

NOTICE FOR BID
SNOW PLOWING, SALTING/SANDING AND STREET CLEANING AND
MAINTENANCE
VILLAGE OF NELSONVILLE

BID INSTRUCTIONS AND SPECIFICATIONS

General Information Regarding Bids

Bids must be submitted in sealed, opaque envelopes that are clearly labeled "RESPONSE TO VILLAGE OF NELSONVILLE SNOW PLOWING, SALTING/SANDING AND STREET CLEANING AND STREET MAINTENANCE NOTICE FOR BID" and submitted no later than May 7, 2025 at 2:00 PM at the office of Melissa Harris, Village Clerk, Village of Nelsonville, 258 Main Street, Nelsonville, New York 10516, at which time and place the bids will be publicly opened. Bids submitted after the bid opening will not be considered and will be returned to the bidder unopened. Bidders assume the risk of any delay in the mail, in the handling of the mail by employees of the Village, as well as improper hand delivery. Fax and/or electronically transmitted bids will not be accepted. The Village is not responsible for bids opened prior to the bid opening if the bid envelope is not labeled. Bids opened prior to the date and time indicated above may be invalid. In the event, the office of the Village Clerk is closed due to unforeseen circumstances on the day and at the time of the scheduled bid opening, the bids will be opened the next business day that the office of the Village Clerk is open at the same time as the original date (2:00 PM).

In all cases, it must be understood that the bid instructions and specifications shall apply. One (1) original and one (1) unbound copies of completed Bids shall be delivered by first class or overnight delivery service, addressed to: Melissa Harris, Village Clerk, Village of Nelsonville, Village Office, 258 Main Street, Nelsonville, New York 10516. Bids must be submitted along with the required form(s) provided by the Village with all blanks appropriately filled. Proposals which are incomplete, conditional or obscure may be rejected. Signatures shall be in ink and in longhand.

All bids shall remain in effect for ninety (90) days from the date of the bid opening.

The Village reserves the right to reject any and all bids submitted; to waive what it deems to be informalities relating to a specific bid; to waive what it deems to be informalities relating to the bidding process; to waive what it deems to be technical defects, irregularities and omissions relating to a specific bid, to request additional information from any bidder, to re-advertise and invite new bids.

Contract is subject to successful negotiation and approval of all documents by counsel to the Village. The Village reserves the right to rescind an award due to failure of successful negotiation of the parties to agree to the terms and conditions thereof.

All agreements and contractual conditions are required to conform with the laws of the State of New York, including, but not limited to, the General Municipal Law and regulations of the Office of the State Comptroller. The Village's legal counsel will review and approve all documents on behalf of the Village.

Each bidder shall provide references of its prior experience with similar work for municipalities or other entities of similar size to the Village in New York State.

An executed Non-Collusive Bidding Certificate, Iran Divestment Act Certification and Sexual Harassment Written Policy & Training Certification must be attached to each submitted bid.

Any interpretation, corrections and/or changes to this Request for Bids or extensions to the bid opening date/time will be made in writing by Addenda issued by the office of the Village Clerk. Bidders must check the Village's website for Addenda before submitting their bids. Bidders shall acknowledge receipt of all Addenda in their bids. Any Addenda so issued are to be considered a part of this Notice for Bid.

By submitting a bid, each bidder is agreeing to abide by all provisions of this Notice for Bid.

Specifications

SNOW PLOWING AND SALTING/SANDING

- 1. All streets to be plowed and salted or sanded as and when necessary.*
- 2. Start plowing when there is a two-inch snowfall, and salt or sand streets for safe travel.*
- 3. Salt or sand all streets when there is less than two inches of snowfall.*
- 4. Salt or sand all streets when rain freezes on same, to make streets safe for travel*
- 5. Salt or sand all slippery spots or other conditions that may occur, to make streets safe for travel*
- 6. Back-up equipment must be made available in the event of mechanical failure to ensure the above mentioned.*
- 7. Snow removal must be provided as needed in front of the former firehouse/Sheriff sub-station and each fire hydrant in the Village.*
- 8. Maintain and provide weekly report of materials used.*

STREET CLEANING

- 1. SPRING - sweep all streets, including gutters, swales, drains, and catch basins, removing sand, weeds, and debris. Must be completed by May 30th.*
- 2. SUMMER - same as spring clean-up. Must be completed by August 15th.*
- 3. FALL - sweep, clean and remove all leaves and weeds from all streets, including gutters, swales, and drains. Must be completed by November 15th.*
- 4. Paint all corners, crosswalks, no parking areas, stop lines, etc. and driveways as directed by the Village Board.*
- 5. Check and clear all drains in the Village on a weekly basis; all drains must be kept clear at all times to prevent flooding and backing up.*
- 6. Inspect all roads on a regular basis and bring to the attention of the Village Board or Village Road Commissioner, any and all repairs needed, such as patching, cleaning, sanding, etc. All such repairs, patching etc. are to be performed in a timely manner.*
- 7. Pick up and properly dispose of any refuse or carcass on public property as necessary but a least three times a week.*

MUNICIPAL BUILDING, VILLAGE GREEN, AND TRAFFIC ISLAND

Shall perform such duties as are necessary to the maintenance of the Municipal Building, the Village Green, and the traffic island at the intersection of Fishkill Road and Main Street, and 301 and Healy Road. This is to include grass cutting, snow removal (using non-corrosive material, i.e. calcium), sidewalk salting or sanding, watering during dry periods and trimming bushes. The Village Green is to be pruned and weeded as necessary, but at least monthly.

