



September 18, 2019

RE: Request for Proposal- SUNY Sullivan Snow Plowing RFP 09.18.19.

To Prospective Companies:

Sullivan County Community College invite companies to submit a proposal of the following specifications for SUNY Sullivan Snow Plowing RFP 09.18.19.

No proposal will be considered unless the proposal form is properly completed, signed, sealed and returned to the College no later than 5:00 p.m., Wednesday, October 2nd, 2019.

There will be a pre-proposal conference / walk through held at 11:00 am. On Tuesday, October 1st, 2019 in the conference room in building H, room H048. Attendance at the pre-proposal conference is highly recommended. The bid open will be at 11:00 am on Thursday October 3rd 2019.

If you should have any questions, regarding this request for proposal, they may be directed to Stephen Samuel, at 845-434-5750, extension 4267.

Very truly yours,

Stephen Samuel
Coordinator of Purchasing

Request for proposals for SUNY Sullivan Snow Plowing RFP 09.18.19.

SNOWPLOWING SERVICES FOR SULLIVAN COUNTY COMMUNITY COLLEGE

1.00 GENERAL: Request for proposals for SUNY Sullivan Snow Plowing RFP 09.18.19.

1.01 SCOPE:

The Sullivan County Community College (SCCC) is seeking a qualified contractor(s) to provide snow removal services and salting as well as snow removal equipment at the college. The work to be done under this contract and in accordance with these specifications consists of furnishing of equipment, material, supervision, labor, technical knowledge and skills necessary to satisfactorily and safely complete the job as outlined in this agreement. Primary responsibility for such services shall be that of the contractor under the general direction of the SCCC staff.

1.02 LOCATIONS:

Snow removal and salting areas shall include the following, as shown on Exhibit A:

- a. College Roads, 112 College Road
- b. College Parking Lots (2)

1.03 PRE-BID INSPECTION:

It is strongly suggested that the bidder arrive at the pre-bid inspection of the areas where the snowplowing is to be performed and to review all available data. Any failure by the contractor to acquaint himself with all available information concerning the work will not relieve him from responsibility of carrying out the work intended by this contract.

1.04 CONTACT PERSONS:

Rich Butler
Building and Grounds Supervisor
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759-4002
(845) 434-5750 – Office
(845) 434-4860 – Fax

1.05 QUALIFICATION OF BIDDER:

The bidder shall demonstrate experience in salting and snowplowing of snow for an industrial, commercial, or government complex which includes a system like the college roadways and the two (2) parking lots. Experience in the removal of snow solely from residential driveways shall not be considered to be adequate.

Each operator hired by the contractor must have a valid New York State Class B Commercial Driver License, as required. Low bidder will be required to submit photocopies of operator driver licenses as required by Notice of Award letter. Low bidder shall show proof of compliance with New York State Department of Transportation (DOT) drug testing requirements.

1.06 MINIMUM EQUIPMENT REQUIREMENTS:

At a minimum, the contractor shall either own or lease vehicles which shall satisfy the equipment requirements. Additionally, the contractor shall have an adequate number of vehicle operators in order to operate the required vehicles in response to the contract requirements. Vehicle operators shall be properly licensed for the operation of said vehicles and fully crossed-trained on each of the required vehicles. Contractor shall submit proof of minimum equipment and manpower requirements with the bid proposal. Failure to do so shall be grounds for rejection of the bid. Such proof shall be copies of vehicle registrations made out in the name of the bidder or bona fide lease agreements between the bidder and another equipment supplier. The contractor shall also submit copies of valid drivers' licenses for the drivers of the vehicles. The College Staff reserves the right to inspect all equipment prior to the award of this contract, and to reject any bidder who cannot provide acceptable equipment for inspection. Should any changes occur in personnel or equipment during the course of the contract, the Contractor shall notify the College of such and provide proof of valid drivers' licenses and valid vehicle registrations.

All over the road equipment must be registered, insured, and have a valid New York State inspection sticker, and all equipment shall be in good running condition at the time of the College inspection in order to be considered acceptable.

The Contractor shall provide the College with delivery tickets for all quantities of salt purchased.

