

# **Request for Proposals**

**For**

## **Winter 2017 – 2020 Snow Removal Services**

**For**

### **Trenton Parking Authority Parking Facilities Trenton, New Jersey**



**Parking Authority of the City of Trenton  
16 East Hanover Street  
Trenton, NJ 08608**

**November 9, 2017**

**PUBLIC NOTICE**

ADVERTISEMENT FOR BIDS Notice is hereby given that sealed bids will be received by the PARKING AUTHORITY CITY OF TRENTON for the **“Trenton Parking Authority for “Winter 2017 - 2020 Snow Removal Services”**. **Bids will be opened and read in public at the Office of the Parking Authority City of Trenton, 110-116 North Warren Street, Trenton, NJ 08608 on Wednesday, November 22, 2017 at 1:00 P.M.** prevailing time. A non-mandatory Pre-Bid Meeting will be held on Tuesday, November 14, 2017 at 1:00 P.M. prevailing time, at the offices of the Trenton Parking Authority. The work includes the furnishing of all labor, material and equipment necessary or required to complete all work set forth in these Specifications. The work consists of snow removal services at various TPA Facilities.

Specifications and forms of bid for the proposed work may be inspected by prospective bidders during regular business hours beginning Friday, November 10, 2017 at the offices of the Owner, Trenton Parking Authority, 16 East Hanover St, Trenton, NJ 08608, (609) 393 3469, as well as at the office of the Owner’s Agent, Albert Garlatti Construction Co., Inc., 401 Cleveland Ave., Highland Park, NJ 08904, (732) 545-5727x15. A copy of the Specifications and forms of bid can be obtained on our website [TPANJ.com](http://TPANJ.com) for a document fee of \$0.00, by submitting an email request to the Authority at [trentonparkingph@aol.com](mailto:trentonparkingph@aol.com). An additional \$25.00 fee is required for mailing of bid documents. Bids may be submitted by hand delivery or by mail, provided all bids must be made on the standard Proposal Form in the manner designated therein, must include all required information and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project on the outside, addressed to The Parking Authority City of Trenton, 16 East Hanover St., Trenton, NJ 08608. The signed Proposal forms must be delivered to the place on or before the hour named above. All bids shall remain sealed until opened at the time scheduled for the opening of bids set forth above. The Parking Authority shall review the bid results and determine whether to award a contract by vote of the Commissioners at a meeting to be conducted not less than 30 days following the bid opening. The successful bidder must sign the contract within (10) days after the Notice of Award or forfeit its bid security. Bidders are required to comply with all statutory requirements for public contracting, in accordance with the requirements of N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27. This project shall be bid as a single BASE BID (lump sum), with Two (2) ADD ALTERNATE BIDS for extensions of the contract term. No bidder may withdraw its bid for 60 calendar days after the opening. The Parking Authority reserves the right to reject any or all Proposals, in whole or in part, or to make awards to such bidder, who, in the judgment of the Parking Authority City of Trenton submits the most advantageous, conforming bid and to waive such informalities as may be permitted by law.

# **Trenton Parking Authority Snow Plowing and Snow Removal**

## **Technical Specifications**

### **1.1 Scope of Work**

The plowing of the Trenton Parking Authority (TPA) parking facilities as identified in paragraph 1.3 below, followed by the immediate removal of all snow from the specified facilities, when requested by the TPA. The Contractor shall provide all personnel, equipment, and materials required to provide these services as set out herein and for any additional or extra work that may be required. All services shall be provided 24 hours a day, seven days a week, including statutory holidays for the term of the Contract.

### **1.2 Work To Be Performed**

1. Clearing and removal of snow and ice from the Premise, including sidewalks, stairwells and inside drifts.
2. Clearing of snow and ice to provide unobstructed access to fire hydrants, and entrance/exit lanes located along the areas to be cleared of snow or ice. All parking facility signage is to be kept free of obstructions due to snow or ice removal operations.
3. The annual date of commencement may, in the event of an early or late winter storm, be advanced or the completion date extended for any year during the Contract as requested by the TPA.