OTHER

Contractor must be available to meet with Village representatives on a monthly basis.

- 1. Three (3) pick-ups for bagged leaves and yard debris are to be provided.*
- 2. Minimum of 80 hours per year to be included in overall contract cost, for other work as authorized by Village officials, in addition to the above. Contractor shall submit to the Village Clerk on a monthly basis, an accounting of the hours used and work performed.*

ADDITIONAL INFORMATION

- o Village streets cover approximately two miles.*
- o Equipment and labor to be furnished by contractor.*
- o Material such as salt, sand, paint, blacktop patch etc. to be reimbursed or ordered by the Village.*
- o Equipment to be inspected by the Village Board for approval.*

INSURANCE REQUIREMENTS

Successful Bidder must furnish:

- 1. A performance bond in the amount of the contract, unless other arrangements can be made with the Village.*
- 2. Liability insurance, bodily injury, and property damage in the amount of one million dollars (combined single limit). The Village of Nelsonville is to be named among the insured and fully indemnified.*
- 3. Workers Compensation and Disability Insurance covering all of the bidder's employees.*

Any other insurance required by the State of New York shall be provided by the bidder.

Copies of insurance certificates must be filed with the Village Clerk prior to the start of any operations.

TERM OF CONTRACT

Bids are requested for a three-year contract, beginning June 1, 2025.

Village of Nelsonville Contact Information

All communication regarding this Notice for Bid shall be directed to the following contact:

Melissa Harris, Village Clerk
E-Mail: villageclerk@nelsonvilleny.gov
Telephone: (845) 265-2500

Evaluation Criteria

Bids will be evaluated based on total cost, ability to perform and experience in New York State.

Selection Process

The Village will review all bids received by the submittal deadline to determine compliance with the bid specifications. The Village Board of Trustees will make its final determination based on the determination of the lowest responsible bidder.

The Village may request clarification or additional information from any of the bidders at any point in the bid process. Bids must comply fully with the requirements detailed in this Notice for Bid. Required supporting documentation must be included as attachments and

be appropriately identified. All bidders should take whatever steps they believe are necessary to reasonably establish the actual existing service information when preparing their bids.

Bid Submission Date and Requirements

Completed proposals and sealed bids must be received by 2:00 PM on May 7, 2025.

One (1) original and one (1) unbound copy of completed bids shall be delivered by hand or by first class or overnight delivery service, addressed to: Melissa Harris, Village Clerk, Village of Nelsonville, Village Office, 258 Main Street, Nelsonville, New York 10516.

The bid package must clearly display the following identification on the outside lower left-hand corner: RESPONSE TO VILLAGE OF NELSONVILLE SNOW PLOWING, SALTING/SANDING AND STREET CLEANING AND STREET MAINTENANCE BID.

A bid shall include:

1. Vendor Background

- a. Provide a brief company history including the number of years in business.
- b. How many total employees does your company have and how many employees are dedicated snow plowing, salting/sanding and street cleaning and street maintenance?
- c. How many other customers are currently using your company's services?
- d. Has your organization or any employee ever been named in litigation or arbitration related to the company's services? If so, explain.

2. References

Provide references from customers who have been using similar services from your organization.

The vendor is responsible for all costs incurred in the preparation, demonstration, or negotiation of this proposal. The Village shall not be liable for any pre-contract costs incurred by interested vendors participating in the bidding process. The Village reserves the right, at its sole discretion, to reject and return, without evaluation, any bid received after the bid submission time and date, whether it is delivered by mail or otherwise.

This Notice for Bid and the selected bid, including all representations, warranties and commitments contained in the bid and related correspondence, shall be contractual obligations included in the written final contract.

The Non-Collusive Bidding Certificate

The Non-Collusive Bidding Certificate below must be executed by the bidder for the bid to be considered.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the undersigned bidder and the person or persons signing on behalf of the bidder, and should this bid be a joint bid, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Print Company Name

By: _____
Signature

Title

Sworn to before me this
____ day of _____, 2025

Notary Public

Iran Divestment Act Certification

The Iran Divestment Act Certification below must be executed by the bidder for the bid to be considered.

IRAN DIVESTMENT ACT CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the New York State Finance Law.

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The Village of Nelsonville makes a determination, in writing that the goods or services are necessary for the Village to perform its functions and that, absent such an exemption, the Village would be unable to obtain the goods or services for which the contract is offered.

Print Company Name

By: _____
Signature

Title

Sworn to before me this
____ day of _____, 2025

Notary Public

SEXUAL HARASSMENT WRITTEN POLICY & TRAINING CERTIFICATION
(To be Completed by Each Bidder)

I, _____, being duly sworn, deposes and says
(Name of Individual Signing this Certification)

that I am

the _____ of the _____
(Title/Position of Signer) (Name of Bidder)

and that by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section two hundred one-g of the New York State Labor Law.

Print Company Name

By: _____
Signature

Title

Sworn to before me this
_____ day of _____, 2025

Notary Public