



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

REQUEST FOR QUOTES SNOW REMOVAL SERVICES

Clermont Metropolitan Housing Authority (CMHA) is accepting quotes from qualified contractors for snow removal services (on as needed basis) at various CMHA public housing properties located throughout Clermont County including its Administrative Office. The contractors or individuals doing so automatically agreeing to abide by all terms and conditions listed herein and with the following attachments.

Quotes must be made on the proposal form provided by CMHA. Additional copies of the proposal forms are available at our Administrative Office located at 65 S Market St Batavia, OH or at CMHA's website at www.clermontmha.org.

CMHA reserves the right to waive any informality in the request for quotes, to reject any or all quotes; and to award the contract in a manner which it considers to be in the best interest of the PHA.

Deadline for Submission

You can submit the quotes to CMHA at 65 S Market St Batavia, OH in a sealed envelope, marked "Snow Removal." Or the quotes may be faxed to 513-732-0851 or by email to amorlatt@clermontmha.org. All forms and relevant documents for this quote must be signed and submitted no later than **10 a.m. on November 23rd**.

Retention

All documents upon submission become the property of the CMHA and shall not be returned to the proposer.

Frequency

The prices submitted should be calculated on a per service basis. All taxes, miscellaneous fees, permits, etc. shall be included in the stated price on the Proposal Form. CMHA is a non-profit entity that is exempt from taxes and will furnish a tax-exempt certification upon request.

Contract Term

The contract term will be for two years, effective February 1, 2021 through January 31, 2023 with the Authority having the option to renew for one additional year based on agreement of both parties.

Site Visit

Each submitter may visit the site of the listed locations and fully acquaint oneself with the conditions relating to the property to be serviced, so that they may fully understand the facilities, difficulties, and restrictions.



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Complaints

All complaints concerning unfinished or unsatisfactory work will be forwarded by telephone to the contractor by the Authority. If these complaints are not resolved or satisfactory arrangements are not made within twenty-four hours following the time of the complaint, the Authority may, at its sole discretion, have the work completed in another manner and the cost of such work shall be deducted from the payment of the contractor.

Assignment

Unless otherwise agreed upon in writing by the Authority, the contractor shall not assign the contract to any other party. No subcontracting of the work will be permitted.

Payment Schedule

The contractor is to submit an invoice for work performed within 2 weeks of services performed. All invoices will be submitted to the Maintenance Supervisor prior to payment. Payment will be bi-weekly, subject to the acceptable completion of work.

Hold Harmless Clause

Contractor will hold the owner harmless from all negligent actions the contractor or his/her employees' cause.

Property Damage

Contractor agrees to take extreme care not to damage or destroy Authority or resident's property, including but not limited to, personal, building and vehicles. Should any damage occur the contractor is expected to correct the issue to the complete satisfaction of CMHA prior to final contract payment. Contractor hereby assumes responsibility for any damage that occurs from placement of snow, including damage to shrubbery, curbs, concrete & asphalt, light poles, car ports or railings.

Breach of Contract

Any breach of this contract will result in the Authority withholding payment to the contractor until satisfactory results are obtained.

Default by Proposer

In the event of default by the successful proposer, CMHA may procure the services specified from other sources. The proposer agrees to reimburse CMHA for any additional costs incurred because of such default.

Termination

Regarding cancellation rights, this contract is subject to a seven (7) day written notice of cancellation by either party. In this event, a complete accounting of services performed, and payments received may be submitted by the contractor to the Authority for approval.



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Liability & Indemnification

The successful bidder will be required to furnish certification of insurance indicating that the following coverages are procured and maintained.

- Workers' Compensation and Employer's Liability Insurance.
- Public Liability and Property Damage Liability Insurance, including contractual liability and property damage.
- Vehicle Liability Insurance covering all owned non-owned or hired vehicles, with limits not less than \$500,000/\$500,000 for personal injury and \$500,000/\$500,000 for property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to CMHA any time CMHA makes a request.

