

REQUEST FOR QUOTE #11-20

New York State Division of Military and Naval Affairs

Snow Removal and Ice Control Services at Various DMNA Locations

1. General Information: Quotes are being requested for snow removal and ice control services at various DMNA locations. The Division of Military and Naval Affairs intends to accept bids and award a purchase order to the most responsive and responsible bidder with the lowest bid for completion of this project. Vendors must be licensed contractors in accordance with the laws of the State of New York and all work completed shall be in accordance industry standards.

2. DMNA Locations:

New York State Armory & AASF #1, 201 Schaeffer Drive, Ronkonkoma, NY 11779

New York State Armory 321 Manor Road, Staten Island, NY 10314

CSMS B, 60 Slossen Avenue, Staten Island, NY 10314

IT IS NOT A REQUIREMENT THAT ONE BIDDER MUST SERVICE ALL LOCATIONS LISTED IN THIS RFQ. FEEL FREE TO BID ON THE LOCATION YOU FEEL BEST SUITED TO HANDLE.

3. Duration of Contract: This contract shall be for the period commencing November 15, 2011 through April 15, 2012, with the option of two additional five-month periods with the same terms and conditions. The option to renew shall be upon mutual written agreement.

4. Conditions: All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies. The contractor shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The contractor shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed. All tools, equipment and supplies shall be provided by the contractor and shall meet all applicable local, State and Federal Standards. Contractor shall correct any substandard work without additional cost to the State. Prior to the start of each snow season, the contractor must meet with the facility representatives to discuss contract performance in detail and walk the facility grounds.

5. Security: The security and protection of all materials, tools and equipment is the sole responsibility of the Contractor.

6. Scope of Work: Bidders must have read and be thoroughly familiar with the scope of work and all contract documents. The failure of omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve the bidder of any obligation in respect to this project.

Snow removal services shall include snow plowing, removal and disposal of snow, removal of ice and ice build-up, and salting as needed to maintain bare pavement as weather will permit, and ensuring proper and safe access to the building, fire exits, steps, and parking lots during normal hours of operation (6:30 AM thru 6:00 PM). The CSMS in Staten Island has a start time of 6:00 AM.

Prior to the first snowfall to avoid the possibility of damaging curbing, shrubs, manholes, cyclone fencing, brick walls, guard rails, electrical junction boxes and any other areas that are susceptible to damage because they are easily concealed by snowfall shall be staked out (clearly marked/identified) by the Contractor. Superintendent will approve the type of stakes to be utilized. Snow can be piled in certain areas per guidance from Armory Superintendent. The Contractor shall not commence work until a conference is held at which representatives of the Contractor and the State are present. The coordination meeting will be arranged by the State.

At the Staten Island location plowing is to be started within one (1) hour after the accumulation of snow that is greater than two (2) inches. If an evening snowstorm occurs, snow removal services must be completely performed by contractor approximately one (1) hour before the building opens. If a daytime snowstorm occurs, the contractor must perform snow removal services promptly after accumulation reaches two (2) inches and removal shall continue after each additional two (2) inches of accumulation. Contractor may conceivably be required to perform snow plowing activities more than once within a twenty-four (24) hour period, and may be called by the Armory Superintendent to perform special cleanup during normal business hours based on snowfall accumulations.

At the Ronkonkoma location the Superintendent, or representative, will call the contractor to set start times for each snowfall occurrence. The contractor may conceivably be required to perform snow plowing activities more than once within a twenty-four (24) hour period, and may be called by the Superintendent to perform special cleanup during normal business hours based on snowfall accumulations.

Snow is to be cleared from all entrances, exits, walkways, steps, and all parking areas as indicated on the attached facility map. The blue outlined areas on the Staten Island map are priority areas that must be plowed first. All sidewalks at the facility shall be cleared of snow and ice at all times. The three (3) bus stops at the Staten Island facilities are also to be kept clear. The locations are at the corners of Manor Road & Martling Avenue, Manor Road and Drake Avenue and Slossen and Martling Avenues.

Fire exits shall at all times be clear enough that fire doors can be easily opened. Fire exits shall be de-iced when ice accumulates. Emergency exit walkways and stairs shall have snow removed at the same time snow is removed from parking areas or when two (2) inches of snow accumulates or upon a call from the Armory Superintendent.

In addition, all sidewalks, area in front of handicapped parking spaces, platforms, and the sidewalks to platforms, entrances and bus stops shall be shoveled and de-iced when two (2) inches of snow accumulates or upon request from the Armory Superintendent. This shall be done as often as necessary to maintain pedestrian safety and prevent ice build-up.

