

**REQUEST FOR PROPOSALS  
FOR SNOW REMOVAL AT VARIOUS PCCB PROPERTIES  
FOR THE PERIOD NOVEMBER 1, 2020 – APRIL 16, 2021**

***Polish Community Center of Buffalo, Inc.,  
d/b/a Lt. Col. Mat Urban Human Services Center of WNY***

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**September 1<sup>st</sup>, 2020**

**HISTORY AND BACKGROUND FOR REQUESTED SERVICES**

The Polish Community Center of Buffalo, Inc., d/b/a Lt. Col. Mat Urban Human Services Center of WNY (Matt Urban Center), is the owner of a number of properties (both administrative and rental) in the City of Buffalo and Cheektowaga, NY. The Matt Urban Center seeks the services of a qualified contractor to assist in facilities maintenance and janitorial services at these properties.

Proposals are being solicited from companies to perform snow removal services listed in these specifications on behalf of the Matt Urban Center. Work will be done on a scheduled basis, as detailed in this request and further agreed to between the parties.

**Due to payment requirements of Matt Urban grants and other funding sources, bills for services must detail billed costs by individual property. Services are to be billed in three (3) installments.**

For purposes of this invitation to bid, the numbers identified in the specifications and proposal form are approximate in order to provide guidelines to the Matt Urban Center for determining who is the lowest responsible bidder. There are no guarantees that the numbers supplied will be actual numbers for the contract expected as a result of this request for bids.

The Contractor is responsible for making site visit to the properties prior to submitting its bid. Failure to view the property shall not relieve the Contractor from honoring its bid prices(s).

Sealed proposals will be received until **Friday, September 25<sup>th</sup>, 2020 at 3:30 P.M.** deliverable to:

Via U.S. Mail or delivery to:

Andrew Linneman, Purchasing Agent  
Lt. Col. Matt Urban Human Services Center of WNY  
1081 Broadway  
Buffalo, NY 14212

Questions on this request for qualifications may be directed to [purchasing@urbanctr.org](mailto:purchasing@urbanctr.org) or to (716) 893 – 7222 ext: 404.

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**CONTRACT BID ITEMS**

**BID ITEM – SNOW REMOVAL SERVICES**

The Matt Urban Center seeks a qualified contractor who will conduct snow removal from the various properties owned and managed by the Center, as defined in the table below and attached maps.

- For overnight snow falls, snow removal must be accomplished prior to 7 AM Monday to Fridays at all office locations and by 8 AM daily for all apartment locations.
- In cases of multiple or extended snow falls, snow removal and/or salting could be required more than once per day to ensure safe negotiation of sidewalks and parking lots.
- Properties require snow removal no later than 24 hours after a snow event of 2 inches or more (as noted in the property table below).
- Contractor is required to keep a daily log of services that at a minimum indicates building name, time of treatment, weather conditions, and type of treatment.
- The successful bidder will be required to spread salt or other ice melting material in sufficient quantities at the time of plowing, shoveling or icing event to render the area safe for pedestrians.
- The successful bidder will have proper insurance for snow removal and salt services.
- The successful bidder will have appropriate City of Buffalo snow removal licensing and permits.
- Snow removal outside of the November 1<sup>st</sup>, 2020 – April 16<sup>th</sup>, 2021 term will need to be negotiated and billed separately.
- The successful bidder will be required to meet PCCB personnel for a full walk-through prior to a contract being signed.
- The successful bidder will agree and sign to complete services outlined in RFP – if services are not met as outlined, PCCB has the right to terminate the agreement and cease payment for insufficient services.

**REQUEST FOR PROPOSALS  
FOR FURNISHING EQUIPMENT AND OPERATORS  
FOR THE MAINTENANCE OF VARIOUS PROPERTIES  
IN THE CITY OF BUFFALO AND TOWN OF CHEEKTOWAGA, NEW YORK  
FOR THE PERIOD NOVEMBER 1, 2020 – APRIL 16, 2021**

