



Mattituck Park District

Town of Southold, Suffolk County, New York

INVITATION TO BID

Snow Removal

PO Box 1413
11280 Peconic Bay Boulevard
Mattituck, NY 11952
Office 631-298-9103
info@mattituckparks.com

**BIDS DUE IN DISTRICT OFFICE
11280 Peconic Bay Boulevard
Mattituck, NY 11952
ON OR BEFORE 6.00 PM ON 7 November 2024**

RESOLVED, as per the request of the Board of Commissioners, that the Mattituck Park District Clerk be and hereby is authorized to advertise for public bid as per the following:

NOTICE TO BIDDERS

TAKE NOTICE, that bids will be received by the MPD Clerk, Mattituck Park District Office, on 7 November 2024 at 6:00PM, prevailing time. The bids will be publicly opened for:

Snow Plowing

Each proposal must be submitted by mail marked, "**Snow Plowing**" or emailed to the District Office. Bidders must comply with all Federal, State, and local laws.

The Mattituck Park District reserves the right to waive any informalities in bids received, and/or reject any or all bids.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE MATTITUCK PARK DISTRICT, NEW YORK INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bid

The Mattituck Park District invites bids for Snow Plowing at six (6) Mattituck Park District locations listed on the Notice to Bidders. Proposals will be publicly read at the time, date, and place indicated in the Notice to Bidders.

2. Preparation and Presentation of Proposal

3. Each proposal must be submitted by mail marked, "**Snow Plowing**" or emailed to the District Office. Bidders must comply with all Federal, State, and local laws.

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

All questions concerning this bid should be addressed to Ben Heins at bheins@mattituckparks.com , all answers to the questions received will be sent in the form of an addendum to all interested bidders.

Date Issued: 3-Oct-24
Due Date: 7-Nov-24

General Description: The Mattituck Park District (MPD) requires snow removal and ice control services for the roads, parking lots, and walkways at several of MPD's park properties.

Service Requested: Snow Plowing

Service Locations: **Veterans Memorial Park**
11280 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-6-17 & 18

Bailie Beach Lodge
2205 Bailie Beach Road, Mattituck, NY
SCT # 1000-99.-3-14

Peconic Bay Park
AKA Mattituck Yacht Club
9462 Great Peconic Bay Blvd, Mattituck, NY
SCTM # 1000-126-5-20.1

Breakwater Beach Park
5155 Breakwater Road, Mattituck, NY
SCT # 000-99.-2-19.1

Love Lane Boathouse
1215 Love Lane Mattituck, NY
SCTM # 1000-140-1-19.1

Aldrich Lane Fields
350 Aldrich Lane, Laurel, NY
SCTM # 1000-125-1-2.6

Please submit written quotes in accordance with the following specifications:

Specifications:

1. **Pre-Proposal.** All bidders shall make themselves thoroughly familiar with the parking facilities and sidewalks to be serviced under this contract prior to the submittal of bids. The properties are open to the public and available for inspection. Please advise MPD when you are onsite by calling the office at 631-965-9674. A site tour will not be included.
2. **Scope.** Contractor shall furnish all necessary labor, equipment and materials in order to control/remove accumulations of snow and ice in accordance with the specifications herein. All weather events will be responded to proactively by the Contractor.

3. Definitions

Owner: Mattituck Park District

Owner's Representative: Ben Heins, Park Operations

Contractor: Bidder or the entity performing services per these specifications

Property: The roads, parking lots, and walkways which are to be addressed by the contractor

Weather Event: Circumstance which requires services by the Contractor.

Snow Stacking Area: Areas on the property selected by the Contractor to receive plowed snow

Snow Holding Area: Areas on the property selected by the Contractor to receive hauled snow; these areas may also have been selected by the Contractor for snow stacking

Properties: The general location or addresses of the roads, parking lots, and walkways to be addressed by the Contractor are herein.

4. **Time for Performance.** Snow removal and ice control shall be performed by the Contractor in sufficient time for safe movement on the property by visitors and employees.
5. **Qualifications.** The Contractor must have evidence of experience in commercial snow plowing.
6. **Equipment.** All equipment shall be suitable for the intended purpose, in good working condition, and fitted with flashing lights, back-up signals, and safety devices as appropriate or required by law.
7. **Weather Data.** The Owner will rely on weather data from approved weather services to validate all services performed.
8. **Bid Quantities.** The value of the services to be provided are expressed in **fixed price per property per weather event**. The Owner has the right to close any lot or portion of a lot. Snow clearing services will not be performed in any closed lot(s) or portion of the property.
9. **Bid Chart.** To be completed by Bidder (Attached Excel spreadsheet).

10. General Requirements

- a. When snow falls during the night or early morning hours and accumulates two inches or more, the facilities shall be cleared within six (6) hours.
- b. The depth of snow, icing potential, and other weather data provided by Weather Underground (or approved equal) shall be used to predict when services will be necessary and to validate services performed.

