

REQUEST FOR PROPOSALS

COMMUNITY SNOW AND ICE REMOVAL

- I. The Sunrise Lake Property Owners Association, Inc. (SLPOA), 101 Sunrise Drive, Milford, PA, 18337, Pike County, is requesting a 1-year plowing contract with an additional 2-year option for snow and ice removal services for the Association roads, common areas and parking areas.

SLPOA is a Community Association and is governed by the Uniformed Planned Community Act and PA Non-Profit Laws. The Sunrise Lake Community consists of approximately 1240 lots of which approximately 947 are improved with homes. Amenities include lake, pool, playground, approximately 27 miles of roadways and other unimproved and improved common areas.

The Association is requesting proposals from contractors experienced with snow and ice removal for Community Associations. We request that your firm provide a proposal to the Association for such services. If you require further information regarding the community association and/or have any questions, please feel free to contact SLPOA 570-686-1880 or email slpoabod@sunriselake.org. An on-site inspection by each proposing contractor must be scheduled.

II. INFORMATION TO BE INCLUDED IN THE PROPOSAL:

To achieve a uniform review process to obtain the maximum degree of comparability, it is required that proposals be organized in the following manner:

1. Title Page (dated)
Show the RFP subject, the name, local address and telephone number of the bidder, and the name of the contact person.
2. Table of Contents
Clearly identify the contents by section and page number.
3. Profile of the Bidder
Give the location of the office and garage from which the schedule is to be assigned and identify the garage that maintains your vehicles and equipment.
4. Summary of Bidder's Qualifications
Describe similar service experiences and provide names and telephone numbers of client officials responsible for those engagements listed, for reference purposes.
5. Contractor Fees Applicable
Please provide the following:
 - A. The total contract price for the contract period.
 - B. The hourly rates by vehicle/equipment and operator(s) who will be assigned to our Association on the attached form.
 - C. The rate for events out of the contract period.

III. EVALUATION OF PROPOSAL

Proposals will be evaluated as follows:

1. The bidder's responsiveness in clearly responding to the RFP.
2. References for previous work.
3. Firm's experience with similar work.
4. Age and condition of vehicle and equipment fleet.

IV. SNOW AND ICE REMOVAL SELECTION TIMETABLE AND PROPOSAL PROCESS

1. Timetable

Following is the timetable to be adhered to:

Release of RFP	April 21, 2021
Proposal Filing Deadline	July 1, 2021
Selection of Successful Bidder	TBD

2. Submission of Proposals

The proposal must be received in the offices of Sunrise Lake Property Owners Association by 5:00 PM on July 1, 2021. Proposals will become part of the Association's files without obligation.

3. Additional Information

Questions and inquiries, either verbal or written will be accepted at any time before the proposal due date. Questions can be directed to email: slpoabod@sunriselake.org. On-site inspections are by appointment only.

4. Oral Presentations

Bidders may be requested to meet with the SLPOA Board of Directors. This will provide invited candidates an opportunity to clarify a proposal or assure understanding of the services requested and offered.

BID NOTICE

SUNRISE LAKE PROPERTY OWNERS ASSOC., INC.

SEALED BIDS WILL BE RECEIVED AND OPENED AT A MEETING OF THE SUNRISE LAKE PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS, 101 Sunrise Drive, Milford, PA for snow removal contracts on specified roads in The Sunrise Lake Property Owners Association.

The successful bidder must meet the following qualifications:

- A. **EQUIPMENT** – **The successful bidder must have at least 1 single axle dump truck with a wing plow or double axel with straight blade plow, 3 mason dump trucks with plows and spreaders. Trucks must be equipped with plows, yellow light, truck chains and either a large hopper or a rear tailgate cinder spreader. Also required is equipment to clear intersections such as loader or backhoe and machine to load trucks.** If snowfall should be substantial bidder should be able to supply additional trucks or tractor equipment for removal of snow. Included the overall contract price. The successful bidder must also have available substitute equipment meeting the above qualifications if the principal vehicle(s) should for any reason become unavailable during the term of the contract. A list of all vehicles and equipment must be provided by year, make and model. All equipment may be inspected by a Board representative of the SLPOA prior to accepting bid.
- B. **OPERATION QUALIFICATIONS** – The successful bidder must supply qualified drivers, fuel and maintenance of the trucks and insurance. The drivers must be licensed under the laws of the Commonwealth of PA to operate vehicles meeting the above qualifications and provide certification of belonging to a qualified CDL drug and alcohol testing program. The insurance requirements for the successful bidder shall be General Liability Insurance with a minimum of \$500,000 and automobile Liability Insurance with a minimum of \$500,000. Certificates of Insurance must be filed with Sunrise Lake Property Owners Association within 5 days of the bid award.
- C. **AVAILABILITY** – The successful bidder must be available 24 hours a day from November 1, 2021 to March 31, 2022 on an "on-call" basis. The successful bidder must be on site and begin plowing when 1 inches of snow has fallen and/or when icing issues begin/or are forecasted.
- D. **ETHICS:** Successful bidder will not be allowed to do plowing for any resident of Sunrise Lake. Owner and all employees of successful bidder must sign the SLPOA's Code of Ethics.
- E. **CONTENT OF BID** – Bid should include and be based upon a seasonal rate per the contract by which successful bidder will provide trucks and drivers on an "on-call" basis as indicated above. Hourly rates shall be listed by type of vehicle, equipment, cindering and salting.
- F. **CONTRACT PERIOD:** Contract will run from November 1, 2021 to March 31, 2022. Bidder must supply hourly rate for Snow/Ice Storms outside the contract period.
- G. **PAYMENT SCHEDULE** – Awarded contract will be paid in 6 monthly installments beginning November 1, 2021 and ending April 1, 2022.

- H. Four trucks to be working at all times to maintain safe road conditions.
- I. Proper communications with the board representative during storms are a must.
- J. Must have working cell phones to be in contact with/by the board representative.

Sunrise Lake Property Owners Association reserves the right to reject any or all bids of parts thereof and to waive technicalities as it deems best in the interest of the Community.

Bids may be held by Sunrise Lake Property Owners Association for a period of not to exceed thirty (30) days from the date of the opening for the purpose of reviewing the bids and investigating the qualifications of the bidders prior to awarding the contract.

Contractor's Name: _____
 Address: _____
 Telephone #: _____
 E-Mail: _____
 Fax #: _____

Signature: _____ Print Name: _____

Vehicle – Single Axle Dump Truck with Wing Plow or Double Axle with Straight Blade Plow:

Year, Make, Model

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |

Vehicle – Mason Dump Truck with Plow and Spreader/Loader:

Year, Make, Model

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

Machine to load trucks/mix materials:

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
|----|-------|-------|

Additional Vehicles/loaders/backoes:

Year, Make, Model

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

Date of Contractor's SLPOA On-Site Inspection _____