### **1.3 Location of Trenton Parking Authority Facilities:**

- |  |   |
|--|---|
| 1. Merchant St. Lot                        | 24 Merchant St. Trenton NJ                    |
| 2. Warren St. Garage                       | 110-116 N. Warren St. Trenton NJ              |
| 3. Lafayette Garage                        | 1 West Lafayette St. Trenton NJ               |
| 4. Liberty Commons Garage                  | 16 East Front St. Trenton NJ                  |
| 5. Board & Front St. Garage* Sidewalk Only | 132 East front St. Trenton NJ. *Sidewalk Only |

### **1.4 Method of Execution**

1. The Contractor shall start snow clearing operations for TPA parking facilities when snow fall has reached 2.0" inches. The contractor shall start snow operations promptly and carry them out in a continuous operation utilizing all dedicated equipment until the work is completed following each snowfall. On all roof level parking areas, lots and driveways included under the Contract, snow shall be cleaned and removed so that the accumulation shall not promote unsafe driving conditions. Upon completion of the snowfall, the snow shall be promptly cleaned and removed to the bare pavement level in accordance with the priorities established by the TPA.
2. Contractor shall be available and report to the TPA's administrative office, ready to work, at a designated time with 8 hours advance notice provided by the TPA's staff when snowfall is anticipated.
3. Contractor shall be available and report to work to the TPA's administrative office, ready to work, within 2 hours of a designated time, when given less than 8 hours advance notice provided by the TPA's staff when snowfall is anticipated.

4. The Contractor shall give special consideration to the maintenance of pedestrian pathways, dangerous areas and narrow vehicular access/exit ways, curves, etc. to prevent accidents.
5. Immediately after the end of a snowfall the Contractor shall complete the snow clearing to the pavement, including driveways, entry/exit lanes, intersections, etc. to ensure normal safe traffic and pedestrian conditions. Furthermore, the contractor shall remove the snow from the rooftops (top parking levels) of designated garages and dump as indicated in 1.9 Snow Dumps in said specs.
6. The Contractor shall prioritize the clearing of snow in the following order:
  - Driveways/Entrance & Exits to parking facilities
  - Roof Tops/top parking levels
  - Drive Aisles
  - Parking Stalls
  - Pedestrian Pathways
  - Stairwells
  - Sidewalks
  - Floor & Area Drains
  - Inside snow drifts
  - Signage
7. All plowing equipment shall be used until pavements are free of snow, unless otherwise directed. Once plowing has started, the pavement at any location shall be treated with deicing products immediately afterward at that location. Clean up and push back of snow shall be done all in one operation. Under no circumstances should any snow be plowed onto sidewalks.
8. All snow plowing will be complete within 8 hours of the end of any snowfall.
9. Snow piling is to be performed in such a manner so as not to occupy or block driveways or pathways. TPA staff shall designate the appropriate on-site areas for snow piling. **No snow piling is allowed on rooftops of garages.**
10. In the event of a continuing snowfall, the Contractor shall clear and remove snow so that the accumulation shall at no time exceed 3.5 inches. During a snowfall, the Contractor shall clear to the base pavement to ensure at all times normal vehicular traffic conditions. No portion of the Premises shall be permitted to become unusable or impassable except as directed by the TPA.
11. In the event of drifting snow (including blowing snow with no actual precipitation) that impedes the flow of traffic, the Contractor shall clear and remove snow immediately from the Premise's driveways, entry/exit roads, drive aisles and rooftops so as to ensure normal traffic conditions to vehicles and pedestrians. Snow shall be permitted to accumulate only in those areas as designated by the TPA.
12. The Contractor shall be available when requested by the TPA to provide knowledgeable representation in regards to, property damage, slip and fall claims, settlements or other causes of actions at law, resulting from the snow removal activities of the Contractor (e.g. Examination for Discovery, Deposition, Interrogatories and Testimony at Trial).

