

# **REQUEST FOR PROPOSALS**



## **Snow Removal Services**

**Due: Wednesday, November 10<sup>th</sup>, 2021, by 10:00 AM**

**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860  
Telephone: 973 383-5191**

## REQUEST FOR PROPOSALS

The Newton Housing Authority is accepting proposals for snow removal services at the Housing Authority. The term of the contract shall be two (2) years commencing on January 1, 2022. All services must be in accordance with all rules, regulations, codes, laws, and other directives concerning these type services.

The requested services shall be for Liberty Towers, 32 Liberty Street, Newton, New Jersey 07860. This is an 80-unit senior citizen complex.

### **SCOPE OF WORK**

The work under the Contract consists of furnishing all labor, materials, equipment, and transportation for, or incidental to, the proper completion of work more fully described herein:

#### Item 1: Ice Control Application Only

Includes application of ice control materials to all paved surfaces, walkways, porches, and dumpster pad/access. Sodium Chloride shall only be permitted on paved surfaces. Calcium chloride or magnesium chloride must be applied by hand on all other specified surfaces. The application rate shall be sufficient to melt any residual frozen precipitation and make all surfaces safe and passable for cars and pedestrians.

#### Item 2: Snow Removal followed by Ice Control Application

Includes plowing of accumulated snow from roadways, parking lots, shoveling of walkways, porches, and related snow removal work (hydrants, dumpster pads, etc.) followed by the application of ice control materials to all paved surfaces, walkways, porches, and dumpster pad/access. Calcium chloride or magnesium chloride must be applied by hand on all other specified surfaces. The application rate shall be sufficient to melt any residual frozen precipitation and make all surfaces safe and passable for cars and pedestrians.

### PERFORMANCE OF WORK BY CONTRACTOR

The Contractor shall perform all snow removal and ice control of the parking lots and sidewalk/porch areas for each snowstorm/ice storm during the course of the contract.

## PLOWING/REMOVAL CRITERIA

The following performance requirements shall be used to determine when the contractor shall complete the specified bid items. Accumulation amounts noted herein refer to the amount of accumulation that has occurred on the sidewalks or pavement since the contractor was last on site.

- A. The contractor shall promptly report to the site to remove all snow and ice when the snow fall has exceeded ½ inch. Snow/ice removal and invoicing shall be in accordance with the contractor's proposal and contract. Charges shall be per occurrence and as documented in the contractor's snow report (per item F.).
- B. If conditions prevail which make snow plowing and/or snow removal above and beyond normal procedures, Contractor will contact Site Manager/Superintendent or designated person to review alternatives.
- C. Contractor will let its presence be known to Manager/ Superintendent prior to and upon completion of any work that needs to be performed.
- D. Contractor is responsible for repairing any physical damage caused by plows, equipment or personnel.
- E. The Contractor shall not leave vehicles or equipment at the site without the permission of the Property Manager.
- F. Important: The contractor should not repeat ice removal application or repeat snow removal after 3 applications without the owner's approval.

### GENERAL

Payment shall be made upon the inspection and acceptance of the work by the Property Manager.

### **Term**

The term of the contract shall be two (2) years commencing on January 1<sup>st</sup>, 2022. Payments shall be made in equal monthly installments.

### **Proposal Submission**

Interested contractors must submit their proposal to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey 07860 due Wednesday, November 10<sup>th</sup>, 2021, by 10:00 AM.

The following must be submitted with the proposal:

- 1) Listing of References
- 2) New Jersey Business Registration Form
- 3) Evidence of Insurance

This solicitation is being made as “Fair and Open” in accordance with N.J.S.A. 40A:19A-20.4 et seq.

The Newton Housing Authority reserves the right to reject any and all proposals and to waive any informality in the RFP process.

Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860  
Telephone: 973 383-5191

**SNOW REMOVAL CONTRACT**

***PROPOSAL SUBMISSION SHEET***

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Price for: 2022

2023

5) The contractor will be using subcontractors: \_\_\_\_yes \_\_\_\_no  
(Attach a list if necessary)

6) A listing of references has been attached to the proposals documenting the experience requirement: \_\_\_\_yes \_\_\_\_no

7) Attach a copy of the contractor's New Jersey Business Registration form.

8) Attach a copy of the contractor's insurance certificate.

\_\_\_\_\_  
Vendor's Signature

Date \_\_\_\_\_