



Request for Proposals

Snow Removal Services

Date Issued: September 26, 2018

Due: October 12, 2018 @ noon

Background Information

The Greater Syracuse Land Bank's mission is to acquire and stabilize vacant and abandoned properties in order to facilitate their return to productive use. The Land Bank owns a variety of properties including both vacant and improved lots, some improvements are occupied and some vacant, most improvements are residential but some are commercial. The majority of our properties are located in the City of Syracuse. A City ordinance requires that sidewalks be shoveled upon 3" of snow accumulation.

At this time the Land Bank owns 933 unoccupied properties. We anticipate that we may acquire another 200 and dispose of approximately 40 properties over the course of the 2018-2019 winter (the "winter season") – the inventory of vacant properties requiring sidewalk snow removal varying between 947 and 1200 over the course of the winter season. Approximately two thirds of the inventory are standard size lots with between 33 – 40' of sidewalk. The remainder of the lots vary in width between 41' – 100' and corner lots may have approximately 140' of sidewalk.. The successful bidder will be provided with a list (updated as properties are sold or acquired) of properties falling into the following categories:

- Standard lots on major streets
- Standard lots on local streets
- Corner lots on major streets
- Corner lots on local streets

Scope of Work and Requirements of Bidders

The Land Bank seeks to issue a contract for sidewalk snow-removal for the winter season. We need to have snow removed from sidewalks as follows:

- Sidewalks located on arterial and collector streets once per snow occurrence resulting in 3" or more of accumulation or total accumulation of 3" or more from multiple occurrences.
- Sidewalks located on local streets upon accumulation of 3" of snow but no more than twice per week unless otherwise notified by Land Bank staff.

The successful bidder will be overseen by Land Bank staff who will be in frequent communication with the contractor regarding frequency of snow removal and will monitor the quality of the contractor's work. Contractor is expected to complete snow removal within 24 hours of the conclusion of a storm event, or within a reasonable amount of time to be negotiated with Land Bank staff for storms resulting in more than 10" of snow. We will require salting and shoveling of all walks on the properties we have listed for sale. This is typically 50-60 properties at any given time and a list of currently listed properties will be provided to the Contractor.

Insurance Requirements

The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

- a. Commercial General Liability ("CGL") coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each Property. CGL coverage shall be written on ISO occurrence form GC 00 01 (1093) or a substitute form providing equivalent coverage.
- b. Commercial Liability Umbrella coverage with limits of liability not less than Two Million Dollars (\$2,000,000.00).
- c. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits of not less than One Million Dollars (\$1,000,000.00) per accident.
- d. Workers' Compensation and Employers' Liability in form and amounts required by law.

The Land Bank shall be named as an additional insured on the policies required by subparagraphs (a) and (b) above (Greater Syracuse Property Development Corporation, 431 E. Fayette Street, Suite 375; Syracuse NY 13202). The successful bidder shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Land Bank. All insurance required shall be primary and non-contributing to any insurance maintained by the Land Bank. The Contractors policy may not contain any exclusion for NY Labor Law, injury to employees or injury to subcontractors. Subcontractors are required to have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to Independent Contractors. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

Non-Collusive Bidding Certification

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Proposal Requirements

- Please indicate whether you are interested in bidding on the whole contract or only a portion of the Land Bank's property inventory. If you bid on the whole inventory, describe your capacity to respond to all properties located on major arterial and collector streets in a timely manner in the event of a major storm event. We ask this because the Land Bank is seeking to balance contractors' ability to respond in a timely manner with our preference to manage as few subcontractors as necessary. Note: at this time approximately 30% of our properties are located along major arterial or collector streets and 70% are on local streets and 13% of our properties are corner parcels.
- Describe your capacity and how you plan to carry out the work being bid on. Please describe the method you plan to use for snow removal – snow shovel, snow-plow and ATV, snow blower, etc. Do you plan to use your own employees or subcontract labor? Do you own the necessary equipment to handle such a large inventory of properties?
- Quote a price per sidewalk snow removal for
 - standard lots,
 - corner lots,
 - shoveling and salting of all sidewalks at properties currently listed for sale.
- Attach either your relevant insurance certificates described above or affirm your ability to obtain the required insurance coverage upon awarding of the contract.
- Please indicate whether your company is a NY State Certified M/WBE (see attached).
- Please provide two references.

Submit responses in person or via the mail to:

Attn: Katelyn Wright
Greater Syracuse Land Bank
431 East Fayette Street, Suite 375
Syracuse, NY 13202

Alternatively, responses may be emailed to kwright@syracuselandbank.org. Please title the subject line: "Snow Removal RFP."

Note: Submissions must be received by **October 12, 2017 @ noon**

The Land Bank's board of directors will vote to approve the winning bidder's contract at meeting October 16, 2018