



Request for Proposals

Snow Removal Services

Request Issued: Wednesday, October 4, 2023

Proposals Due: Friday, October 13, 2023 at 12:00 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 vacant and improved lots, occupied and vacant structures, mostly residential but some commercial. The majority of our properties are located in the City of Syracuse, which requires that sidewalks be shoveled upon 3" of snow accumulation.

The Land Bank currently owns about 770 properties requiring sidewalk snow removal. We anticipate acquiring up to 60 additional properties and disposing of up to 60 properties over the course of the winter; as such, the inventory of vacant properties requiring sidewalk snow removal may vary between 710 and 830 properties over the course of the winter season.

Approximately half of our inventory are standard size lots with 33' to 40' of sidewalk; the remainder of the lots vary in width from 41' to 100', and corner lots may have approximately 140' of sidewalk. The successful bidders ("Contractors") will be provided with a list of properties (updated as properties are sold or acquired), which you will use to plan your route. The inventory may be divided among multiple contractors and if so each contractor's properties will be grouped geographically.

Scope of Work and Requirements of Bidders

The Land Bank seeks to issue a contract for sidewalk snow removal for the 2023-24 winter season, with an option for an extension of one (1) calendar year. Snow removal will occur **only when directed by Land Bank staff** following these general guidelines:

- Sidewalks located on arterial and collector ("major") 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 – once upon accumulation of 3" of snow but no more than twice per week unless otherwise notified by Land Bank staff.

In addition, the Land Bank requires shoveling and salting of all walkways of properties listed for sale, typically between 15 and 40 at any given time. A list of these properties will be provided to the Contractor and updated throughout the season.

The Contractor will be supervised by Land Bank staff who will decide when snow removal is warranted and communicate this to the Contractor.

Insurance Requirements

The Contractor 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 (as Greater Syracuse Property Development Corporation, 431 E. Fayette Street, Suite 375, Syracuse, NY 13202). The Contractor 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 polies 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 Contractor's 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 Contractor shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The Contractor 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 its 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

- Indicate whether you are bidding on the whole contract or only a portion of the Land Bank’s property inventory. If you bid on the entire inventory, please 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. The Land Bank seeks to balance the Contractors’ ability to respond in a timely manner with our preference to manage as few subcontractors as necessary.
- Describe your capacity and how you plan to carry out the work being bid on. Describe the method(s) 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:
 - sidewalks on standard lots,
 - sidewalks on corner lots, and
 - shoveling and salting of all walkways at properties currently listed for sale.
- Attach your relevant insurance certificates described above or affirm your ability to obtain the required insurance coverage upon awarding of the contract.
- Indicate whether your company is a NY State Certified M/WBE.
- Please provide two (2) references.

Responses may be submitted to Katelyn Wright via email at kwright@syracuselandbank.org (please use the subject line “Snow Removal RFP”) or by mail to:

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

Submissions must be received by **Friday, October 13, 2023 @ 12:00 noon**. The Land Bank Board of Directors will vote to approve the winning bidder’s contract at their meeting on October 19, 2023.

Extension

The Land Bank reserves the right, after awarding the job, to extend the agreement for up to one (1) calendar year, pending approval by all parties.