

# **Snow Plowing Services for 2021 - 2022**

## **SCOPE of SERVICE**

Provide full and complete snow plowing services for JoAnn Hollis Gardens and for Richmond Towers. Richmond Towers is comprised of (2) 12 story high rise buildings which are designated for Senior Living. JoAnn Hollis Gardens is comprised of a series of Garden Apartment buildings providing apartment living for the community at large.

Each of these properties has driveway and access roadways as well as parking lots for their residents and guests. These properties are part of the portfolio of units that are Owned and Operated by the Housing Authority of Plainfield (HAP).

### **QUALIFICATIONS**

The contractor certifies that it is qualified to perform all services under the contract in a workmanlike and professional manner. It further certifies that it has sufficient equipment and manpower to complete the snow removal from both properties, within the timeframes to be outlined in this document.

### **EXPERIENCE AND CAPABILITY**

The contractor must demonstrate the experience and the capability to accomplish the prescribed work in a complete and timely manner. To demonstrate the experience and capabilities the Contractor shall furnish at minimum (3) three references for projects of similar size and scope.

The Contractor must provide a full list of equipment and personnel that will be used to complete the snow plowing operation. In addition to this list, the location, storage of the equipment and supplies shall be provided and taken into consideration as part of our review.

### **RESOURCES**

Contractor shall provide an overview of the resources that will be dedicated to these (2) two properties during each snow event, inclusive of manpower, equipment, communication, location of the equipment and the confirmed respond time for commencing with snow removal.

Contractor will be provided with a designated location (at each property) upon which they will place the snow after it is plowed. Snow removal is not part of this contract.

Specific references will be required, which must show the contractors on time arrival and completion of the snow plowing process at multiple properties, and with multiple properties Owner's.

### **TERMS OF THE CONTRACT**

The selected Contractor must be on call 24 hours a day, seven days a week – with weekends and holidays treated as a regular business day. Anticipated dates of coverage for this contract will be from December 21, 2021 thru April 30, 2022.

## **SCHEDULE AND PERFORMANCE**

The Contractor is expected to provide services for snow removal and not infringe upon and/or impede the daily operations of either of these properties. It is understood that the Contractor is responsible for clearing the driveways, access ways, parking lots, etc. (all areas accessible by motor vehicles). They are not responsible for clearing pedestrian walkways, sidewalks, etc.

Plowing of snow is to commence no later than (1) hour after the start of snow fall. The Contractor is responsible for being aware of the severity of the snowfall and to ensure that their crews are on hand to meet the (1) hour timeframe. As there are (2) two properties that will require clearing, the Contractor must be able to provide a crew for each property within the same (1) hour timeframe.

## **FIRE HYDRANTS**

The Contractor shall mark all hydrants with a high marker (as allowed by the municipality) prior to the onset of snowfall. The Contractor shall not block and/or bury any fire hydrants during the snow plowing process. As part of the plowing, the Contractor shall clear an area around all fire hydrants.

## **SNOW REMOVAL**

Removal of snow is required for all accumulations over (1) inch. Access roadways on the property, driveways and parking lots shall be plowed as required to prevent excessive snow accumulation.

The Contractor shall clear and inspect the driveways, parking lots and access routes (on the property) to ensure they are cleared of snow and free from slippery or icy conditions. Contractors must not plow snow in a way that will block doorways or any means of egress from the buildings, block dumpster, or plow across streets or main roadways. In the event additional snow plowing is required, the contractor shall notify Property Management at each facility that they will be onsite working. The Contractor is responsible to plow all events unless directed otherwise by Property Management. The Contractor shall inspect the driveways and parking areas and clear slush during warm days (above freezing and cold night below freezing).

## **ACCUMULATION OF 12 INCHES (OR OVER)**

The Contractor shall be prepared to remove snow falls of up to and/or over 12 inches. The Contractor must provide a list of all equipment. If there is an increase in rates based on the amount of snow, this must be outlined in detail.

The Contractor must not pile snow higher than two feet near the line of sight at/or near intersections of traffic lanes and or crosswalks.

## **POST EVENT**

The Contractor will designate a representative who will be available to tour the properties with a representative of HAP following each snow plowing event to review the completed work.

