

**Sayreville Housing for Seniors
Corporation**
“Gillette Manor”

**650 Washington Road
Sayreville, NJ 08872**

732-316-0177
732-721-0062 fax

REQUEST FOR PROPOSALS

for

SNOW AND ICE REMOVAL

at

GILLETTE MANOR

**For the 2018-2020 snow seasons approximately
October 15, 2018 through April 15, 2020
with an option to renew for two additional seasons**

Notice-Request for Proposals

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for the snow removal and salting of the grounds at Gillette Manor, 650 Washington Road, Sayreville, NJ for a two-year period commencing October 15, 2018 through April 15, 2020 with the option to renew for one additional two-year period. Proposals will be received until 2:00 p.m. on September 25, 2018 prevailing time, at the SHSC, Gillette Manor, 650 Washington Rd., Sayreville, NJ 08872.

All requirements for the work and for submitting an offer are described in the written Request for Proposals. The Request for Proposals may be downloaded from www.SayrevilleHA.org.

The SHSC invites the participation of Minority-Owned Business Enterprises in this solicitation.

The SHSC reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract
For Snow and Ice Removal at Gillette Manor**

This **CONTRACT AGREEMENT** made this 15th day of October in the year 2018 between the Sayreville Housing for Seniors Corporation, located at 650 Washington Road, in the Borough of Sayreville, County of Middlesex and the State of New Jersey, hereinafter referred to as the “**Owner**”,

-AND-

(Name of Contractor)
(Address)

whose offices are located at _____, in the city of _____, County of _____ and the State of New Jersey, hereinafter referred to as the “**Contractor**”.

The parties have agreed that the Contractor has been awarded the Contract Agreement for snow removal and salting at the Gillette Manor senior citizen complex for the period from **October 15, 2018 to April 15, 2020 with the option to renew for one additional two-year period** at the same prices.

The parties further agree that the Contractor does accept all of the terms and conditions set forth in the “Scope of Work/Specifications” and provided by the Owner. The Owner’s “Scope of Work/Specifications” and the Contractor’s “Proposal for Snow and Ice Removal Services” are attached hereto and made a part of this Contract Agreement and are incorporated herein at length with the following exceptions, amendments and changes:

1. The parties recognize that the services to be provided by the Contractor are to be performed under emergency situations concerning the falling of snow and/or ice (sleet). The Owner shall have the right to terminate this Contract Agreement on twenty-four (24) hours’ notice if the services are not performed or not done in an acceptable manner so that the residents of Gillette Manor can be able to ingress and egress in a safe and timely manner as it applies to a safe environment.
2. The Contractor shall provide the Owner with a current Certificate or Certificates of Insurance as described in the “Scope of Work” upon execution of this contract.

IN WITNESS WHEREOF, the Owner and the Snow Removal Firm have executed this Agreement as of the date first written above.

(CONTRACTOR)

SAYREVILLE HOUSING FOR
SENIORS CORPORATION

(Name, Title)

(Name, Title)

Request for Proposals

SNOW AND ICE REMOVAL AT GILLETTE MANOR

The Sayreville Housing for Seniors Corporation is accepting proposals for the snow removal and salting of the grounds at Gillette Manor, 650 Washington Road, Sayreville, NJ for a one-season period commencing October 15, 2018 through April 15, 2020 with the option to renew for one additional two-year period.

The Contractor shall provide all labor, materials and equipment as necessary.

SCOPE OF WORK/SPECIFICATIONS

The entrance driveway to the front entrance of the building will be kept open for emergency access. When clearing the parking lot, the snow shall not be plowed against the cars causing them to be plowed in. The snow will be plowed to an area where there is no parking. The plowing of the lot will be coordinated with the Director/or the Maintenance Staff to have the cars removed, the area plowed; cars will be parked in the cleared area then the next area will be cleared in the same manner until the entire parking lot is free of snow. At the direction of management, or in the absence of any management personnel, at the discretion of the Contractor, ice melt/and or sand (used only if salt is not available) will be spread in the lot and on the sidewalks in front of the building and the walkways to the street. These walkways must also be kept clear of snow.

The following terms and conditions are hereby made a part of the specifications and contract documents as if incorporated therein at length:

1. Proposals must be made on standard proposal forms in the manner designated in the contract documents and be addressed to the Sayreville Housing for Seniors Corporation.
2. The foregoing terms and conditions shall be in addition to and not in limitation of other terms or conditions called for in the specifications or contract documents.
3. The Sayreville Housing for Seniors Corporation reserves the right to waive any and all informalities that it may deem harmless to the interests of the Corporation and to reject any or all proposals as in its judgment may best serve the interest of the Corporation.

1. Execution of Contract

The Contractor to whom the Contract has been awarded shall, within ten (10) days of the date of notification of award:

- a. Execute and deliver to the Authority three (3) copies of the contract.
- b. Furnish satisfactory evidence of the required insurance specified hereinafter.