<b>Property Name / Addresses</b>	<b>Description</b>	<b>Item II: Snow Removal</b>
<b><u>Matt Urban Center Admin</u></b> 1081 Broadway Street & 230 Playter (parking lot)	Administrative Offices.	Shovel/Plow and Salt: Sidewalks, entryway, ramp, parking lot and driveway
<b><u>PS57</u></b> 243 Sears Street & 228 and 241 Playter (parking lot)	Administrative Offices and Apartments.	Shovel/Plow and Salt: Sidewalks, parking lot and driveway
<b><u>Dulski</u></b> 129 Lewis Street	Administrative Offices and Youth Programming.	Shovel/Plow and Salt: Sidewalks, Wheelchair ramp, parking lot and driveway
<b><u>Polonia Hall/Hope Center</u></b> 385 Paderewski Drive	Administrative Offices and Youth Programming.	Shovel/Plow and Salt: Front entryway, sidewalks, parking lot
<b><u>Lewis/Wojnar</u></b> 104 Lewis Street	32-unit, 2 story apt. building with elevator. (Please note this is senior housing & safety is a concern for seniors).	Shovel/Plow and Salt: Front entryway, sidewalks, tenant parking lots Parking lot extends from Lewis St. to Jones St. on Lyman St.
<b><u>Hope House</u></b> 586 Genesee Street	Emergency shelter for women and children.	Shovel/Plow and Salt: Sidewalks, parking lot and driveway.
<b><u>Monroe Place</u></b> 296 Monroe Street	12-unit, 24 beds, 2 story apartment building with elevator;	Shovel/Plow and Salt: Front entryway, sidewalks, parking lot and driveway
<b><u>Hope Gardens</u></b> 58 Oberlin Avenue	20-unit, 2 story apartment building with elevator.	Shovel/Plow and Salt: Front entryway/patio, back entryway/patio, sidewalks, parking lot and driveway
<b><u>AWA</u></b> 185 Rother Avenue	20-unit, 2 story apartment building. NO elevator.	Shovel/Plow and Salt: Sidewalks, tenant parking lot and driveway

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**BID SUBMITTALS**

**SUBMISSION OF BID**

1. Complete and sign **Proposal Bid Form** (form attached, 2 pages).
2. Signed and dated **Certificate of Non-Collusion** (form attached, 1 page).
3. Signed and dated **Contractor Debarment Certificate** (form attached, 1 page).
4. Signed and dated **Minimum Insurance Requirements for Vendors Acknowledgement** (form attached, 1 page).
5. Sealed bids with all requirement documents must be **delivered** by **Friday, September 25<sup>th</sup>, 2020 at 3:30 P.M.** deliverable to:

Via U.S. Mail or delivery to:

Andrew Linneman, Purchasing Agent  
Lt. Col. Matt Urban Human Services Center of WNY  
1081 Broadway  
Buffalo, NY 14212

6. Questions on this request for qualifications may be directed to [purchasing@urbanctr.org](mailto:purchasing@urbanctr.org) or faxed to (716) 893-7222 ext: 404.

Appointments to review the buildings and job sites may be made by contacting Andrew Linneman, Purchasing Agent, at [purchasing@urbanctr.org](mailto:purchasing@urbanctr.org) or at 716-893-7222 ext: 404.

**PROPOSALS.** Proposals must be made upon the blank form provided. All blank lines in the proposal form must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned therein. The bidder must be prepared, if requested by the Matt Urban Center, to present evidence of experience, ability and financial standing, as well as a statement as to available staff, equipment and machinery and furnish a tour of these facilities if requested by the Matt Urban Center. The form of contract and bond shall be provided by the Matt Urban Center.

The bid price should include the costs of all equipment, operators and materials. . The costs of ordinary materials such as cleaning supplies should be included as part of the bid price; other unusual items of equipment or material expected to be needed should readily identifiable as to size and nature of item. Such costs can be billed to the Matt Urban Center as part of the work order if the cost of such material is documented by an invoice dated between the date of the work order and the date the work is performed. Management reserves the right to remove one or all requested items based on proposal results.

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**BID BOND.** A bid bond is not required under this contract for services.

**SUBCONTRACTING.** The contractor is prohibited by law from assigning or subcontracting the contract without the previous written consent of the Matt Urban Center Executive Director.

**WORK EXPERIENCE.** The successful bidder will have to show evidence that their company has equipment and experience necessary to perform the required work.

**CONDITION OF EQUIPMENT.** Equipment offered by the contractor must be in good operating condition and maintained in such condition while performing the work required under any resultant contract.

**EQUIPMENT OPERATORS.** The bidder's operators must be well trained in the operation of the equipment and must be skilled in the performance of all phases of the work required to be done. The successful bidder shall provide three references from existing clients.

**BID AWARD.** The bid will be awarded to the lowest responsible bidder.

In order to be considered as a successful bidder, the attached "Certificate of Non-Collusion" will have to be signed by the bidder and dated prior to submitting the bid. The work to be carried out under this contract will be designated by the Matt Urban Center or its representative. The owner reserves the right to reject any or all proposals or to waive any informality.

**COMMENCEMENT AND DURATION OF WORK.** The successful bidder will be required to make his equipment and operators available to work within three (3) business days after receipt of a written *Notice to Proceed* from the Matt Urban Center Attorney or his representative. Thereafter, until completion of the job, work shall be continuous unless the Executive Director or her representative determines that operations shall be temporarily suspended due to climatic or soil conditions, or due to performance issues. Temporary or seasonal suspension of operations will not relieve the bidder of his liability to continue his contract at such time as the Executive Director or his representative determines the resumption of operations is again favorable.