The successful bidder shall, at its own expense, protect, defend, indemnify, save and hold harmless the PHA officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the PHA may incur as a result of the acts, omissions or negligence of the contractor or its employees agents or subcontractors that may arise out of the agreement.

General Specifications/Scope of Work (SOW):

1. Snow clearing shall be available 7 days a week 24 hours a day. The contractor will be required to regularly inspect properties during snow events or ice storms, without notice from CMHA, to determine what snow clearing or ice control operations need to commence. The contractor shall be required to begin services within two (2) hours of any service request from CMHA.
2. The contractor shall be required to begin plowing when two (2) inches of snow has accumulated at a location and continue to plow at every two (2) inch interval thereafter. The contractor will be responsible to continue snow-clearing operations until bare pavement has been exposed and the snow event has concluded.
3. Plowing will be done in such a way that every possible parking space will be available. Snow will be pushed outward and away from the buildings and there will be no significant wind rows or piles of snow on the parking area. At no time will access to a fire hydrant, handicap ramp or handicap parking space be blocked. Special care will be taken with respect to dumpster areas and any exterior storage facilities to ensure that access is available both during and after the snow event.
4. If requested by the Authority, calcium sulfate or similar product will be applied to the entire parking areas when snow is cleared off or if there is freezing rain at no additional cost to the PHA. No rock salt will be applied to any concrete area owned by CMHA.
5. Any work that deviates from the scope of work outlined above must be approved in writing by the Maintenance Supervisor prior to work beginning.



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- 6. Contractor will be available 24/7 via phone and able to respond within two hours upon request. CMHA will make two (2) attempts to reach the Contractor by telephone to notify the Contractor of CMHA’s intent to perform portions of the work not completed satisfactorily by the Contractor and pay may be adjusted to cover for expenses incurred by CMHA to cover the work needed to be completed.

Evaluation Process and Criteria

All submissions will be evaluated based on the evaluation criteria outlined below.

- 1. Experience of the proposer in all aspects of snow removal in communities of similar size and scope and serving public housing: **20 points**
- 2. The proposer’s capacity to handle this project in a timely manner: **30 points**
- 3. Quality of References: **10 points**
- 4. Section 3 Business & Section 3 Certifications: **5 points**
- 4. Cost of Services: **35 points.**

DO YOU HAVE EVERYTHING?

- 1) Proposal & Pricing Form _____
- 2) References & Past Business History _____
- 3) Section 3 Certification Sheet & Supporting Documents _____
- 4) W-9 Form _____
- 5) Insurance Documentation Outlined on Page 3 _____



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SNOW REMOVAL PROPOSAL & PRICING FORM

Company Name _____

Point of Contact _____

Company Address _____

Company Phone _____ **After Hours Phone** _____

Company Email _____

Service Location	For the Following Services:		
	Push 2" Snow Fall	Cost to Apply Calcium Sulfate or Similar	Cost to Push Over 2" of Snow Fall
1. CMHA's Administrative Office 65 S Market St Batavia, OH			
2. Bethel Woods 610 Easter Rd Bethel, OH			
3. Williamsburg Woods 2911 Batavia Williamsburg Pike Williamsburg, OH			
4. Monroe Woods 2173 E Ohio Pike Amelia, OH			
5. Llewellyn Court 519 Coffee St Felicity, OH			

The undersigned having carefully read the terms and conditions of the Quote for Snow Removal Services, does hereby offer to perform such services, of the type and manner described, at the rates indicated above. Further, the undersigned:

1. Proposes to furnish all labor, equipment, and materials necessary to perform the contract requirements. *No subcontracting is permitted.*
2. Agrees to perform all required work in accordance with all elements of this quote.
3. Certifies that neither I, nor any of my business partners, have been debarred by HUD.
4. Submits this Proposal in good faith and without fraud or collusion.
5. Submits this Proposal without a conflict of interest with any party associated with CMHA, its employees or Board of Commissioners.