All sidewalks, steps, entrances, exits and platforms shall be cleared the entire width and length of each surface.

To eliminate ice build-up, the State is requiring that the vendor salt and scrape all SURFACES after every ice and/or snow storm.

Salting shall be performed on parking lots, sideways, entrances' steps, and exits to maintain areas in safe and useable conditions. Vendor is responsible for shoveling of building entrance, exits, steps, and walkways, all of which must be clean, and remain ice-free. The Contractor shall maintain a bare pavement policy on all areas. NO SALT OR SAND WILL BE APPLIED ON THE FLIGHT LINE AT RONKONKOMA AT ANY TIME.

The contractor will remove or push back any banks exceeding six feet in height only after notifying and receiving permission of the superintendent or his representative. Removal of snow drifts in problem areas when requested by the superintendent or his representative.

In the event of numerous heavy snowfalls where snow is impeding on daily business activities, the contractor shall move snow to an unused area on site. The contractor shall remove all snow from the parking areas and no snow shall be left within the parking area perimeter. The contractor shall be directed to haul and dispose of snow as directed by the Armory Superintendent.

Any waste resulting from this contract requirement shall be removed from the facility the same day as service is provided and disposal of waste by the contractor shall be in accordance with State and Federal laws.

7. Mandatory Site Visit: A mandatory site visit is required to ascertain the conditions. Bidder is required to inspect all premises and render a quote for each of the listed sites. Bidders may examine the facilities Monday through Friday between the hours of 9:00 am and 3:00 p.m. by calling the facility representatives listed below to schedule an appointment. Bids will not be accepted from prospective Contractors who have not conducted site visits prior to submitting their bids. Prospective bidders must complete a Site Visit Verification Form (attached).

8. Facility Representatives:

New York State Armory & AASF #1, Ronkonkoma
Mr. Frank McDermott
(631) 471-0480 (office)
(518) 429-9960 (cell)
Email: frank.mcdermott@us.army.mil

New York State Armory & CSMS B, Staten Island
Mr. Arthur Cherry
(718) 420-5900 (office)
(518) 429-9204
Email: arthur.cherry@us.army.mil

9. Cancellation for Convenience: The State of New York Division of Military and Naval Affairs retains the right to cancel this contract in whole or in part without reason provided that the Contractor is given at least thirty (30) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 30 day discretionary cancellation or cancellation for cause by the respective user agency.

10. Personnel: The contractor will provide a contract manager who will be responsible for the performance of the work. The name of this person along with an alternate (who will act for the contract manager when that person is absent) will be designated in writing to the facility superintendent prior to contract start date. The contractor will also provide telephone numbers for those persons listed. The contract manager and the designated alternate must be able to read, write, speak and understand English.

11. Employee Identification: The contractor personnel and their vehicles must be recognizable while at the facility. This must be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges with the company and employee's name. In the event that the contractor chooses to use badges, the contractor is responsible for acquiring an appropriate number of badges to meet their needs at his/her own expense.

- **ALL CONTRACTED PERSONNEL MUST HAVE VALID PHOTO IDENTIFICATION BEFORE ENTERING THE FACILITY.**
- **AT THE DISCRETION OF SECURITY PERSONNEL ANDOR THE MAINTENANCE SUPERVISOR, ANY VEHICLE MAY BE SUBJECT TO A SEARCH.**
- **FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS COULD RESULT IN REFUSAL OF ENTRY INTO THE FACILITY.**

12. Emergency Telephone Contact: The contractor will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact.

13. Compliance with the Law: Contractors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

- a) Appendix A: Standard Clauses for New York State Contracts, dated June 2011, is hereby expressly made a part of this RFQ as fully as if set forth at length herein. Appendix A is available on OGS website at <http://ogs.ny.gov/purchase/bidcreation.asp>
- b) Appendix B: Office of General Services General Specifications, dated July 2006, is hereby expressly made a part of this RFQ as fully as if set forth at length herein and shall govern any situations not covered by this RFQ or Appendix A. Appendix B is available on OGS website at <http://ogs.ny.gov/purchase/bidcreation.asp>.

14. Occupational Safety and Health Act: While at the facility, all contractor personnel shall comply with applicable safety requirements of the Occupational Safety and Health Act.

