for any resulting additional purchase and administrative costs in accordance with Section 17. (Termination for Cause) of the General Terms and Conditions.

Contractor operators may be provided a Town radio and accessories for communication with other Town drivers. It is the Contractor's responsibility to turn the radio in at the end of each shift. The Contractor must notify their supervisor and Town Superintendent or their designee if there is a problem with the radio provided.

All Contractor staff must possess a smart phone when performing work under this contract. The cellular phone number for the operator of each vehicle should be provided to the Town Superintendent or designee at the start of each assignment and when a change in Contractor staff occurs. At the Town's request, communication software or applications will be put to use with each driver cell phone to ensure lines of communication between the Town and Contractor staff are available while performing the work.

SUPERVISOR REQUIREMENTS

The Contractor must provide one (1) supervisor, per shift, with a pickup truck or SUV vehicle, mobile phone and means of communicating with the operators and laborers for every four (4) or multiple of four (4) pieces of equipment during each snow removal operation. If less than four (4) pieces of equipment are used, the Contractor must designate one of the operators as supervisor and they will be considered the Town point of contact during snow removal operations. The Town will pay Contractor $65.00 per hour for each supervisor vehicle.

Supervisors are responsible for completing the Sign-In Sheet with the Town Shift Supervisor when reporting for a snow event. The Sign-In Sheet will document the equipment, labor and supervisors reporting, the standby and push time for each piece of