2.00 RESPONSIBILITIES:

- A. The contractor shall provide a contact person who shall be available to respond to the specific request of the College for services twenty-four hours per day, seven days per week.
- B. A knowledgeable employee of the contractor shall be designated as foreman and shall be in charge of the contractor's activities during each period of response.
- C. The foreman shall establish contact with the College Operations Supervisor at the beginning and end of each operation and/or trip, and must provide a trip ticket at end of each operation and/or trip. If the College Operations Supervisor is unavailable the ticket may be a faxed to a designated number or emailed. The decision to order additional trips shall rest solely with the College. Contractor shall not commence additional snow removal or salt distribution trips unless directed by the College Operations Supervisor.
- D. Plowing of all areas defined in the scope of this specification shall commence within two (2) hours whenever there is three (3) inches of accumulation. The complete removal of snow from roadways and parking areas and/or salt treatment at each location identified in 2.00.G, Areas 1 and 2, including extra passes for cleanup of traffic lanes as needed and/or directed for a storm event.
- E. Priority shall be given to clearing the roads, while secondary priority is given to parking lot surfaces. The terms "plowing" and "removal" shall mean clearing the surface from curb to curb to be as clear of snow as practicable.
- F. The Contractor will be required to provide an adequate inventory of commercial grade road salt to be stored at the Contractor's site. The salt trip will require the spreading of commercial grade road salt on areas defined in Section 2.00.G 1 and 2 (Exhibit A). Salt trips may be required with or without snow removal services. The Contractor will be required to provide delivery tickets for quantities of salt purchased.
- G. The College reserves the option to redirect the contractor while on site if conditions warrant rapid attention to a particular area not yet serviced. Services shall be provided in this manner twenty-four hours per day, seven days per week, including Sundays and holidays.
- H. Areas of responsibility shall be as follows:

1. College Roads, 112 College Road
2. College Parking Lots (2)

These areas are depicted on a map in Exhibit A.

2.01 REQUIREMENTS:

- A. The contractor shall only provide equipment which meets New York State requirements for a licensed vehicle. Such vehicles shall only be operated by personnel who are licensed to operate such vehicles on a state or municipal highway. All such vehicles shall be operated so as to remain under the safe control of their driver at all times, taking into consideration existing traffic and road conditions.
- B. The contractor shall at all times abide by all applicable laws of the State of New York and the Local Town Regulations, all Rules and Regulations and all applicable directives of the College Operations Supervisor.
- C. The contractor shall report any and all property damage or injury caused by its performance of services at the sites and shall be responsible for all repairs and restorations.
- D. The contractor shall keep all areas designated by the College for the storage of its supplies and equipment in a neat and clean manner at all times.
- E. When plowing snow, the contractor shall not restrict access to doorways, sidewalks, gates, or entrances.
- F. The contractor shall not pile snow where views of approaching vehicles would be blocked.
- G. For every plowing and salting trip, the Contractor shall provide a copy of the trip ticket to the College Operations Supervisor within one (1) business day of the work completion.
- H. **INSURANCE REQUIREMENTS:**

The contractor shall procure and maintain at its expense until final payment by the college for services covered by this agreement, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in New York, covering all operations under this agreement, whether performed by it or its agents. Before commencing the services and on the renewal of all coverages, the contractor shall furnish to the college a certificate or certificates naming: the state of New York, Sullivan county and Sullivan county community college, in form satisfactory to the college showing that it has complied with this section. All certificates of insurance shall provide that thirty (30) days written notice be given to the associate vice president for planning, human resources and facilities at Sullivan county community college, 112 college road, loch Sheldrake, New York 12759, before a policy is cancelled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than workers' compensation, the college shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided.

2.02 RATES AND PAYMENT:

- A. The contractor shall provide a rate per month from November 2019 through March 2020 for plowing and salting services to be performed in accordance with Section 2.00.D of this specification.
- B. Payment shall be made by the College upon receipt of invoices not more than once per month during the term of the contract. Invoices shall be per month
- C. In the event the Contractor fails to provide required services within the timeframe specified in Section 2.00.D, the College reserves the right to charge back the Contractor for the use of its vehicles and personnel and for any additional rentals deemed necessary to remove the snow in a timely manner.

2.03 CODES/STANDARDS:

The contractor shall comply with the following codes and standards:

A. OSHA - Occupational Safety & Health Act

B. Local Regulations

PROPOSER COMMENTS

It is requested that proposers provide any additional information relating to their offer that will assist in the evaluation of such without having to ferret our information concerning the goods or services you intend to provide.

Information pertains to the following (please check applicable box):

- Equivalent Product
- Clarification
- Exception(s) to Requirements
- General or Miscellaneous Comments

If additional space is required, please use reverse side of the form or attach additional documents.

Name of Proposer
(Authorized Representative)

Signature
Date

COMPLIANCE AGREEMENT

I, THE UNDERSIGNED, HAVE READ AND EXAMINED THE GENERAL TERMS, CONDITIONS, ANY SUPPLEMENTAL TERMS AND CONDITIONS, AND THE SPECIFICATIONS OF THIS REQUEST AND AGREE TO COMPLY WITH ALL OF THEM.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

COMPANY NAME: _____ EIN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

Request for proposals for SUNY Sullivan Snow Plowing RFP 09.18.19.
SNOWPLOWING SERVICES SULLIVAN COUNTY COMMUNITY COLLEGE
UNIT PRICE SHEET

<u>ITEM</u> <u>#</u>	<u>DESCRIPTION</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>Monthly Price</u>
1	Snowplowing and Salting; Sullivan county community college roads, 112 college road	Monthly November 2019 through March 2020	\$ _____
	TOTAL COST PER MONTH		\$ _____ TOTAL

EXHIBIT A

CONTRACT SERVICE AREAS

