



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Request for Snow Removal Quotes

INTRODUCTION

The Clermont Metropolitan Housing Authority (“CMHA” or “the Authority”) was formed in 1967 to provide housing assistance to low-income families within Clermont County, Ohio. The Authority is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently administers rental assistance for over 195 public housing units. All submitted quotes submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Terms

The chosen vendor will be expected to enter into a 2-year contract beginning **November 1, 2023 – October 31, 2025** with the Authority having the option to renew for one additional year if agreeable by both parties.

Frequency

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

Site Visit

The submitter should visit the site of the listed locations and fully acquaint oneself with the conditions relating to the property to be serviced. To do this, you may contact Rick Ernst at rernt@clermontmha.org no later than October 9, 2023.

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 service performed. All invoices will be submitted to the Maintenance & Modernization Supervisor (M&MS) prior to payment. Payment will be at least bi-weekly, subject to the acceptable completion of work.



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Complaints

All complaints concerning unfinished or unsatisfactory work will be communicated by the M&MS in writing to the contractor by the Authority. If these complaints are not resolved 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.

Hold Harmless Clause

Contractor will hold the owner harmless from all negligent actions the contractor of 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 property, buildings, 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.

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.

Liability & Indemnification

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

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



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Breach of Contract

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

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 for continuing snow-clearing operations until the 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, wheelchair ramp, or handicap parking space be blocked. Special care will be taken with respect to dumpster area 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 M&MS prior to work beginning.
6. Contractors will be available 7 days a week, 24 hours a day via phone and able to respond within two (2) hours upon request. CMHA will make two (2) attempts to reach the Contractor by phone 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 if a different vendor has to be contacted to redo the unacceptable work.



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Submitted Documents Should Be in the Following Manner:

Exhibit A – Snow Removal Proposal & Pricing Form

Exhibit B – Snow Removal References

Exhibit C – W9 Form

Exhibit D – HUD Form 5369-C II

Exhibit E – Certificate of Liability Insurance

Timeline of Events:

August 04, 2023 Advertisement will be submitted to The Clermont Sun

August 17, 2023 Advertisement will be advertised in The Clermont Sun & Placed
on CMHA's website

October 02, 2023 Deadline for Questions for Submission

October 09, 2023 Deadline for Submitted Quotes for Service & Site Visits

October 16, 2023 Contract will be Executed with Lowest Bid Vendor