

**Cape May Housing Authority  
639 Lafayette Street  
CAPE MAY, NJ 08204  
Phone # (609)884-8703**

**SNOW REMOVAL SERVICES**

**Return Proposal to: Cape May Housing Authority**

**Return Proposal by: October 29, 2018  
Time: 1:00PM**

## **Advertisement**

The Housing Authority of the City of Cape May invites sealed bids for SNOW REMOVAL SERVICES. Bids will be accepted by the Cape May Housing Authority from any company or firm meeting the bid requirements.

Bids must be received no later than 1:00 p.m. on October 29, 2018 at the office of the Housing Authority located at 639 Lafayette Street, Cape May, NJ 08204. At that time, the bids will be opened and read aloud, publicly. The Cape May Housing Authority (CMHA) reserves the right to reject any or all bids or waive any informality in the bid. No bids shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the CMHA. The CMHA may retain more than one firm. No contract shall exist until an agreement is signed without penalty.

Copies of the bid forms, contract documents and specifications may be obtained commencing on October 9, 2018 at the office of the CMHA, 639 Lafayette Street, Cape May, NJ 08204 between the hours of 9:00a.m. and 3:00p.m.

Carol Hackenberg, PHM  
Executive Director

# **Snow Removal Services**

## **Proposal for Snow Removal**

**“SNOW REMOVAL SERVICES”**

**2018-2019 SEASON**

**AGENCY STATEMENT:**

The Housing Authority of the City of Cape May is seeking a service provider qualified to provide snow removal services for its office area and three (3) housing complexes on “an as needed basis”. The three (3) sites are known as:

“Osborne Court”  
“Lafayette Court”  
“Broad Street Court”

The Authority refers the proposing entity to the “Scope of Services” expected to be rendered to the Authority by the service provider.

Payment for acceptable services rendered will be made monthly following receipt of vouchers and invoice.

Services are expected to cover the period of November 1, 2018 through April 30, 2019.

The service provider who is awarded the contract will need to provide the Housing Authority with a copy of his/her Certificate of Insurance showing proper and adequate insurance coverage and State of New Jersey Business Registration Certificate.

For the Scope of Services or questions regarding this request for proposal, please contact: Cape May Housing Authority at 609-884-8703 (M-F between 8:00AM-3:30PM) or our website at [www.capemayha.org](http://www.capemayha.org).

Return sealed proposals (original and 1 copy) to the Cape May Housing Authority by: October 29, 2018 at 1:00p.m. (when they will be opened and read publicly).

Carol Hackenberg, PHM, E.D.

## SCOPE OF SERVICES

The Housing Authority of the City of Cape May, 639 Lafayette Street will receive proposals for Snow Removal Services for the 2018-2019 Season: for Lafayette Court, Osborne Court and Broad Street Court Parking Lots on “an as needed basis” (per call from Cape May Housing Authority) and/or Lafayette Office, Lafayette Court, Osborne Court and Broad Street Court, sidewalks, ramps and walkways.

Please quote on a “per-hour” basis and/or snow plow truck/loader for

### **Job Specifications:**

#### **Snow Plow/Truck Loader**

For minimum of 2” – 3” of accumulated snow

#### **Truck w/Spreader**

Salting/sanding of parking lots

#### **Snow Plowing:**

Osborne, Lafayette & Broad Street Courts – Parking Lots.

#### **Salting-Sanding:**

Lafayette Office – driveway.

Osborne, Lafayette & Broad Street Courts – Parking Lots.

**Sidewalk Shoveling:** Lafayette Office – driveway, sidewalks, ramps and walkways.

Osborne, Lafayette & Broad Street Courts – sidewalks, ramps and walkways

**Snow Blowing:** Lafayette Office – driveways, sidewalks, ramps and walkways.

Osborne, Lafayette & Broad Street Courts – sidewalks, ramps and walkways

#### **De-Icing:**

Di-icing of sidewalks/ramps/walkways

#### **Shoveling:**

Shoveling/Snow Blowing

#### **Salting-Sanding:**

Osborne, Lafayette & Broad Street Courts – sidewalks, ramps and walkways

#### **Timing of De-Icing, Snow Removal:**

Work will begin at 7:00am, with an accumulation of 2” to 3” and continuing throughout the duration of the storm.

#### **Repair of Damage:**

The Contractor will repair any damage caused by said services, including turf, sidewalk, ramp or walkway repairs.

