



Bid Specifications

Release Date: September 27, 2024
DESCRIPTION: Snow Plow Services

JOB SITE:

SilverTrees of Richmond
5901 Milwaukee Avenue
Richmond, IL 60071

Contact:

Holly Lyons, Deputy Director hlyons@mchenrycountyhousing.org
McHenry County Housing Authority
1125 Mitchell Court, Crystal Lake, IL 60014

815/308-6044

Instructions To Bidders:

All materials referenced in the submission of your bid must be furnished, new, included in your bid, and meet the approval of The McHenry County Housing Authority (MCHA). All warranty information must be provided to The McHenry County Housing Authority upon successful completion of project. It is the bidding contractor's responsibility to verify all measurements listed in the bid specifications. All bids to include items/labor necessary to complete project to the satisfaction of The McHenry County Housing Authority. All installations to be to manufacturer's specifications and Federal, State and Local codes, ordinances and regulations. Permitting, site management, cleanup/disposal/removal of all building debris from the work site is the responsibility of the bidding contractor in accordance with prevailing codes.

SPECIFICATIONS:

The purpose of this bid is to supply snow plowing, removal and salting services at the above mentioned apartment complex. Snow plowing, removal and salting services will be performed seven days per week, including holidays. Bids must be submitted on the provided bid form, and the bid form must be fully completed including the narrative section. Additionally, a Statement of Contractor's Qualifications must be completed and submitted with the bid.

All work at the apartment complex shall be performed after a snowfall of 2", and during daylight hours. In the event that snowfall is ongoing and expected to exceed 2", efforts should be made to complete the snow clearing in one trip. Snow shall be completely cleared from parking lot, sidewalks, dumpsters and mail areas.

Full paved area of all sidewalks and stoops are to be completely cleared of snow.



- Snow must be removed from in front of and behind all dumpsters, and the dumpster lids must be cleared of snow.
- Snow must be cleared in front of and behind all mailbox areas.
- Contractor responsible to repair any damages to property as a result of snowplowing services and equipment.

Snowfall: Plowing and salting of all paved areas, entrances and clearing/de-icing of all walkways, dumpster enclosures, and mail areas during storms, to permit access and movement of staff and residents if snowfall of more than 2” occurs. In the event that snowfall is ongoing and expected to exceed 2”, efforts should be made to complete the snow clearing in one trip. It is the Contractor’s responsibility to return to the property if additional snow fall equaling 2” or more occurs after initial snow removal to keep the entrances, drive aisles, sidewalks, dumpster enclosures and mail areas free from ice and snow. At no time shall there be a hazardous/life safety condition. The Contractor shall seek authorization from MCHA staff if more than two visits are required in a 24 hour period.

Slippery Conditions Anytime: When surfaces are slippery and/or temperatures are at or below freezing, the contractor is responsible for applying ice melt, which must be spread on sidewalks, in dumpster enclosures, around mail areas and onto the parking lot area.

Approved Areas: Contractor will pile snow in areas approved by MCHA Maintenance Supervisor.

Additional Salting and De-icing: As requested by the MCHA Apartment Manager, the Contractor may be asked to provide additional salting and de-icing on the grounds. This would be in addition to them normal storm accumulations specifications and should be considered to cover the same areas, but only when requested by the Apartment Manager.

Dedicated Contact: The Contractor shall provide MCHA staff with a dedicated contact person

Charges For Services/Invoicing: The Contractor will submit a monthly invoice with detail of services provided.

Keith Lyons, Maintenance Supervisor will be on site in Richmond on October 3rd and October 10th between the hours of 10 A.M. and 2 P.M. Contractors may meet with Keith Lyons and tour the properties during these times. Once onsite, Contractors should call 815/861-2669 to reach Keith Lyons.



INSURANCE REQUIREMENTS:

Worker's Compensation Insurance will cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.

Commercial General Liability -- \$500,000.00 per occurrence and \$1,000,000.00 in the aggregate

Business Auto Liability -- \$300,000.00 per occurrence, combined single limit for: bodily Injury Liability and Property Damage Liability

The McHenry County Housing Authority must be listed on the Insurance Certificate as additionally insured.

Please Note: All contractors and subcontractors are required to carry Workman's Compensation Insurance unless they are an independent contractor that has no other employees

Insurance certificate will be required of the successful bidder before contract documents will be signed.

OTHER REQUIREMENTS:

Please complete and submit the following with your bid:

- Statement of Contractor's Qualifications
- Bid Form

These documents are available on our website. Please see

<https://www.mchenrycountyhousing.org/about/procurement/> Amendments to bids will be on file at the Housing Authority office as well as posted on our website with the specifications. Bid document questions should be directed to Holly Lyons at 815/338-7752 X131, hlyons@mchenrycountyhousing.org.

BID DUE DATE:

Sealed bids are due at the Housing Authority office by 9 A.M. on Thursday, October 17, 2024. The envelope should be clearly marked "SEALED BID ENCLOSED," and your business contact information, project identification, and date and time for receipt of bids should be listed on the envelope. **NO FAXED OR EMAILED BIDS WILL BE ACCEPTED.** Bids will be publicly opened on October 17, 2024 at 9 A.M., at the office of the Housing Authority. Please note that there is a secure drop box outside the front door of the MCHA office building for after hours drop off of bids.

BID FORM

SNOWPLOWING SERVICES

LOCATION: **SILVERTREES APARTMENTS 5901 MILWAUKEE AVENUE, RICHMOND, IL**

Note: If bid price is subject to the amount of snowfall, please detail in the column header below (ex: 2-4", over 10", etc)

ITEM	Basic Rate	Other rate 1:	Other rate 2:	Other rate 3:
Initial Plowing – parking lot				
Initial De-icing – parking lot				
Initial Sidewalks/stoops				
Additional trips on same day:				
Plowing Parking Lot				
De-Icing Parking Lot				
De-icing Sidewalks				
Additional Costs/Fees (specify below):				

Do you offer an option for an all-inclusive monthly rate? yes no

If "yes," describe below:

Do you offer an option for a multi-year contract? yes no

If "yes," describe below, and include applicable costs savings or increases that would apply:

NARRATIVE

Your narrative should include detail of equipment being used and crew size that would support your company’s ability to meet the requirements set forth in the specifications.

REQUEST FOR PROPOSAL (This section is optional, but will be used in the over-all evaluation of bids received to determine the best solution for our snow management needs.)

A common source of concern amongst our elderly and disabled tenants is the snow accumulation left between and behind vehicles. Please describe below how your company could address this issue, and include any additional costs involved. ***As this section is a “request for proposal,” please do not include any additional costs associated with this proposal in your main bid.***

CONTRACTOR SIGNATURE	DATE



STATEMENT OF CONTRACTOR'S QUALIFICATIONS FOR SNOWPLOWING SERVICES

BUSINESS NAME: _____

CONTRACTOR NAME: _____

ADDRESS: _____

_____ TELEPHONE: _____

FEIN: _____

INCORPORATED? YES ___ NO ___ DATE OF INCORPORATION _____

OWNER(S):

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

WORK REFERENCES (List two clients serviced in the last year):

Owner _____ Telephone _____

Address _____

Work Done _____ Price Charged _____

Owner _____ Telephone _____

Address _____

Work Done _____ Price Charged _____

Contractor Signature: _____ Date: _____