



Request for Proposals

Snow Removal Services

Date Issued: November 4, 2014

Due: 4:00 PM Thursday, November 14

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 319 unoccupied properties (tenants are required to shovel their sidewalks in 1-2 family occupied homes). We anticipate that we may acquire another 200 and dispose of approximately 40 properties over the course of the 2014-2015 winter (the "winter season") – the inventory of vacant properties requiring sidewalk snow removal varying between 316 and 544 over the course of the winter season. Standard lots vary between 33' – 40' of sidewalk per property although corner properties 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, which categories should be referenced in the responsive bids as to the price and frequency of snow removal for each:

- 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 wish to have snow removed from sidewalks located on arterial and collector streets upon each snow occurrence resulting in 3" of accumulation and on local streets upon 3" of accumulation, but not more frequently than once per week. 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.

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. 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.

c. 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, 333 W. Washington Street, Suite 130; 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 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 and a price for corner lots.
- Attach either your relevant insurance certificates described above or affirm your ability to obtain the required insurance coverage upon awarding of the contract.
- Please provide two references.

Submit responses in person or via the mail to:

Attn: Katelyn Wright
Greater Syracuse Land Bank
333 W. Washington Street, Suite 130
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 4:00 PM Thursday, November 14th