## **TERMS AND CONDITIONS**

Owner will engage Contractor to perform snow and ice management services in accordance with Contractor's proposal.

1. Calculation of Charges – Applicable number of inches shall be determined by reference to: (1) measured conditions on the ground (first preference); or (ii) conditions reported by weather gathering and reporting agencies who cover Cape May, N.J.
2. Materials – “Salt” means and refers only to Potassium Chloride or Magnesium Chloride. No other material may be used without Owner's prior written consent, and Contractor shall be responsible for all damage caused by the use of unauthorized material.
3. Equipment – for each event, Contractor will deploy the most efficient type of equipment described in the Equipment and Fee Schedule as is appropriate for the particular snow/ice event.
4. Pre-Salting – Contractor's proposal should include “Contractor's Snow and Ice Management Specification of Services” and the Contractor's recommendation regarding pre-salting. However, prior to the commencement of service for each snow/ice management event, Contractor will specifically ask Owner whether Owner wishes to pre-salt.
5. Hold Harmless – Contractor's Specification should include “hold harmless” language. The scope of this language should be limited as follows: Contractor shall not be responsible for (and Owner shall hold harmless Contractor against claims pertaining to) injuries or death to persons or the damage/destruction of property that result from the presence of snow or ice at the Premises. By contrast, however, Contractor shall be responsible for (and Owner shall not hold harmless Contractor against claims pertaining to) injuries or death to persons or the damage/destruction of property that result from Contractor's performance of work at the Premises – e.g. injury or death to persons caused by Contractor's equipment or work on site.
6. Report of Damages – Contractor's Specifications should include language regarding the reporting of damages. Additionally, the language should include that it is understood and agreed that there will be a forty-eight (48) hour time period within which damages must be reported to the Contractor, after the discovery of such damage by Owner.
7. Failure or Refusal of Contractor to Provide Services – the Contractor's Specifications should include language that refers to the failure and/or inability of the Contractor to provide services. It should include a provision that when this occurs (except in the case of an event or occurrence that is not within the reasonable control of the Contractor [or another contractor – i.e., for reasons not peculiar to Contractor]), Owner shall have the right, among other things: (a) to terminate the Agreement; (b) to cover (i.e., to obtain substitute services), in which case Contractor shall reimburse Owner for all additional costs and expenses incurred by Owner covering the substitute services. Additionally, Owner shall have the right to terminate Contractor at any time for cause (in which case no advance notice of termination shall be required).
8. Insurance – the Contractor's Specifications should also include language that includes, that at all time during the term of an Agreement, the Contractor shall maintain all required insurance, type and amounts of that insurance. The Contractor will also be required to provide Owner with a Certificate of Insurance, in form and content satisfactory to Owner and its insurer, naming Owner as an additional insured, and confirming; (i) the existence of such insurance coverage; (ii) that such insurance may not be modified or terminated without thirty (30) days advance written notice to Owner; and (iii) that Contractor's insurance is required to respond on a primary and non-contributory basis.
9. Contractor must submit a copy of N.J. Business Registration Certificate.

10. Timing Considerations – the Contractor’s Specifications should include language that if the snow falls overnight, Contractor’s crews need to be clearing the parking lots and sidewalks\* in the early morning hours; this means parking lots should be cleared by 8:30a.m.

**\*Due to City Ordinances on Snow Removal plowing, other than parking lots, cannot begin before 7:00am. Parking lots can be done periodically throughout the night as needed.**

Contractor will need to coordinate with Owner to achieve these objectives whenever possible.

If the snow starts in the early morning (pre-dawn) and continues during the day, or if the snow starts during the day, Contractor will need to deploy its crews and equipment during the day. Contractor should coordinate with the Owner to achieve these objectives whenever possible.

**HOUSING AUTHORITY  
CITY OF CAPE MAY  
639 LAFAYETTE STREET  
CAPE MAY, NJ 08204  
(609)884-8703; FAX (609)884-9028**

**SNOW REMOVAL QUOTES  
FOR THE  
2018/2019 SEASON**

**Scope of Services:**

Please quote on a “per hour” or “per half-hour” basis.

**Trucks:** w/Snow Plow: for minimum of 2”-3” of accumulated snow  
w/Spreader: salting/sanding truck

**De-Icing:** Parking Lot Areas  
As needed – driveway/parking lot areas and sidewalks/ramps/walkways

Certificate of adequate Liability Insurance required and State of NJ Business Registration Certificate