



Greenfield Fire District Board of Fire Commissioners

PO BOX 103
Greenfield Center NY 12833
Office - (518) 893-0723 Fax - (518) 893-7006

REQUEST FOR BID: SNOW REMOVAL SERVICES 2014 - 2015 SEASON

- **Bids will be accepted for a per seasonal contracted bid price and/or a per storm contracted price. Bid proposals must be clearly stated that you are bidding each property as separate contracted bids or all properties as one contracted bid.**

Specifications:

- All paved surfaces must be cleared.
- Initial plowing needs to be done after three (3) inches of snowfall, and every three (3) inches thereafter.
- Shovel, snow blow, salt in front of all main entry doorways and all walkways, clearing in front of truck bay doors, no exceptions.
- Repairs to grounds caused by snow plowing will be completed no later than April 15, 2015.
- Contract will run through the 2014/2015 snow season. The last payment each year will not be made until all damaged grounds are repaired.
- A certificate of insurance for \$1,000,000.00 (one million dollars) naming the Greenfield Fire District as the additional insured will be required upon award of contract.
- The Greenfield Fire District has the right to terminate this agreement in writing at any time.
- Payment Schedule as Follows:
 - Invoices must be submitted no later than the first (1st) Tuesday of each month January - April. They may be mailed, faxed or emailed.
 - Checks are to be sent out the end of the second week of each month following monthly board meetings. These meetings are the second Wednesday of each month.

Property Locations:

- District Administrative Building, 13 South Greenfield Road, Greenfield Center NY, 12833 (behind station #1)
- Station #1, located at 13 South Greenfield Road, Greenfield Center NY, 12833
- Station #3, located at 25 North Creek Road, Middle Grove NY, 12850
- Station #4, located at 613 Maple Avenue, Saratoga Springs NY , 12866

Sealed bids may be submitted by mail or delivered in person to:

Greenfield Fire District
Attn: D/P Jill Chouinard
PO Box 103
13 South Greenfield Road
Greenfield Center NY 12833

If delivered in person, bids need to arrive no later than 3:00 P.M. EST October 8, 2014. Bids should be in a sealed envelope clearly marked **SNOW PLOW BID 2014/2015**. Bids will be opened at 7:00 P.M. Wednesday October 8, 2014 at the meeting by the Board of Fire Commissioners. Bids will be reviewed and the winning bidder will be notified via phone no later than October 31, 2014.

Qualifications:

1. All vendors submitting quotes shall be prepared to provide the Fire District with evidence that they are equipped to fully accomplish the task listed safely and promptly.
2. All vendors submitting quotes shall be prepared to provide the Fire District with a summary of experience in this class of work.

Specific Instructions:

1. At the District Office, 13 South Greenfield Road, snow removed from the front parking area prior to 7:45 am each morning, sidewalks cleared.
2. Vendor will be responsible for repairing any damage done to the Fire District property including lawn repair in a timely manner.
3. All work is to be performed by vendor; no sub-contracting is permitted.
4. Vendor shall comply with all applicable Federal, State and Local laws and regulations.
5. The Fire District reserves the right to renew the contract annually.
6. Quotes shall cover the 2014/2015 snow season.

Regards

Jill Chouinard
Director of Purchasing
Greenfield Fire District