13. Parking stall measurements are as follows, however, dimensions may vary slightly at each facility:

Length	:	18-20 feet
Width	:	8.5-9.0 feet
Driveway width	:	20-24 feet

14. The TPA also reserves the right to change the scope of the work to any of the locations listed in the Request for Proposal. Billing will be based on the work performed, and at the prices offered in the Price Schedule

#### **1.4 Equipment Specifications**

1. The Contractor shall ensure that it at all times has and maintains sufficient equipment (trucks, plows, payloaders, etc.) to allow it to promptly perform the Work of the Contract and ensure normal and safe traffic conditions on the Premises.
2. All the equipment used by the Contractor for the performance of the Work shall be maintained in good working order and mechanical condition. All equipment used for snow plowing shall include head and tail lights, a flasher and or rotating beacon as well as working windshield wipers, window defroster and heater. All equipment shall be subject to the approval of the Director of the TPA. In the event of a dispute concerning the condition of equipment, the opinion of the Director shall be final and binding. Unsatisfactory equipment shall be immediately repaired or replaced as required by the Director.
3. **Plow blades utilized within parking structures must have rubber tips to ensure that no damage is done to expansion joints and deck/traffic coatings.**
4. The Contractor shall submit and maintain a list of the minimum required equipment to be used in performing the Work. Complete equipment specifications including: quantity, year, make, model, class, GVW, and body capacity are to be submitted, for the approval of the Director.
5. Dedicated equipment may be stored on the TPA Premises at locations designated by the Director from November 1 until April 30 during each year of the contract.

#### **1.5 Contractor's Workforce:**

1. The Contractor shall ensure that it at all times Contractor has and maintains sufficient personnel to allow it to promptly perform the Work of the Contract.
2. All equipment operators shall have a valid State of New Jersey driver's license commensurate with the class of vehicle operated.
3. The Contractor shall ensure that all equipment operators have a minimum operating experience on snow plowing and removal equipment of no less than one year.
4. The Contractor's staff shall be able to speak and understand the English language intelligently and be able to take verbal direction from TPA staff.

#### **1.6 Care of Traffic**

All equipment must be equipped and operated in accordance with the requirements of the State of New Jersey Departments of Transportation Highways. Care and courtesy must be observed by the

Contractor's crews at all times under all circumstances. The Contractor at its own expense shall provide signs and other devices concerned with plowing operations for the care and convenience of traffic.

### **1.7 Inspection of Premises**

The Contractor shall inspect all Premises covered by the Contract and mark all expansion joints, protruding maintenance holes, drains & catch basins, curbs, light standards, guide/guard rails, end treatments, steel plates, etc. to ensure that no damage is caused to installations or equipment during plowing operations. The Contractor, in each year of the contract prior to November 1, shall inspect each parking facility, prepare a list of deficiencies, i.e. broken fences, sign post, walls, etc. and submit the list to the TPA Director prior to November 1. This list will form the basis for the determination of damages as set out in Section 3.11 – Damage to Facilities.

### **1.8 Communication and Co-ordination:**

1. The Contractor shall notify all Contractor's snowplow operators when a major storm warning (3" or greater) has been broadcast by the Mercer County Road Department or Delaware Valley/Philadelphia weather forecast system and place Contractor's operators on standby.
2. The Contractor shall have available 24 hours per day, 7 days per week, including statutory holidays, a contact person that will receive direction from and provide information to the TPA during a snowstorm.

### **1.9 Snow Dumps:**

The Contractor shall, at no cost to the TPA, provide a "snow dump" with a capacity sufficient to meet the anticipated snow removal demand of the Parking Authority's facilities. The Contractor may be requested to provide details of the off-property site to which snow may be dumped, to ensure that it is lawful and performed in an environmentally friendly manner.

### **1.10 Utilization of Parking Facilities:**

1. The contractor is hereby advised that the TPA's parking facilities are in use 24 hours a day, 7 days per week. While the Contractor is expected, whenever, possible, to perform its responsibilities under this Contract while the parking lots are vacant or during periods of lower occupancy (i.e. at night), operations under this Contract shall be performed as and when weather conditions dictate, irrespective of the number of vehicles occupying or moving in or out of the parking facilities.
2. After any snowfall, it may be necessary for the Contractor to continue work in vacant spots as they become available in a parking facility or to return at frequent intervals to maintain access and safe operational standards.
3. The Contractor shall investigate the condition of each parking facility very carefully prior to tendering a bid to enter into this Contract. The Authority shall not be responsible for any claims by the Contractor due to obstructions, delays or other hindrances existing on the Premises.

### **1.11 Damage to Facilities:**

1. The Contractor shall be responsible for all damage caused to expansion joints, deck/traffic coatings, fences, curbs or other fixtures during the process of snow and ice clearing operations.

