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. CMHA 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. CMHA currently administers rental assistance for over 170 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.

Timeline of Events:

November 9, 2026 by 12:00 p.m.	**Deadline for Questions & Site Visit**
November 23, 2026 by 12:00 p.m.	**Deadline for Respondents Offerors**
November 30, 2026	**Contract will be Executed with Lowest Bid Vendor after Board Approval**

Terms

The chosen vendor will be expected to enter into a 3-year contract beginning **December 1, 2026 – November 30, 2029** with the option to renew for up to one (1) 1-year extensions if agreeable by both parties.

Frequency

The quoted prices submitted should be calculated on a per service basis. All miscellaneous fees should be 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 sites 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 rernst@clermontmha.org or 513-515-6660 no later than **November 9, 2026**.

Assignment
Unless otherwise agreed upon in writing, 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 completed within 2 weeks of service performed. All invoices will be submitted to the Maintenance Inspection & Modernization Supervisor (MI&MS) prior to payment. Payment will be at least bi-weekly, subject to the acceptable completion of work.

Complaints
All complaints concerning unfinished or unsatisfactory work will be communicated by the MI&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, CMHA 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 CMHA 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 but not limited to, speed bumps, curbs, concrete, asphalt, parking lot blocks/parking stops, light poles, car ports, shrubbery 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 thirty (30) 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 CMHA 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.

Breach of Contract

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

Proof of Equipment & Personnel

All respondents will be required to submit pictures showing equipment and personnel. This is to ensure that the company selected has the sufficient equipment and capacity to service the needs of the properties listed.

General Specifications/Scope of Work (SOW)

1. Snow clearing shall be available 24 hours a day, 7 days a week. The contractor will be required to regularly inspect properties during snow events or ice storms, *without notice from CMHA*, to determine when 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. <u>At no time will access to a fire hydrant, wheelchair ramp, or ADA parking space be blocked.</u> 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, 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 CMHA. No rock salt will be applied to any concrete area.

5. Any work that deviates from the scope of work outlined above must be approved in writing by the MI&MS prior to work beginning.
6. Contractors will be available 24 hours a day, 7 days a week 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 expenses incurred by CMHA it a different vendor has to be contacted to redo the unacceptable work.

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 5370-C
Exhibit E – Certificate of Liability Insurance
Exhibit F - Pictures of Equipment & Personnel

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