15. Response Time and Hours of Service: Service shall be furnished 7 days a week within one hour after notification. Most plowing and hauling will be performed during early a.m. hours. Work shall be continuous until all plowing and has been completed. Under no condition shall work be performed on Saturdays, Sundays or Holidays unless authorized by the Superintendent. All lots shall be open to parkers by 6:30 a.m. Monday through Friday. Contractor will provide contact information to the Superintendent.

16. Taxes: DMNA does not pay Federal excise and State sales taxes. Our tax exemption number is 14-740026K, Certificate of Exemption will be provided.

17. Invoicing Requirements: Monthly invoices must be itemized, dated, snow depth, and if applicable, charge for sand/salt, if snow is removed from site, invoice must include equipment used, number of hours and hourly rate. Vendor shall invoice on a monthly basis starting in December 2011 for services rendered in November 2011.

Determination of snow depth for payment will be as recorded by the National Weather Service at time and date snow is plowed.

All aspects of invoicing will be discussed at the coordination meeting.

The Contractor will submit invoices to the Superintendent (Do not forward invoices direct to MNBF-VP). Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Adjutant General of the Division of Military and Naval Affairs, in the Adjutant General's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm by email at epunit@osc.state.ny.us or by telephone at (518) 474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Adjutant General has expressly authorized payment by paper check.

SAMPLE INVOICE

Company Letter

Description of Service: Snow and Ice Removal Services for the month of December

Date of Service	Type of Service	Unit Price	Total Cost
December 1, 2010	Plowing Service – 3.1 - 6"	\$165.00	\$165.00
December 2, 2010	Plowing Service – 1-3"	\$150.00	\$150.00
December 4, 2010	Salt Application	\$75.00	\$75.00
			\$390.00

Total Cost of Service for the month of December 2010: \$390.00

SAMPLE NATIONAL WEATHER SERVICE REPORT

Monthly/Daily Climate Data for December 2010

DY	MAX	MIN	AVG	DEP	HHD	CDD	WTR	SNW	DPTH	SPD	SPD	DIR
1	43	32	38	3	27	0	0.96	5.8	4	12.9	22	279
2	50	34	42	8	23	0	0.52	2.0	2	6.8	16	80
3	37	30	34	1	31	0	0.25	0.0	0	11	28	240
4	42	26	34	4	31	0	0.04	0.0	0	11.5	21	310

19. Damages: The contractor shall be responsible for all damages to government facilities and equipment caused by his action. An annual inspection of areas to look for damages done during snow removal will occur in May of each year. Contractor shall be responsible for and will be notified by DMNA Representative of all damage to curbing, signs, lawn, scrubs, fencing and building as it is discovered until the end of the snow season. At the end of the snow season, the Contractor shall be solely and wholly financially liable for any reported damage and shall comply with the instruction of Facility Manager in returning property to its pre-season condition.

20. Bid Submission: If you are responding to this RFQ, the attached bid form must be completed and received by this office no later than 11:00 AM on Thursday November 10, 2011. The bid forms may be submitted by hand, U.S. mail, electronic mail (email) or facsimile (fax) to the contact listed below.

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to DMNA prior to the scheduled bid opening.

DMNA will not reimburse responding firms for any expenses incurred in the preparing proposals in response to this request.

An envelope and/or package containing a bid should be clearly marked 'BID ENCLOSED" and should state the RFQ number and proposal due date. Failure to complete all information on the bid envelope and/or packages may necessitate premature opening of the bid and may compromise confidentiality.

Inquiries on Bid Submission:

Nancy Bik, Purchasing Agent
NYS Division of Military and Naval Affairs
MNBF-PC
330 Old Niskayuna Road
Latham, New York 12110-3514
nancy.bik@us.army.mil
(518) 786-4964 voice/office
(518) 786-6098 fax

Clarifications/Questions: All inquiries relating to the facilities must be submitted in writing by mail, fax or email at least 5 working days prior to the bid opening. Requests submitted after that time WILL NOT be considered. All inquiries must be directed to the facility representatives indicated in this RFQ.

Bidder's Response Forms

&

Facility Site Visit Verification Forms

Facility

Page Number

New York State Armory & AASF #1, Ronkonkoma
New York State Armory & CSMS B, Staten Island

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Bidder's Response Form – RFQ 11-20

(Form must be completed and returned with Bid)

Statement of Work: This contractual agreement shall be to provide Snow and Ice Removal Services at the **NYS Armory and AASF #1, Ronkonkoma, NY** for the 2011/2012 Snow Season. This site requires plowing of all parking areas, access roads and the shoveling of sidewalks, entrances, stairs, and exits pursuant to the specifications listed in this RFQ. This includes the handicapped access route into the facility. Snow shall be piled in designated areas.