The above shall be furnished, executed and delivered before the Contract will be Executed and dated by the Authority.

2. Termination of Contract

It is recognized by the parties hereto that the services to be provided under this Contract form a part of an essential service and that such services must be timely and thorough. Accordingly, it is agreed that this Contract may be terminated by the Authority if, in the opinion of the Director, the Contractor's performance is unsatisfactory. Such termination shall be upon twenty-four (24) hours' notice to the Contractor if the services are not performed or not done in an acceptable manner so that the residents of Gillette Manor can be able to ingress and egress in a safe and timely manner as it applies to a safe environment and the parties hereto shall be released from any and all liability, claims or causes of action arising out of the Contract, except for the payment to the Contractor for work performed up to and including the date of the termination, less any damage caused by the Contractor to property of the Corporation, prior to the date of termination.

This contract will remain in effect until April 15, 2020 or, if approved to be renewed for one additional two-year period, until April 15, 2022.

3. Responsibility of the Contractor

The Contractor shall not sublet, subcontract or otherwise transfer in any way its obligation, or the performance of same, or any equipment included in this Contract without the prior written approval of the Authority.

4. Definitions

Whenever in the Contract the following terms or pronouns in place of them are used, their intent and meaning shall be interpreted as follows:

DIRECTOR Executive Director of the Sayreville Housing Authority or his duly designated representative acting within the scope of the particular authority vested in him.

PROJECT The entire work to be performed under the Contract, including the furnishing and doing of all things necessary or proper therefore or incidental thereto.

FACILITY Gillette Manor, 650 Washington Road, Sayreville, NJ

5. Work To Be Performed

a. Work to be performed

The work to be performed under this contract consists of furnishing the equipment, materials and labor necessary to operate a snow removal and salting operation at Gillette Manor. The performance and the limits of the work shall at all times and in all respects be subject to the direction and approval of the Director.

The Contractor will have the optimal responsibility of clearing the Gillette Manor grounds and to maintain the area free of snow and ice in order to acquire a safe environment for the residents and vehicles.

b. Equipment Requirements

Plow trucks shall be 3/4 or 1 on 4X4 pickups with 8' or 9' blades or single axle 3 yard medium duty Dump Trucks with 8' to 9' blades. Vehicles must be equipped with a salt spreader device. Contractor shall supply an articulate 2 or 3-yard bucket front-end loader to facilitate the removal of snow when snow accumulation exceeds the effectiveness of the plow trucks or as directed by the Director.

Contractor must furnish snow throwers to clear sidewalk areas.

All above equipment specifically mentioned shall be considered an essential part of the Contractor's equipment and shall be maintained in fully operating condition at all times when such equipment is at Gillette Manor.

c. Maintenance and Protection of Traffic

If the Director or a member of the Sayreville Police Force should notify the Contractor of any hazardous condition or violation of safety regulations, all operations shall be summarily discontinued and immediate remedial action shall be taken to the satisfaction of the police department before work is resumed.

d. Insurance

The Contractor shall procure and maintain at its own expense insurance for liability for damages imposed by law and assumed under this Contract, of the kinds and in the amounts hereinafter provided, in insurance companies authorized to do business in the State of New Jersey. Before commencing and work hereunder, the Contractor shall furnish to the Authority a Certificate or Certificates of Insurance together with declaration pages in the form satisfactory to the Corporation. Policies shall not be changed or canceled until 30 days prior written notice has been given the Authority.

All certificates and notices of cancellation or change shall be mailed to: Sayreville Housing for Seniors Corporation, 650 Washington Road, Sayreville, NJ 08872. Upon request, the Contractor shall furnish the Corporation with a certified copy of each policy itself, including the provision establishing premiums.

The types and minimum limits of insurance shall be:

(1) Comprehensive General Liability Insurance

The minimum limits of liability for this insurance shall be \$1,000,000 (One Million) combined single limit of liability for bodily injury or property damage.

The above-required Comprehensive General Liability Insurance shall name the Corporation, its officers, employees, and agents as additional insured.

The coverage to be provided under this policy shall be at least as broad as the standard basic unamended and unendorsed comprehensive general liability policy.

The insurance policy shall be endorsed to include Broad Form Property Damage, Contractual Liability, Completed Operations, and Independent Contractors.

(2) Comprehensive Automobile Liability Insurance

The Comprehensive Automobile Liability Policy shall cover owned, non-owned and hired vehicles with minimum limits as follows:

\$1,000,000 (One Million) combined single limit of liability for bodily injury or property damage

(3) Worker's Compensation and Employer's Liability Insurance

Worker's Compensation Insurance shall be provided in accordance with the requirements of the laws of the State of New Jersey and shall include an all states endorsement to extend coverage to any state that may be interpreted to have legal jurisdiction. Employers' Liability Insurance shall be provided with a limit of liability of not less than \$100,000 for each accident.

