

## **REQUEST FOR PROPOSAL SNOW PLOWING & REMOVAL SERVICES**

The Borough of Stockton is currently seeking proposals for **Snow Plowing & Removal Services** for the 2015 snow season commencing January 1, 2015 and continuing through December 31, 2015. An option for a two-year contract commencing January 1, 2015 and continuing through December 31, 2016 is also made available and may be considered for acceptance by the Borough. Proposals will be accepted by email or US Mail and must be received by **December 5, 2014, by 4pm**. Proposals transmitted by email must be sent to the following address: [Stocktonclerk@aol.com](mailto:Stocktonclerk@aol.com). Proposals sent via US Mail must be addressed to:

Michele Hovan, Borough Administrator/Clerk  
Borough of Stockton  
PO Box M  
Stockton, NJ 08559

### **SCOPE OF WORK:**

- Whenever the weather is conducive to snow, sleet or ice, the contractor agrees to remain ready, willing and immediately available to commence snow removal services within one half hour of notification by the Chairman of the Stockton Council Streets & Roads Committee or by the County of Hunterdon Road Department or by the NJ State Police.
- Communication between the contractor and the Chairman of the Streets and Roads Committee is critical to addressing the needs of the community for this contract. In the event the contractor cannot reach the Chairman regarding any questions or to seek approval for additional work, the contractor must contact the Borough Administrator/Clerk, who in turn, will contact another member of the Streets and Roads Committee to obtain approval.
- All work performed by the contractor must be accomplished using the contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on Borough roads. All work must be performed by the contractor or the contractor's employees. Any use of subcontractors must be approved by the Borough in advance.
- The contractor shall salt or plow all municipal roads and access points to all municipal properties. Municipal properties shall include Stockton Borough Hall (South Main Street) Stockton Park (Ferry Street), water utility property (Broad Street), sewer pump station property (South Main Street) and the Stockton Firehouse (Mill Street).
- Municipal roads to be serviced under this contract shall include: Woolverton Road, Broad Street, Glenwood Lane, Hilltop Drive, Ferry Street, Moore Street, Bridge Street, Mill Street, N/S Railroad Avenue. State Highway 29 is serviced by the State of NJ Department of Transportation.
- Salt will be provided by the Borough and available for pickup at the Delaware Township Department of Public Works (816 Sergeantsville Road, Sergeantsville, NJ). In the event there is no salt available from Delaware Township, the contractor may submit a separate reimbursement request for purchased road salt.

- Roads shall be plowed whenever approximately 2” of snow has fallen.
- Care should be taken to keep intersection sight lines clear and free from snow mounds, wherever possible.
- Post-storm cleanup shall include the removal of snow mounds at intersections and other public areas of access. Snow piles shall be delivered to Stockton Park without obstructing future vehicle access into the park or near the playground area.

**METHOD OF AWARD:**

The Borough of Stockton may award the work based on the terms stated. The successful applicant will not assign any interest in this contract and shall not transfer and interest in the contract without the prior written consent by the Borough. This contract will be awarded pursuant to a fair and open process as prescribed in N.J.S.A. 40A: 11-1 et seq.

**INSURANCE REQUIREMENTS:**

The Contractor will not be allowed to begin work under this contract until he has all insurance required under the contract documents and the insurance has been approved by the Borough. The Contractor shall not allow any sub-contractor to begin work on his subcontract until the insurance required of the subcontractor has been obtained and approved. The insurance required shall be maintained in full force and effect throughout the contract term.

A. **Compensation Insurance** - The Contractor shall procure and maintain during the life of the contract Worker's Compensation Insurance for all of his employees to be engaged in work on the project, and in the case of any sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the Contractor's Insurance. In case any class of employees engaged in hazardous work on the project under this contract are not protected under the Worker's Compensation Statute, the Contractor shall provide and cause each sub-contractor to provide adequate employer's general liability insurance for the protection of such of his employees as are otherwise protected.

B. **Contractor's Public Liability and Property Damage Insurance** - The Contractor shall procure and shall maintain during the life of this contract Contractor's Public Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$3,000,000 on account of one accident, and Contractor's Property Damage Insurance in an amount not less than \$500,000.

