

**TOWN OF NORTH COLLINS, NY**

**REQUEST FOR PROPOSALS**

**Re: Snow Plowing Contract for Town Facilities**

**Dated: November 17, 2023**

***Town of North Collins  
PO Box 2  
10569 Main Street, North Collins, NY 14111  
(716) 337-3391***

Dated: November 17, 2023

**Re: Request for Proposals (RFP)  
Town of North Collins, NY**

To Whom It May Concern:

The Town of North Collins is seeking proposals for snow plowing and salting of town facilities located at 1) Town Hall Parking Lot; 2) Town Library Parking Lot and 3) Community Center Parking Lot. All three facilities are located in close proximity in the Town of North Collins, NY.

The snow plowing contract at these three facilities as referred to in this Request for Proposals (RFP) shall be a three year term commencing November 1, 2023 and shall include the years 2023 - 2024, 2024-2025 and 2025-2026 (3 years). The snow plowing services to be rendered shall be rendered from November 1<sup>st</sup> (or first snow fall if sooner) to April 30<sup>th</sup> (or final snow fall of the year) annually.

Proposals from interested contractors must be received by the Town Clerk no later than 4:00 p.m. on December 13, 2023 (the "Submission Date."). The attached document outlines the background, scope, format and other relevant information required for preparation and submission of the proposal.

Your proposal should be submitted along with supporting documentation to Town Clerk, North Collins Town Hall, PO Box # 2, 10569 Main Street, North Collins, New York 14111 no later than the above submission date. All submitted proposals will be opened at a public town board meeting on December 13, 2023 at 7:15 pm.

If you have questions regarding this request for proposal, please contact Town Clerk Lynn DiVincenzo by calling her at (716) 337-3391.

Sincerely,

North Collins Town Board

**REQUEST FOR PROPOSALS (RFP)**  
**for**  
**SNOW PLOWING CONTRACT FOR**  
**NORTH COLLINS FACILITIES**

The Town of North Collins is seeking proposals from qualified snow plowing company (hereafter “Vendor”) for the snow plowing and salting of three (3) town parking lots located at the Town Hall, Town Library and the Community Center in Fricano Park. Proposals will be evaluated for their thoroughness, total cost and value, experience and demonstrated history and record of services including favorable references submitted by the Vendor. The following town parking lots are included in this scope of work:

1. Town Hall Parking Lot, Route 62
2. Town Library Parking Lot, School Street
3. Community Center at Fricano Town Park, Route 62

All three parking lots are located within the Town of North Collins, New York. The primary contact for the Town is Town Clerk Lynn DiVincenzo. She can be reached by phone at (716) 337-3391. Interested Vendors should visit the respective locations in order to familiarize themselves with the parks.

**RFP Submittal Requirements:**

All RFP Proposals shall be submitted by 4:00 p.m. on December 13, 2023 in a sealed envelope including the following information on the face of the envelope: Vendor’s name and subject matter of the proposal: “Town Snow Plowing Bid.” Bids will be opened at 7:15 pm. Proposals shall be submitted in person or by mail to the Town Clerk, PO Box 2, 10569 North Collins, New York 14111. Each Proposal shall include:

1. Information about the history of the Vendor including size, duration of company, ownership history, including names and addressees of company officers and principal owners. Include any awards, certifications or professional affiliations.
2. List a minimum of three (3) references including commercial and/or municipal experience and type of services provided starting from most recent date.
3. State whether your firm has in the past 5 years been involved in any litigation or arbitration with any customer/client and/or with any third party. If so, describe in detail.
4. Provide adequate statement demonstrating that your firm is qualified and capable to perform the required services.
5. Each proposal must contain the Non Collusive Bid Certification, a copy of which is included in this RFP.

### **Description of Scope of Services Required:**

The Vendor will be required to perform the following services annually in the snow fall season (estimated to be November 1<sup>st</sup> to April 30 of the following year) for the 2023-2024 season, the 2024-2025 season and the 2025-2026 season, commencing November 1, 2023.

- Plow and salt (as needed) all municipal lots whenever there is snow accumulated on the properties.
- Notify the Town of any maintenance issues, problems or damage

1. It is the intent of this RFP to outline the professional snow plowing services required by the Town of North Collins to professionally maintain the three municipal lots in a safe condition.

2. The Town will pay each annual amount on two installments: ½ on December 1<sup>st</sup> and the remaining ½ on February 1<sup>st</sup>.

3. The successful bidder will be required to provide appropriate general liability, worker's compensation certificates and auto liability insurance certificates naming the Town of North Collins as an additional insured and in an amount to be agreed upon.

4. The successful bidder shall provide a designated working Supervisor who will make himself/herself available during the contract term to be contacted by the town's representative (by cell phone and/or email) and to handle all communications with the town.

5. The Town of North Collins reserves the right to reject any and all bids. The Town of North Collins also reserves the right to terminate the contract at any point in time with or without cause, upon thirty (30) days written notice.

6. The successful bidder shall be required to comply with all applicable federal, state and local laws and regulations governing the services to be provided. The Vendor shall comply with all New York statutes and laws pertaining to the selection and employment of labor.

7. Vendor shall repair and seed any damaged lawn areas in the springtime but no later than June 1<sup>st</sup> of each year.

**STATEMENT OF NON-COLLUSION IN BID PROPOSAL**  
**General Municipal law §103-d**

By submission of this bid, the undersigned hereby certifies, under penalty of perjury, that to the best of our knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, corporation or entity to submit or not to submit a bid for the purpose of restricting competition;

(4) This bid complies in all respects with Article 5-A of the New York General Municipal Law.

Name of Bidder: \_\_\_\_\_

Signature By: \_\_\_\_\_

Title of Signor: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

## TOWN OF NORTH COLLINS - BID PROPOSAL

The Undersigned hereby proposes to perform the requested landscape and maintenance services at all town parks for the Town of North Collins for the following sums:

Year 1 (Nov. 1, 2023 to April 30, 2024):     \$ \_\_\_\_\_

Year 2 (Nov. 1, 2024 to April 30, 2025):     \$ \_\_\_\_\_

Year 3 (Nov. 1, 2025 to April 30, 2026):     \$ \_\_\_\_\_

Total     \$ \_\_\_\_\_

X \_\_\_\_\_

Name & Signature