

# REQUEST FOR PROPOSALS FOR SALTING & SNOW PLOWING SERVICES



Issued on: September 01, 2023

Due Date: October 18, 2023 at 10:00 am

Administered by: Endwell Fire District Board of Fire Commissioners

NOTICE TO BIDDERS  
ENDWELL FIRE DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
SNOW PLOWING SERVICES  
FIRE STATION # 1 & # 3

The Endwell Fire District is seeking proposals from experienced vendors who specialize in salting and snow plowing services for the following locations:

Station #1 – 3508 Country Club Road, Endwell, NY

Station #3 - 438 Chrysler Road, Endwell, NY

Salting and snow removal from sidewalks, parking lots, and building entrances are to be done after every three inches of snowfall or cleaned to the original surfaces for a lesser amount. For larger storms, snow needs to be cleaned after each additional three inches of snow. All apparatus bay doors must be completely clear of snow. Snow banks need to be pushed back to maintain sight distance. Any landscaping damage must be repaired when the season ends. A certificate of insurance will be required, including worker's compensation.

All proposals will be received by the Endwell Fire District ("Fire District") until 10:00 a.m. on Wednesday, October 18, 2023. Proposals may be mailed or delivered to the District office located at 3508 Country Club Road, Endwell, New York 13760.

All proposals will be read aloud at the Board of Fire Commissioner meeting on Wednesday, October 18, 2023.

All proposals must be in a sealed envelope and clearly marked "Endwell Fire District, Snow Plowing Services: Fire station #1 & #3". The name and address of the proposing business must be shown on the face of the envelope.

The envelopes should be delivered or mailed to the Board of Fire Commissioners at the address listed above so as to arrive by the date and time specified above.

The Endwell Fire District requires three (6) hard copies and a soft copy of this proposal.

The Endwell Fire District reserves the right to reject any and all proposals, to omit any item or items, to waive any informality in the proposal, or to approve minor changes in the specifications if deemed advisable in the interest of the Fire District.

If you have questions, please contact our office at (607) 785-0985 or via e-mail at [endwellfire@endwellfire.com](mailto:endwellfire@endwellfire.com).

Endwell Fire District  
Erika Pereira, Secretary

September 01, 2023

ENDWELL FIRE DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
SNOW PLOWING SERVICES  
FIRE STATION # 1 & #3

GENERAL INSTRUCTIONS

**DUE: October 18, 2023, at 10 a.m.**

The Endwell Fire District (the “Fire District”) invites interested vendors to submit proposals for Salting and Snow Plowing Services for a period from October 19, 2023, through June 30, 2023. Such services will include salting and snow plowing of the Endwell Fire District properties.

The intent of the request for proposal is to retain a vendor to complete salting and snow removal from sidewalks, parking lots, and building entrances for Station 1 and Station 3. Plowing is to be done after every three inches of snowfall or cleaned to the original surfaces for a lesser amount. All sidewalks and entrances will be cleaned after three inches of snowfall or cleaned to the original surface for a lesser amount. For larger storms, snow needs to be cleaned after each additional three inches of snow. All apparatus bay doors must be completely clear of snow. Snow banks need to be pushed back to maintain sight distance. Any landscaping damage must be repaired when the season ends. A certificate of insurance will be required, including worker’s compensation.

The Fire District is accepting proposals from qualified vendors to provide salting and plowing services. The award of the agreement shall be determined by the Board of Fire Commissioners of the Fire District. The Endwell Fire District may cancel this Request for Proposal or may reject in whole or in part any and all responses if the Endwell Fire District determines that cancellation or rejection is in its best interest.

Responses to the Request for Proposal shall be submitted to the Endwell Fire District, Board of Fire Commissioners at the date and time noted above.

RFP – Salting and Snow Plowing Services

Proposal Requirements:

- a. All Submittals shall become the property of the Endwell Fire District and will not be returned.
- b. Deadline extensions will not be granted
- c. Late Submittals shall not be evaluated.
- d. The Endwell Fire District reserves the right to reject any or all Submittals on the basis of being unresponsive to these guidelines or for failure to disclose requested information.
- e. All work done for the Fire District is subject to Prevailing Wage Rules per the New York

State Department of Labor.

- f. The Endwell Fire District shall not be liable for any costs incurred by respondents in the preparation of the submittal nor in costs related to any element of the selection and contact negotiation process.
- g. To the extent allowed by law, responses will be held in confidence by the Endwell Fire District.

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed or faxed corrections, deletions, or additions to any response shall be accepted. Any responses received after the above scheduled due date and time shall not be accepted or considered.

#### 1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this Request for Proposal is contingent upon the availability of funds for the Project. If funds are not available, any agreement resulting from this Request for Proposal shall become void and of no force and effect.

