SNOWPLOWING SERVICES FOR CAYUGA COMMUNITY COLLEGE
TECHNICAL SPECIFICATIONS

Legal Notice:

LEGAL NOTICE TO BID

Request for proposals for RFP 08.29.23 Snow Plowing CAYUGA COMMUNITY COLLEGE at the main campus located at 197 Franklin Street Auburn, NY 13021

The Organization of SUNY Cayuga is issuing a Request for proposals for RFP 08.29.23 Snow Plowing. The purpose is to identify and award a contract for qualified contractor(s) for snow removal services at the college.

The work is to be done under Proposal RFP 08.29.23 Snow Plowing. Proposals should be mailed to:
Douglas Kinney
Director of Facilities Services and Public Safety
197 Franklin Street
Auburn, New York 13021

All proposals are subject to terms and conditions therein set forth.
Kelly Albrecht
CFO Cayuga Community College

SUNY Cayuga Community College invites you to respond to RFP 08.29.23 Snow Plowing.

The enclosed request for proposals to provide Snow plowing to the college campus roads as per RFP 08.29.23 Snow Plowing specifications.
Douglas Kinney, Director of Facilities Services and Public Safety, will open bid for all proposals at 5PM on October 1, 2023

Questions regarding this request for proposal may be directed to Douglas Kinney, Director of Facilities Services and Public Safety, at (315) 294-8411, extension 2411.

Please be aware that three copies of your full proposal must be submitted. A certificate of insurance along with a completed W-9 will be required as stated in our supplemental terms and conditions.

The following proof is required at the time of bid placement:

- Proof of Workman’s Comp Liability Insurance with statutory limits: Employer’s Liability: $1,000,000
- Proof of General Business Liability Insurance with $1,000,000 per Occurrence/$2,000,000 Aggregate with snow removal limitations or exclusions
- Proof of Automobile Liability Insurance with $1,000,000 Combined Single Limit with no snow removal limitations or exclusions
- Umbrella Liability: $5,000,000 per Occurrence/$5,000,000 Aggregate with no snow removal limitations or exclusions
Completed “Hold Harmless” agreement.

Specific questions of both general and technical nature may be directed to Douglas Kinney, Director of Facilities Services and Public Safety, at (315) 294-8411, extension 2411.

Please submit the SEALED PROPOSAL to Douglas Kinney
Director of Facilities Services and Public Safety
197 Franklin Street
Auburn, New York 13021

**Please mark on the outside of the envelope: RFP: 08.29.23. Snow Plowing.**

Proposal must be submitted no later than 5:00 p.m., October 1, 2023.

I. **SCOPE:**
The Cayuga Community College is seeking a qualified contractor(s) to provide snow removal services as well as snow removal equipment at the college. The work to be done under this contract and in accordance with these specifications consists of furnishing of equipment, material, supervision, labor, technical knowledge and skills necessary to satisfactorily and safely complete the job as outlined in this agreement.

**LOCATIONS:** Snow removal areas shall include the following:
- a. College Roads and driving lanes
- b. College Parking Lots

II. **PRE-BID INSPECTION:**
It is strongly suggested that the bidder arrange a pre-bid inspection of the areas where the snowplowing is to be performed and to review all available data. Any failure by the contractor to acquaint himself with all available information concerning the work will not relieve him from responsibility of carrying out the work intended by this contract.

III. **CONTACT PERSONS:**
Doug Kinney
Director of Facilities Services and Public Safety
Doug.kinney@cayuga-cc.edu
(315) 294-8411

IV. **QUALIFICATION OF BIDDER:**
The bidder shall demonstrate experience in snowplowing and the removal of snow for an industrial, commercial, or government complex which includes roadways, driving lanes and parking lots. Experience in the removal of snow solely from residential driveways shall not be considered to be adequate.

Each operator hired by the contractor must have a valid New York State license for the equipment they are operating.
Low bidder will be required to submit photocopies of operator driver licenses as required by Notice of Award letter. Low bidder shall show proof of compliance with New York State Department of Transportation (DOT) drug testing requirements.

V. MINIMUM EQUIPMENT REQUIREMENTS:

At a minimum, the contractor shall either own or lease vehicles which shall satisfy the equipment requirements. Additionally, the contractor shall have an adequate number of vehicle operators in order to operate the required vehicles in response to the contract requirements.

