



## **Request for Quotes**

### **Village of Johnson City**

### **Snow Removal Services**

The Village of Johnson City Department of Code Enforcement is seeking proposals for providing snow removal services for properties within the Village of JC. By Village Code, the Code Department can order the clearing of snow and/or ice from sidewalks by a private contractor and bill the property owner. In a typical year the Village has approximately 30-40 snow/ice removal work orders. At the time of the issuance of a work order for the removal of snow/ice, it is **extremely likely that the snow will be compacted and require the use of salt.**

**Contractor shall email a picture of the completed work or notify the Code Office when the work is completed. Each bidder must provide a written summary explanation of the quantity and quality of its equipment and work force, together with expected response times. Each bidder shall provide a detailed list of prior similar projects or work orders, including the name, address, business telephone and cellular telephone of contact person so that the Village of JC can check on responsibility of the bidder.**

Submittal should include the labor, machine and disposal costs, if applicable, for each property.

The contractor selected will be expected to respond to a request to perform the work within 2 business days. The Village will be invoiced for the work within 2 weeks from the date of the work. The successful contractor and any subcontractors will have to provide the Village of Johnson City certificates of insurance as follows:

- a. General Liability Insurance Policy in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate applied on a per location/project basis. Coverage should be primary & non-contributory.
  - Policy must include Waiver of Subrogation in favor of the Village.The Village of Johnson City shall be named an additional insured with completed operations endorsement. All said insurance policies shall contain the following clause: "In the event of any material alteration, non-renewal, or cancellation of this policy, at

least thirty (30) days' notice thereof shall be given to Village of Johnson City Clerk at 243 Main Street, Johnson City, NY 13790."

- b. Firm shall also furnish the Village with certificate of insurance indicating that he/she/they are covered by Workers' Compensation and New York State Disability Benefits Law Coverage.
- c. Umbrella Liability policy in the amount of \$1,000,000 with coverage to follow form of the underlying coverages.
- d. Automotive Liability Insurance policy in the amount of one million dollars (\$1,000,000.00) single limit for bodily injury and property damage. Policy must include Waiver of Subrogation in favor of the Village. Coverage should apply to all owned, non-owned and hired vehicles. All said insurance policies shall contain the following clause: "In the event of any material alteration, non-renewal, or cancellation of this policy, at least thirty (30) days' notice thereof shall be given to the Village of Johnson City Clerk at 243 Main Street, Johnson City, NY 13790."
- e. All coverage should be placed with a licensed insurance carrier with an AM Best rating of A- or better.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, the following:

1. The bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of section two hundred one-g of the labor law.
2. The bidder has and will comply with all applicable state and federal laws, rules and regulations concerning this bid and the proposed work thereunder, including but not limited to labor law and prevailing wage requirements.
3. The bidder understands and will comply with any cooperative purchases that results from this award/contract; as this request for quotes and any resulting award/contract is being made available for use by other governmental entities; and that by this language the Village of Johnson City is making its contract available for New York local governmental entities.
4. The bidder understands that any award may begin immediately upon award and has the potential term through December 31, 2023, and that there may be a one-year renewal of the contract with the consent of both parties.

Please return this form by 9:00AM on Friday December 30, 2022 to:

Fire Marshal  
VILLAGE OF JOHNSON CITY  
MUNICIPAL BUILDING  
243 Main Street  
JOHNSON CITY, NY 13790  
607-786-7861  
FAX607-786-7865  
[www.villageofjc.com](http://www.villageofjc.com)

**NOTE: EMAILED AND/OR FAXED DOCUMENTS WILL NOT BE ACCEPTED**

## QUOTE

Bidder must initial each of the following statements to acknowledge their understanding of the requirements:

- Perform the work within 2 business days.
- Snow/ice may be compacted and salt may be required
- May not discharge snow/ice onto a public street.

Lot size	Sidewalk length	Cost estimate- snow
40'x150'	40'	
50'x196'	50'	
80'x140'	80'	
Corner lot	Double sidewalk length	(indicate if price included or extra for corner) _____

Submitted by:

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Firm Name

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Contact person

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Address

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Cell Number

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Authorized Signature