2. The Contractor shall familiarize itself with the type and nature of above ground utilities and street furniture in the vicinity of and within the Parking Authority's parking facilities and provide care when removing snow from and working around these structures. If damage occurs to street furniture, the Contractor shall notify the TPA immediately for an assessment of damage and repair, if required. These structures include, but are not restricted to, junction boxes, hydro poles, street lights, fire hydrants, bus shelters and benches. The Contractor will also make the TPA aware of all incidents in this regard.
3. An assessment of the cost of repair of damage will be determined by the TPA as the case may be, and its decision shall be final and binding on the Contractor. This assessment will be forwarded to the Contractor that shall pay the repair cost within the time period requested. Upon failure to pay, funds will be deducted from the payment to be made to the Contractor under this Contract, including any late charges and assessed costs.
4. At the discretion of the TPA, in the case of its facilities, the Contractor will be required to repair said damages as soon as possible, or the TPA may elect to repair said damages and charge-back the repairs to the Contractor. The Contractor shall have in force general liability insurance as identified in paragraph 1.16 below..
6. Contractor is encouraged to perform mark outs of the facilities with poles and orange flags to identify driveways, curbs, catch basins, fire hydrants, parking equipment and other relevant features of the parking facilities. in advance of snow season.

**1.12 Snow Removal Loading and Hauling Operations:**

1. Contractor shall NOT be permitted to pile snow on any parking structure that will overload the structural capacity of the facility.
2. The Contractor shall supply all labor, material and equipment to complete snow removal and hauling operations. Extra equipment and labor, when necessary, shall be supplied within 24 hours of a request from the TPA at any time during the term of the Contract.

**1.13 Utilization and Record Keeping:**

1. The Contractor must track and keep detailed service records for all work performed under this contract to support work performed and potential claims. The reports shall include calls by the TPA including, name, location, time, date and transcript of call. The Contractor shall submit via fax and email within 24 hours following the completion of a snow removal operation a report including but not exclusive to a listing of work performed, outlining: facility location, date, time arrived, work completed, equipment type, service provided, site inspection and weather conditions, including number of inches of snow fall.
2. The Contractor shall keep and submit to the TPA a record of all equipment usage within 24 hours of completion of work after every snow or ice removal operation.
3. No payment will be made for the time involved in traveling to and from the contractor's yard or garage to the TPA's parking facilities. Utilization time will commence when the contractors snow plowing or removal equipment with an operator arrives at TPA facilities ready to work.
4. The TPA will not pay contractor for equipment down time or while repairs are being performed to the contractors equipment.
5. The TPA will only pay for "working supervisors". That is supervisors that are actively plowing or transporting snow and deicing, or are otherwise operating a piece of snow removal equipment.

6. Contractor shall report to the TPA administrative office at the start and the finish of all snow removal operations for Contractor's personnel to punch in and out and for the TPA to verify the equipment provided by Contractor for snow removal.
7. A STOP WORK ORDER may be issued by the TPA at any time that contractor is on the job, and the TPA will only be responsible to pay for the time and materials utilized until the time the "STOP WORK ORDER" was given.

#### **1.14 Term of Contract**

**BASE BID:** This Request for Proposal requests BASE BID pricing for one year, commencing December 1, 2017 and ending April 30, 2018.

**ADD ALTERNATE PRICE 1** – Additional Cost to provide pricing for 2<sup>nd</sup> year, commencing October 1, 2018 and ending April 30, 2019

**ADD ALTERNATE PRICE 2** – Additional Cost to provide pricing for 3<sup>rd</sup> year, commencing October 1, 2019 and ending April 30, 2020

#### **1.15 Authority's Services**

The TPA shall provide the following available information and services to the Contractor as required:

1. Access to the property; and
2. Administrative direction and review from time to time during the term of the Contract.
3. Any services provided by the Contractor from information supplied by the TPA, will be undertaken on the basis that it is the best information available, however, the Contractor shall immediately notify the TPA in writing of any condition or information known or discovered by the Contractor which conflicts with the information supplied by the TPA. In any event, the Contractor shall not be liable for any loss or damage arising from any inaccuracy in such information. This exclusive does not alter or modify in any manner the Contractor's liability for negligence.