C. **Contractor's Automobile Liability and Property Damage Insurance** - The Contractor shall procure and shall maintain during the life of the contract Automobile Bodily Injury Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person and subject to the same limit for each person in an amount not less than \$3,000,000 on account of one accident and Automobile Property Damage Insurance in an amount not less than \$500,000. The Contractor shall also carry insurance in the same amounts stipulated above on all vehicles not owned by him, but which are used in connection with the work being performed under this contract.

D. **Borough's Contingent Policy** - The Contractor shall furnish a Borough's Contingent policy for \$500,000 to \$1,000,000. The Contractor shall pay, indemnify and hold harmless the Borough, its employees, agents or servants from all suits, actions, demands, claims, losses, damages, expenses and/or costs of every kind and description of which the Borough may be subjected or put by reason of injury, including death, to persons or property resulting from the manner or method employed by the Contractor, his employees, agents or servants

or sub-contractors. And whether such suits, actions, demands, claims, losses, damages, expenses and/or costs be against, sustained, or suffered by the Borough, its employee, agents, servants, or be against, suffered, by other corporations and persons to whom the Borough, its employees, agents, or servants may become liable therefore, and the whole or so much of the moneys due or to become due the Contractor under the contract as may be considered necessary may be retained by the Borough until suits or claims for damages or injuries shall have been settled or otherwise disposed of and satisfactory evidence to that effect furnished to the Borough.

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E. **Proof of Insurance** - The Contractor shall furnish the Borough with satisfactory proof of carriage of the insurance required by submitting the original insurance policies and endorsements or properly executed conformed copies. Each insurance policy and endorsement shall contain undertaking by the insurance carrier not to cancel the policy except upon thirty (30) days notice to the Borough. The policies and endorsements shall be specifically referred to the Borough as an insured party of this contract and shall state that the insurance as provided conforms to the requirements of these contract documents. All insurance required by this contract shall be placed with responsible insurance companies authorized to do business in the State of New Jersey, which are satisfactory to the Borough.

**REFERENCES:**

A minimum of two references from commercial or public entities for which snow plowing services have been provided within the past five (5) years shall be submitted with the proposal. The references shall include contact names, addresses and telephone numbers.

**FEES:**

The work is to be billed on an hourly basis and shall be listed by truck, service and equipment utilized. Labor rates shall be included in the vehicle, equipment or service categories.

**TAX EXEMPTION:**

The Borough of Stockton is exempt from any state or federal sales, use or excise tax.

**MISCELLANEOUS REQUIREMENTS:**

**Business Registration Certificate:**

In accordance with N.J.S.A. 52:32-44 (P.L. 2004, c.57), a Business Registration Certificate will be required to be submitted to the Borough of Stockton. Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at [www.nj.gov/dca/lgs/lpcl](http://www.nj.gov/dca/lgs/lpcl).

**Public Works Contractor Registration Act:**

Contractors are required to submit proof with their proposals that they are registered under the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 et seq.).

**BOROUGH OF STOCKTON  
REQUEST FOR PROPOSAL  
SNOW PLOWING & REMOVAL SERVICES**

**DATE:**

**COMPANY NAME:**

**ADDRESS:**

**The undersigned declares that he/she has carefully examined and fully understands the specifications and requirements contained in the Request for Proposal and agrees to furnish and deliver all materials and work in accordance with said terms.**

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone (office)**

\_\_\_\_\_  
**Cell Phone**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Telephone (office)**

\_\_\_\_\_  
**Cell Phone**

\_\_\_\_\_  
**Email Address**

**HOURLY RATES:**

**Truck/Plow**           \$ \_\_\_\_\_

**Machine**            \$ \_\_\_\_\_

**Salting Application**   \$ \_\_\_\_\_

**Backhoe**            \$ \_\_\_\_\_

**Flagger**             \$ \_\_\_\_\_

*Holiday and State of Emergencies shall be calculated at the hourly plus one-half rate for each category.*

**OPTION FOR TWO-YEAR CONTRACT**

**I am \_\_\_\_\_ or I am not \_\_\_\_\_ submitting this proposal for consideration of a one-year extension at the above stated rates beyond December 31, 2015 and for the period through but not later than December 31, 2016. (Contractor shall initial above)**

**REFERENCES:**

\_\_\_\_\_  
**Contact Name/Company**

\_\_\_\_\_  
**Telephone/Email address**

\_\_\_\_\_  
**Length of Contract**

\_\_\_\_\_  
**Contact Name/Company**

\_\_\_\_\_  
**Telephone/Email address**

\_\_\_\_\_  
**Length of Contract**