

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES
FOR
SNOW REMOVAL and DE-ICING
For the SEDA-COG Main Office Building**

Proposals Solicited by:

SEDA Foundation, Inc.
201 Furnace Road
Lewisburg, PA 17837

REQUEST FOR PROPOSALS

The SEDA Foundation, Inc. is requesting proposals (RFP) for snow removal for facility owned parking lots as prescribed in this RFP. This request is for a two-year contract, with an option to extend an additional year covering 2024/2025 & 2025/2026 snow seasons, beginning November 1, 2024, Inc., and ending approximately May 1, 2026. Proposals are to be received by the SEDA Foundation, Inc. no later than 2:00 pm Friday, October 18, 2024. The SEDA Foundation, Inc. reserves the right to reject any or all proposals, in part or in total.

Complete proposal details, including the required proposal format, may be obtained by contacting Scott Kramer, 201 Furnace Road, Lewisburg, PA 17837, (570) 524-4491.

Proposal details are also available at www.seda-cog.org – News, Notices & Publications.

There will be a preliminary on-site meeting to review the facility layout and understand all aspects of the work to be performed under the specifications. To ensure that all bidders get the same base information, attendance is mandatory. This meeting is scheduled for **10:00am Friday, October 11, 2024.**

Proposals will be accepted until 2:00 PM Friday, October 18, 2024, at which time they will be publicly opened at the offices of SEDA-Council of Governments (SEDA-COG). Proposals shall also include the required forms, sealed and clearly marked on the outside, "Contract Snow Removal Proposal," and submitted to ATTN: Scott Kramer, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837.

Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.

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PROFESSIONAL SERVICES
FOR
Facility Snow Removal

For the SEDA-COG Main Office Building

The following narrative outlines the major responsibilities of the proposers. These responsibilities include:

- 1) The contract will cover a two-year period starting November 1, 2024, through May 1, 2026, with an option to extend the contract one year after the initial term.
- 2) Snow plowing / removal shall occur when there is a snowfall in excess of 2 inches. Contractor is to have snow removed from designated lots before 7:00 AM and may be called for additional plowing / removal at the rate specified herein.
- 3) Snow removal services shall be performed at times mutually agreed upon between Owner and Contractor. The Contractor shall be responsible for complying with all local ordinance regarding working times.
- 4) Ice removal and anti-skid services shall be performed when conditions prevent vehicles from entering or exiting the parking areas safely and may be called for additional ice removal depending on need.
- 5) The Contractor shall be responsible for providing and for placing signage, barricades, tape and all other safety / traffic control equipment as appropriate to protect the public, surrounding areas, equipment and vehicles.
- 6) The Contractor shall keep snow levels behind all internal circulation areas below the level for clear visibility of vehicle operators. Snow piles can be managed and piled on-site in areas designated by Facilities Services.
- 7) Concrete curbs, asphalt, and lawn conditions shall be inspected prior to each season and at the end of the season. The Contractor shall be responsible for all damages to the Owner's property caused by either equipment or operator error. The Owner reserves the right to repair any damages with other sources if the Contractor fails to do so within a reasonable time of notice and repair.
- 8) The Contractor shall maintain parking lots to conform to public and commercial standards. Ice or hard packed snow shall be salted/sanded to achieve the safest driving/parking/walking conditions possible.

Proposals shall include "Certificates of Insurance" and be submitted to: Scott Kramer, SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837.

All proposals shall be sealed and clearly marked on the outside, "Snow Removal Proposal," and must be received by 2:00 PM Friday, October 18, 2024, at which time they will be publicly opened at the offices of SEDA-COG.

Questions regarding this proposal should be directed to:

Scott Kramer, Facilities Manager
SEDA-Council of Governments
201 Furnace Road, Lewisburg, PA 17837
Phone (570) 524-4491

PROPOSAL SUBMISSION AND EVALUATION

Three (3) copies of the proposal must be submitted to:

Scott Kramer, Facilities Manager
SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837

Proposals must be received no later than 2:00 PM Friday, October 18, 2024. **Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Proposals will be reviewed and evaluated by the SEDA Foundation, Inc. and SEDA-COG staff. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Cost.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, the SEDA Foundation, Inc. will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested.

Each proposer shall provide a minimum of two references where similar services have been performed during the past three years. These should be seasonal plowing/de-icing projects similar in design and scope. Service providers may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

The SEDA Foundation, Inc. reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.