Description of Service	Cost of Service	Total of 1 - 3" & 3.1 - 6"
Cost per Snow Plow – 1 - 3"	\$	In determining the most advantageous bid for DMNA, the award criteria will be based on the total of two line items (cost per snow plow for 3.1-6" and the cost per snow plow for 6.1-9").
Cost per Snow Plow - 3.1 - 6"	\$	
Cost per Snow Plow - 6.1 - 9"	\$	
Cost per Snow Plow - 9.1 - 12"	\$	
Cost per Snow Plow - Over 12"	\$	
Ice Control Rock Salt Per Application	\$	
Snow Hauling Cost Per Hour	\$	
Hourly Rate for Large Loader (3-5 yd bucket)	\$	
Hourly Rate for Medium Loader (1-3 yd bucket)	\$	
Hourly Rate for Small Loader (1/2-1 yd bucket)	\$	
Hourly Rate for Dump Truck (10-18 yd capacity)	\$	

Name of Contractor: _____, Federal ID No. _____

Address: _____

City _____, State _____, Zip Code _____

Email Address: _____

Name: _____, Title: _____

Telephone number (____) ____-____, Fax: (____) ____-____, 24-Hour Number (____) ____-____

Small Business: Yes No Women Owned Business (MWE) Yes No

Minority Owned Business (MBE) Yes No Method of Payment Visa Voucher

The undersigned hereby agrees to perform the services in accordance with the enclosed Scope of Work at the prices indicated above. Award of contract will be made to lowest responsible bidder.

Authorized Signature: _____

FACILITY SITE VISIT VERIFICATION FORM

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ 11-20.

(Date)

(Company representative signature)

(Company Name)

FOR AGENCY USE ONLY

Verification of site visit confirmed by agency representative

Print Name: Frank McDermott

Title: Armory Superintendent

Signature: _____

Date: _____

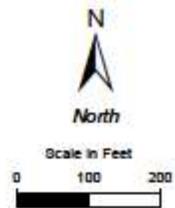


DMNA
STATE of NEW YORK
DIVISION OF MILITARY and NAVAL AFFAIRS
MNFE

AERIAL PHOTOGRAPH 2004
Ronkonkoma Army

DATE
2007

DRAWING NO.
Ronkonkoma_ortho



Bidder's Response Form – RFQ 11-20
 (Form must be completed and returned with Bid)

Statement of Work: This contractual agreement shall be to provide Snow and Ice Removal Services at the **NYSA & CSMS B, Staten Island** for the 2011/2012 Snow Season. This site requires plowing of all parking areas, access roads and the shoveling of sidewalks, entrances, stairs, exits, and bus stops pursuant to the specifications listed in this RFQ. This includes the handicapped access route into the facility. Snow shall be piled in designated areas.

Description of Service	Cost of Service	Total of 3.1 - 6" & 6.1 - 9"
Cost per Snow Plow – 1 - 3"	\$	In determining the most advantageous bid for DMNA, the award criteria will be based on the total of two line items (cost per snow plow for 3.1-6" and the cost per snow plow for 6.1-9").
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Cost per Snow Plow - Over 12"	\$	
Ice Control Rock Salt Per Application	\$	
Snow Hauling Cost Per Hour	\$	
Hourly Rate for Large Loader (3-5 yd bucket)	\$	
Hourly Rate for Medium Loader (1-3 yd bucket)	\$	
Hourly Rate for Small Loader (1/2-1 yd bucket)	\$	
Hourly Rate for Dump Truck (10-18 yd capacity)	\$	

Name of Contractor: _____, Federal ID No. _____

Address: _____

City _____, State _____, Zip Code _____

Email Address: _____

Name: _____, Title: _____

Telephone number (____) ____-____, Fax: (____) ____-____, 24-Hour Number (____) ____-____

Small Business: Yes No Women Owned Business (MWE) Yes No

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FACILITY SITE VISIT VERIFICATION FORM

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ 11-20.

(Date)

(Company representative signature)

(Company Name)

FOR AGENCY USE ONLY

Verification of site visit confirmed by agency representative

Print Name: Mr. Arthur Cherry

Title: Armory Superintendent

Signature: _____

Date: _____



Legend

 PRIORITY PLOWING

 PROPERTY LINE



DMNA
 STATE of NEW YORK
 DIVISION OF MILITARY and NAVAL AFFAIRS
 MNFE

Staten Island Armory and CSMSB

DATE: 9/11 DRAWING NO.: Statenisland_maintacres

N

 North

Scale in Feet