#### **1.16 Insurance**

##### **1. Workman's Compensation Insurance**

The contractor shall take out and maintain during the life of the contract workmen's compensation insurance for all his employees working under this contract, and in any case when work is sublet, the contractor shall require the subcontractor to similarly provide workmen's compensation insurance for all the employees unless such employees are covered by the protection afforded by the contractor.

##### **2. Public Liability Insurance**

The contractor shall take out and maintain during the life of the contract such public liability (Bodily, Injury, and Property Damage) insurance shall protect him or her and any sub contractor performing work covered by the contract, from claims for damages for personal injury, including accidental death. As for claims related to property damage, which may arise from operations under the contract, whether such operations be by himself, by any subcontractor, or any one directly or indirectly employed by either of them. The contractor shall maintain minimum coverage of the types and in the amounts herein specified either by furnishing insurance policies naming the Parking Authority as the insured or by having a certificate of insurance executed by the insurance company and delivered to the Director of the TPA at their administrative offices.



The minimum amount of such insurance shall be as follows:

Bodily Injury Liability		Property Damage Liability	
Each Person	\$1,000,000.00	Each Accident	\$1,000,000.00
Each Accident	\$3,000,000.00		

Such insurance shall remain in full force and effective during the life of the contract.

Insurance may not be changed or canceled unless the insured and the TPA are notified in writing, not less than ten (10) business days prior to such changes or cancellations. If any part of the contractor is responsible for the part sublet, being adequately covered by the insurance herein above described.

3. **Proof of Insurances**

The contractor shall furnish the Parking Authority with satisfactory proof of the insurance's required.

4. **Indemnity Against All Suits**

The contractor further agrees that he or she will indemnify and save harmless the TPA from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties. By or from any the acts or anything of said contractor, his or her servants, or agents in the prosecution of the work under contract.

**1.17 Miscellaneous**

1. Expenses for the operation, care, repair and replacement of contractor's vehicles or equipment, as well as labor cost, insurances and other expenses, including but not limited to meals, gas, motor oil, etc., are to be borne by the contractor and are included in the hourly fee bid by contractor for the use of each vehicle or snow removal equipment.
2. In the event of a dispute regarding the depth of snow the TPA and the contractor accept the depth of snow as determined by the Rutgers University School of Meteorology.
3. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

## **FEE PROPOSAL FORM**

**PROJECT:** TPA Parking Facilities – Winter 2017-2020 Snow Removal Services

**BID DUE DATE:** November 22, 2017 – 1:00 PM prevailing time

**SUBMIT BID TO:** ANDREW WOREK; CHAIRMAN  
TRENTON PARKING AUTHORITY  
16 EAST HANOVER STREET  
TRENTON, NJ 08608  
(609) 393-3469  
Email: [TRENTONPARKINGPH@AOL.COM](mailto:TRENTONPARKINGPH@AOL.COM)

**BID SUBMITTED BY:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Description	FLAT RATE	FLAT RATE	ADDITIONAL TIME
	2''-6'' Snowfall	6''-12'' Snowfall	Hourly Rate
1. 110-116 N. Warren St. Garage Base Bid	_____	_____	_____
Add Alternate 1	_____	_____	_____
Add Alternate 2	_____	_____	_____
2. Lafayette Yards Parking Structure Base Bid	_____	_____	_____
Add Alternate 1	_____	_____	_____
Add Alternate 2	_____	_____	_____
3. Liberty Commons Garage Base Bid	_____	_____	_____
Add Alternate 1	_____	_____	_____
Add Alternate 2	_____	_____	_____
4. Broad & Front Streets Garage* Base Bid	_____	_____	_____
Add Alternate 1	_____	_____	_____
Add Alternate 2	_____	_____	_____
5. Merchant Street Parking Lot Base Bid	_____	_____	_____
Add Alternate 1	_____	_____	_____
Add Alternate 2	_____	_____	_____

**Clarifications & Exceptions (If required attach additional sheet)**

\_\_\_\_\_  
**\*Broad & Front Streets Garage – Sidewalk Only – No snow removal from Garage Structure Not In Service**

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**VENDOR NAME:** \_\_\_\_\_

**BID submitted by:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(Name of Person Authorized to Sign)*