Satisfactory evidence of all required insurance coverage, including special endorsements, shall be forwarded to the Corporation for approval before the contract is executed by the Corporation and certified copies of insurance policies shall be furnished to the Corporation promptly thereafter. Neither approval by the Corporation nor a failure to disapprove insurance furnished by the contractor shall release the contractor of full responsibility for liability, damages and accidents as set forth herein.

All policies required under this contract shall be maintained in force until completion of the work and shall include endorsement requiring thirty days prior written notice to the Authority before any change or cancellation is made effective.

e. Responsibility for Work

The Contractor assumes full responsibility for the equipment employed in the prosecution of the snow removal and salting work hereunder and agrees to make no claims against the Corporation for damages to such equipment from any claims whatsoever.

The Contractor shall be responsible for any damage to property known as Gillette Manor or privately owned vehicles parked in the facility caused by his negligence in the performance of work under this contract, including, but not limited to, light standards, signs, curbs and all other structures.

In the event of such damage, the Corporation reserves the right to immediately effect both temporary and permanent repairs at the expense of the contractor, and the contractor hereby

agrees that in such event the Corporation may deduct the cost of such repairs and related expenses incurred by the Corporation from any monies due to the contractor under this contract.

f. Accident Reports

The contractor shall promptly report in writing to the Corporation all accidents whatsoever arising out of or in conjunction whether on or adjacent to the working site, which cause death, personal injury or property damage, giving full details and statements of witnesses.

In addition, if death or serious personal injury is caused, the accident shall be reported immediately by telephone to the Director.

If any claim is made by a third person against the contractor on account of any accident, the contractor shall promptly report the matter in writing to the Corporation giving full details of the claim.

g. Daily Reports

The Contractor shall submit a report of his operations for each 24-hour period from midnight and shall indicate therein the time of employees and equipment engaged. Reports shall be signed by the contractor's superintendent and shall be delivered to the Director on a daily basis.

h. Snow Removal/Salting Operations

Upon a minimum of two (2) inches of accumulated snowfall, or upon a receipt of a telephone call from the Director, the contractor shall immediately procure the necessary manpower and equipment to perform the snow removal/salting operations at Gillette Manor. The contractor has two (2) hours from the initial telephone call to commence his operation at Gillette Manor. The contractor shall furnish drivers as required.

The actual method of operation for plowing and salting will be as directed by the Director. The contractor shall keep the Director constantly informed as to the progress of the work during the storm.

i. Quantity and Payment

Payment for operating hours will be made for the quantity of hours determined at the price proposed for Operating Hours in the Proposal which price shall include the cost of furnishing trucks, snow throwers, front end loaders, drivers, other transportation, and all else necessary to perform the job. Payment terms shall be net 30 days after the receipt of the invoice submitted by the contractor. The contractor shall submit a pricing schedule as follows:

SNOWFALL (as reported by the Office of the NJ State Climatologist)	PRICE
Under 2" (application of rock salt and calcium chloride only)	\$ _____
2-4"	\$ _____
4.1-8"	\$ _____
8.1-12"	\$ _____

12.1-15”
15” +

\$ _____
\$ _____ per inch over 15”

The above prices shall represent a ‘per storm’ cost and not a ‘per clearing’ cost.

The above prices shall include:

- BEFORE THE STORM: Marking out (with marking poles or equivalent) all curbs, fire hydrants and lawn perimeters.
- DURING THE STORM: All plowing and shoveling necessary to keep the entrance driveway and walkway to the front entrance of the building and walkways to the street open for emergency access. Snow shall be cleared upon the accumulation of 2”. Services rendered for shoveling, plowing, salting and/or applying CaCl to additional areas shall be billed at the time and material rates below. These additional services shall be requested by the SHSC in writing only.
- AFTER SNOWFALL ENDS: All plowing and shoveling necessary to remove all snow from all roadways, parking spots and walkways as specified in the Scope of Work/Specifications.
- One application of rock salt to all asphalt surfaces after snow has been cleared.
- One application of CaCl to all concrete surfaces after all snow has been cleared.

The below time and material billing rates shall be utilized for ice storms (where ice must be scraped), callbacks due to blowing and drifting snow, re-freezes, when snow must be physically removed from the property or for any other unforeseen circumstance:

Labor per man per hour:	\$ _____
Snow blower and operator per hour:	\$ _____
Calcium chloride (per 50lb bag):	\$ _____
Salt/plow truck and operator per hour:	\$ _____
Front end loader per hour:	\$ _____
5 ton dump truck with operator per hour:	\$ _____
Other vehicles with operator per hour:	\$ _____

Proposals must be received by the SHSC on or before 2:00 p.m. Tuesday, September 25, 2018 and be mailed or hand delivered in a sealed envelope addressed as follows:

Sayreville Housing for Seniors Corporation
650 Washington Road
Sayreville, NJ 08872
“Proposals for Snow and Ice Removal Services”