#### 2. AGREEMENT

The Fire District shall, upon mutually agreeable and acceptable terms and conditions with the successful vendor, enter into a formal agreement for an agreed-upon fee and period of time.

The Fire District reserves the right, subject to a mutual agreement with the successful responder/consultant responder/consultant, to extend the terms of this agreement at the proposed rate and for an agreed-upon period of time.

#### 3. CANCELLATION OF AGREEMENT

The Fire District reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the consultant, should any of the following conditions exist:

- a. Funds are not appropriated by the Fire District for continuance of this agreement;
- b. The Fire District, through changes in its requirements, method of operation, or program operation, no longer has a need for the service.

#### PROPOSAL INSURANCE REQUIREMENTS

Certificate of Insurance. A certificate of insurance of the prospective bidder's insurance coverage is required by the Fire District. The Fire District requires the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.

#### BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it

appear that one of the proposals submitted is competitive with that of a different proposer or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Bribery:** Any firm that attempts to influence a Fire District official to award this contract to such proposer's firm by promising to provide or by providing to such Fire District official any gratuity, entertainment, commission, or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Conflict of Interest:** Any firm that knows of any Fire District official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of the award of this contract.

#### **AWARDING THE SERVICES**

The services shall be awarded to the consultant whose qualifications are deemed to provide the best services desired, taking into account the requirements, terms, and conditions contained in the request for proposals and the criteria for evaluating proposals.

#### **SUBMISSION OF QUESTIONS**

Questions relating to this request for proposals must be submitted in writing to the following:  
Fire District via mail or e-mail:

Board of Fire Commissioners  
Endwell Fire District  
3508 Country Club Road  
Endwell, NY 13760  
[endwellfire@endwellfire.com](mailto:endwellfire@endwellfire.com)

To ensure consistent interpretation of certain items, answers to questions the Fire District deems to be in the interest of all will be made available to all other respondents.

#### **SCOPE OF SERVICES**

The bidder shall be held to have examined the premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels, and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Endwell Fire District's operations in the area of the work so that they may plan their services accordingly.

No allowances or extra payments will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of

error or oversight on the part of the bidder or on account of interference by the Fire District or Other Contractor's activities. It shall be expressly understood that the Fire District operations will take precedence over any other activity.

### **Salting and Snow Plowing and Removal Duties**

Salting and snow removal from sidewalks, parking lots, and building entrances for Station 1 and Station 3. Plowing is to be done after every three inches of snowfall or cleaned to the original surfaces for a lesser amount. All sidewalks and entrances will be cleaned after three inches of snowfall or cleaned to the original surface for a lesser amount. For larger storms, snow needs to be cleaned after each additional three inches of snow. All apparatus bay doors must be completely clear of snow. Snow banks need to be pushed back to maintain sight distance. Any landscaping damage must be repaired when the season ends.

Ice or hard-packed snow on roads, parking lots, or sidewalks shall be salted and sanded to maintain the safest walking and driving conditions possible on our properties.

### **QUALIFICATION REQUIREMENTS AND FORMAT**

The following material shall be included in all responses and received by the date and time noted above in order for any firm to be considered:

- a. Title Page showing that the proposal submitted is for the Endwell Fire District, Snow Plowing Services: Fire station #1 & #3".
- b. The firm's name, contact person information, and date of response.
- c. Table of Contents
- d. Information described in the following:

### **Technical Proposal Section**

#### **Section I: Company Profile**

This section should state the size of the firm, license number, the type of firm, the firm's background, and the location and/or office from which the work on this project shall be performed.

#### **Section II: Experience**

The response should include details of experience with facility analysis for Fire facilities. In addition, interested firms must have at least five years of experience performing such work.

#### **Section III: References**

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including contact information.

#### **Section IV: Other Information**

Include a detailed cost proposal. Your proposal should be for a lump sum, including costs for a kickoff meeting in the evening and a presentation of the report in person.

#### Section V: Additional Information

Include in this section any additional information you wish to provide to the Fire District relevant to the analysis. Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the firm with regard to prices and related contractual obligations for the delivery terms. Include the following:

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

#### SELECTION PROCESS

The Fire District shall select the successful respondent to provide the requested services following a thorough review of the proposals. Should the Fire District elect to purchase the services detailed in this request, it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the Fire District. Responses to this Request for Proposal will be reviewed against the criteria contained herein, and the award of the contract/agreement shall be made in accordance with standard Fire District purchasing procedures.

The Fire District reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms, and to waive minor inconsistencies with the Request for Proposal.

The Fire District further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this Request; and to negotiate a contract/agreement with the Consultant.