11. Property Lots & Access

- a. General
 - i. Services shall include all parking lot driveways, aisles, entrances, exits and roads.
 - ii. Where and when necessary, a liberal and uniform application of salt shall be applied by spreader to all paved parking areas and roads immediately after clearing to facilitate melting and traction.
 - iii. Snow removed shall be piled on adjacent grassy areas, embankments and in designated snow storage areas so as to provide the maximum possible utilization of parking spaces and traffic aisles. Designated parking stalls may be used to pile snow when necessary. Snow is not to be stored where melting will cause an icing hazard.
 - iv. Payment for snow removal will be at the price bid for the snow depth which is reported by Weather Underground.
 - v. Payment for salt will be at the price bid per application.
 - vi. For Snowfall of Less Than Two (2) Inches
 1. In the event of an accumulation of less than two (2) inches of snow, or any other weather occurrences which may cause icy conditions, the Contractor may be required

to perform an application of salt to all parking lot surfaces to facilitate melting and traction and to promote commuter safety. **Such application shall be in consultation with owner's representative.**

2. For Snowfall of Two (2) Inches or More
 - a. For snow accumulating two (2) inches or more the Contractor shall remove accumulating snow, keep clear all parking areas and roads, and apply salt as needed to maintain snow/ice free conditions.

12. Special Areas. Particular attention is to be given to fire hydrant access, utility equipment access, vent pipes, storm water facilities, intersection site lines and other features on the property which are critical to the operation of the property. These areas are to be maintained free of snow and ice accumulation.

13. Snow Loading and Hauling. Prudent and complete use by the Contractor of available snow stacking locations adjoining the pavement and sidewalk areas is expected without damaging existing site features or landscaping.

14. Pre-and-Post Season Responsibilities

- a. Inspections and Damages. The Contractor is responsible for any damages caused by snow removal and ice control services. All damages must be reported at the time of incident to the MPD.
- b. Flagging and Staking. The Contractor is responsible for flagging before the first snow event all features that may be hidden by snow. All curbing will be staked with high visibility poles with reflective tape. Durable flags must be installed on any fire hydrants, fire department connections, utility locations, vent pipes and other features that may be obscured or damaged by snow and ice services.

15. Contractors' Responsibilities

- a. Contractor shall schedule and coordinate all work with a representative of the MPD prior to the start of work.
- b. Activities of the facilities shall not be suspended or interrupted due to contractor performing work.
- c. Contractor shall be responsible for cleanup and safety measures related to the work performance. When applicable, contractor must take precautions to erect temporary barriers for personnel traffic control and warning signs before commencing work.
- d. Contractor shall be responsible for handling and storage of material and equipment required for the performance of work.
- e. All work shall comply with local, state, Federal, OSHA, Fire Federal railroad and/other governing codes and standards.
- f. Contractor is responsible for the materials and equipment left on the property.

16. Contactor Requirements

- a. Contractor must possess any current licenses required to plow snow and must supply copies of license(s) to MPD. This also includes any subcontractors if required.
- b. The MPD may make inquiries to determine the qualifications of the Contractor. MPD reserves the right to reject any Proposal if qualifications do not meet MPD standards. The successful Contractor shall submit, at the time of execution of the contract, a Certificate of Insurance, showing the required liability insurance coverage.
- c. The successful Contractor shall enter into a contract with the Mattituck Park District to perform the services in accordance with the specifications set forth herein and at the price set by the successful proposal.

- d. The Contractor shall maintain the types at of insurance listed below:
 - i. Worker Compensation Insurance, as required by Applicable Law. The coverage must be evidenced on a C-1 05.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us/main/forms
 - ii. Disability benefits insurance must be evidenced on a DB-102.1 form or if exempt on the CE-200 form. If you have any questions please visit www.wcb.state.ny.us/main/forms
 - iii. General liability insurance to include bodily injury and injury to property including full Contractual Liability Coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 General Aggregate.
 - iv. The District shall be named as additional insured on the liability policy. The Contract will not be signed until all required insurances are received.
- 17. The contract shall be valid for a period of one (1) year, effective 1 December 2024, at the price set by the successful proposal. This contract may be extended for an additional year at the option of the Mattituck Park District. The Park District may notify the Contractor on or before 1 November 2025 if it desires to extend the contract for the following Winter season.
- 18. A copy of the contract is available for review at the Mattituck Park District office, Veterans Memorial Park, 11280 Great Peconic Bay Boulevard, Mattituck, New York. The contract is incorporated into the request for quotes by reference and the winning Contractor will work under the terms and conditions of this agreement.
- 19. All proposals are to be submitted by mail marked, "**Snow Plowing**" to Mattituck Park District, PO Box 1413, Mattituck, New York 11952 or emailed to: info@mattituckparks.com