Vehicle operators shall be properly licensed for the operation of said vehicles and fully cross-trained on each of the required vehicles. Contractor shall submit proof of minimum equipment and manpower requirements with the bid proposal. Failure to do so shall be grounds for rejection of the bid. Such proof shall be copies of vehicle registrations made out in the name of the bidder or bona fide lease agreements between the bidder and another equipment supplier.

The contractor shall also submit copies of valid drivers’ licenses for the drivers of the vehicles. The College Staff reserves the right to inspect all equipment prior to the award of this contract, and to reject any bidder who cannot provide acceptable equipment for inspection. Should any changes occur in personnel or equipment during the course of the contract, the Contractor shall notify the College of such and provide proof of valid drivers’ licenses and valid vehicle registrations.

All equipment (If required by NYS VTL) must be registered, insured, and have a valid New York State inspection sticker, and all equipment shall be in good running condition at the time of the College inspection in order to be considered acceptable.

VI. RESPONSIBILITIES:

A. The contractor shall provide a contact person who shall be available to respond to the specific request of the College for services twenty-four hours per day, seven days per week. Included in that contact information will be cell phone numbers and any other means by which they can be contacted.

B. A knowledgeable employee of the contractor shall be designated as foreman and shall be in charge of the contractor’s activities during each period of response.

C. Plowing of all areas defined in the scope of this specification shall commence and completed before 7:AM daily whenever there is more than 2 inches of accumulation. Priority shall be given to clearing the roads, while secondary priority is given to parking lot surfaces. The terms “plowing” and “removal” shall mean clearing the surface from curb to curb to be as clear of snow as practicable.

D. 4 plus tons (all halite, no mixtures) per visit. If specified amount of salt is not applied per visit, the cost of salt not applied shall be deducted from the invoice.

E. Salt shall be applied when there is 0-2” of snow or ice (subject to section D stated above)
F. Salt shall be applied during wet road conditions when the temperature is below 32 degrees Fahrenheit.

G. Plowing is required when there is more than 2” of snow or ice.

H. 2 onsite pieces of dedicated heavy equipment for college snow plowing only.

I. 20 call-in requests except for instances where the contractor failed to remove snow or ice as specified during a prior trip. In those instances, the call-in request does not apply.

J. The Contractor will be required to provide an adequate inventory of commercial grade road salt to be stored off College property. Salting may be required with or without snow removal services.

K. The College reserves the option to redirect the contractor while on site if conditions warrant rapid attention to a particular area not yet serviced. Services shall be provided in this manner twenty-four hours per day, seven days per week, including Sundays and holidays.

G. Areas of responsibility shall be as follows:

   1. College Roads, driving lanes
      • Spartan Hall Lane
      • Scarlett Drive
      • Cayuga Way
      • Library Drive
      • Loading Dock off of Spartan Hall Lane

   2. College Parking Lots
      • Lots A,B,C,D,E,T-1,T-2
      • Gated lot by Cayuga works
      • Lutheran church, Prospect Street Rear Parking lot

VIII. Requirements

A. The contractor shall only provide equipment which meets New York State requirements for a licensed vehicle. Such vehicles shall only be operated by personnel who are licensed to operate such vehicles on a state or municipal highway. All such vehicles shall be operated so as to remain under the safe control of their driver at all times, taking into consideration existing traffic and road conditions.

B. The contractor shall at all times abide by all applicable laws of the State of New York and the Local Town Regulations, all Rules and Regulations and all applicable directives of the College Director of Facilities Services and Public Safety.

C. The contractor shall report any and all property damage or injury caused by its performance of services at the sites and shall be responsible for all repairs and restorations.
D. The contractor shall keep all areas designated by the College for the storage of its supplies and equipment in a neat and clean manner at all times.
E. When plowing snow, the contractor shall not restrict access to doorways, sidewalks, gates, or entrances.
F. The contractor shall not pile snow where views of approaching vehicles would be blocked.
G. Contractor will not block or obstruct any fire hydrants

VII. **RATES AND PAYMENT:**
Payment shall be made by the College upon receipt of invoices not more than once per month during the term of the contract.

VIII. **CODES/STANDARDS:** The contractor shall comply with the following codes and standards:

A. OSHA - Occupational Safety & Health Act
B. Federal, State and Local Regulations