Printed Name of Submitter _____

Signature of the Submitter _____ **Date** _____



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SNOW REMOVAL REFERENCE & EMPLOYMENT

References

List A Minimum of Three Businesses You Have Done or Currently Do Work For:

1. Name of Business: _____
 Point of Contact for Business: _____
 Address: _____
 Phone: _____
 What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____

2. Name of Business: _____
 Point of Contact for Business: _____
 Address: _____
 Phone: _____
 What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____

3. Name of Business: _____
 Point of Contact for Business: _____
 Address: _____
 Phone: _____
 What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____

Past Work History

1. Have you ever worked with CMHA in the past? Yes or No
 If Yes, in what capacity? _____

If Yes, when did you last work with CMHA? _____

2. Experience with Projects of Similar Size and Scope Yes or No

Employee Information

1. How many full-time employees work for your company? _____



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Section 3 Information

- 1. What is Section 3?** Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.
- 2. What does the term “Section 3 resident” mean?** A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.
- 3. What does the term “Section 3 Business” mean?** Section 3 businesses are those that can provide evidence of **meeting one** of the following three criteria: a) 51% or more owned by Section 3 residents; or b) At least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within *three years of the date of first hire**; or c) Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.
- 4. How are the terms “low-income” and very low-income determined?** These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. For 2020, the Income Limit <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>
- 5. Does being a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?** No. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency they are a responsible bidder with the ability to perform successfully under the terms and conditions of prospective contracts. The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses but does not guarantee the award of contracts.

For more information on the requirements of Section 3, please visit www.hud.gov/Section3



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Section 3 Business Certification

- Is your business a Section 3 Business?** Yes or No.
If No, circle No, sign, and date the form below. Nothing else is required on this form.
If Yes, circle Yes and continue to Question 2.
- Check the box next to the appropriate status type on your Section 3 Business.** Below each Status is a list of documents required as evidence of your Section 3 eligibility. This information must be submitted with your quote. If the supporting information is not submitted, the preference points will not be awarded.

Resident Owned Business Fifty-one percent (51%) or more of the business is owed by a Section 3 Resident (either Public Housing resident, or another federally subsidized housing program, or a low-income Clermont County Resident). Documentation Required: Lease or Section 3 Resident Self-Certification form

Resident Employed Business Thirty percent (30%) of full-time, permanent employees are Section 3 Residents (either public housing residents or low-income Clermont County residents) Documentation Required: Completed Section 3 Resident Self-Certification forms for all employees claimed as Section 3 Residents.

Subcontracting to Section 3 Business No Subcontracting is permitted on this Quote.

Section 3 Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of Section 3 status checked,
- I understand that the documents required as evidence of Section 3 status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 (known as Section 3) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Company Name _____

Print Name

Signature

Date



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SECTION 3 RESIDENT SELF-CERTIFICATION

Employee Name: _____ Phone: _____

Home Address: _____

Purpose of Section 3

Section 3 of the Housing and Urban Development Act of 1968, requires that CMHA ensure employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to low-income persons, particularly recipients of government housing assistance, in Clermont County.

A Section 3 Resident is:

1. A CMHA public housing resident; Or
2. An individual or family who lives in Clermont County and whose income is at or below the following low-income guidelines set by HUD (see graph below for persons in family).

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Families				
			1	2	3	4	5
Clermont County	\$86,300	Low (80%) Income	48,350	55,250	62,150	69,050	74,600

Are you a Section 3 Resident?

The definition of a Section 3 Resident **does not apply** to me.

Signature: _____ Date: _____

OR

The definition of a Section 3 Resident **does apply** to me. I meet the qualifications to claim the Section 3 designation because (check one):

I am a CMHA public housing resident, Or

I am an individual or family who lives in Clermont County and whose income is at or below the low-income limits set by HUD (see graph above).

If requested, I understand that I must provide evidence of my eligibility. Penalties for falsely certifying Section 3 eligibility may include termination of employment or termination of the contract.

Signature: _____ Date: _____

Business Name: _____