**BID CONDITIONS**

1. Proposals must be made upon the blank form provided. The blank spaces in the proposals must be filled in as noted and no change shall be made in phraseology of the proposal or in the items mentioned therein.
2. The bidder must be prepared to present evidence of experience, ability and financial standing, as well as a statement as to employees and machinery.
3. The form of contract shall be provided by the Matt Urban Center.
4. Prior to the award of the bid, the successful bidder shall submit to the Matt Urban Center a full list of the equipment owned by the Contractor and available for use in this project indicating the year of manufacture, manufacturer's name and model number.
5. In case of a difference between the stipulated amount of the proposal written in words and the stipulated amount written in figures, the stipulated amount in words shall govern.
6. Management reserves the right to remove one or all requested items based on proposal results.

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**EXECUTION OF CONTRACT**

The person whose bid is accepted will be required to execute a contract and to comply in all respects with the statutory provisions relating to the contract within ten (10) days after the execution date of the contract by the Supervisor of the Cheektowaga Matt Urban Center Board.

**INSPECTION AFTER WORK HAS BEEN COMPLETED.** The contractor's work will be subject to inspection and review. The winning contractor must name a supervisor who will serve as the contact for discussion of work performed and its satisfaction to the owner.

**Due to payment requirements of Matt Urban grants and other funding sources, bills for services must detail billed costs by individual property.**

Upon satisfactory completion of the work an invoice for work performed, by property address, shall be emailed to the Matt Urban Center's Accounting Department at 1081 Broadway, Buffalo, NY 14212. The Matt Urban Center reserves the right to inspect all work performed prior to payment.

**DAMAGE.** The contractor will be held responsible for damage to the site(s) caused by, but not limited to: lawn damage, rutting during very wet conditions, structural damage to buildings, structures, fences, sidewalks, driveways, etc. The contractor will, in the event of any damage, notify the Matt Urban Center Executive Director immediately and shall make the necessary repairs by qualified personnel within a reasonable amount of time. Or, if agreed to by both parties, the Matt Urban Center will have the necessary repairs made and the Contractor will be billed for said repairs. Payments during that work period shall be held back until such time as the necessary repairs have been made and approved by the Matt Urban Center. Amounts due for repairs may be reduced from any amounts due to the contractor.

**INTERPRETATION OF DOCUMENTS.** If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies in or omissions from the specifications, he may submit to the Chief Financial Officer of the Matt Urban Center a written request for an interpretation or correction thereof, delivered to this address.

Written requests may be emailed to [purchasing@urbanctr.org](mailto:purchasing@urbanctr.org). Such request shall be made no later than five (5) days prior to the date of opening bids. The Chief Financial Officer of the Matt Urban Center shall respond to such request at least three (3) days prior to the date for opening bids by means of an addendum which shall be forwarded to all prospective bidders who were mailed or picked up the specifications.

**BID FORM**

**RFP – SNOW REMOVAL FOR PCCB PROPERTIES  
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This *Bid Form* constitutes the proposed pricing for services outlined in the Notice to Bidders for Landscaping and Snow Removal at Various Matt Urban Center Properties.

This quote is being provided by:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

# BID FORM

## RFP – SNOW REMOVAL FOR PCCB PROPERTIES FOR THE PERIOD NOVEMBER 1, 2020 – APRIL 16, 2021

**NOTE: ALL LINE ITEMS MUST BE FILLED IN ORDER FOR BID TO BE ACCEPTED.**

**BID ITEM – SNOW REMOVAL SERVICES**

Furnish EQUIPMENT, OPERATORS AND MATERIAL for snow and ice removal with salting at properties specified for the season November 1, 2020 – April 16, 2021:

**TOTAL PRICE FOR ALL PROPERTIES:**

Dollars \$ \_\_\_\_\_

(Example: One Thousand Two Hundred Eighty Dollars & no cents \$ 1,280.00)

**Price Breakdown Per Property:**

<u>PROPERTY NAME/ ADDRESS</u>	<u>PLOWING</u> cost per property	<u>SALTING</u> cost per property	<u>TOTAL</u> cost per property
<b><u>Matt Urban Center Admin</u></b> 1081 Broadway Street & 230 Playter	\$ _____	\$ _____	\$ _____
<b><u>PS57</u></b> 243 Sears Street & 228 + 241 Playter Street	\$ _____	\$ _____	\$ _____
<b><u>Dulski</u></b> 129 Lewis Street	\$ _____	\$ _____	\$ _____
<b><u>Polonia Hall/Hope Center</u></b> 385 Paderewski Drive	\$ _____	\$ _____	\$ _____
<b><u>Lewis/Wojnar</u></b> 104 Lewis Street	\$ _____	\$ _____	\$ _____
<b><u>Hope House</u></b> 586 Genesee Street	\$ _____	\$ _____	\$ _____
<b><u>Monroe Place</u></b> 296 Monroe Street	\$ _____	\$ _____	\$ _____
<b><u>Hope Gardens</u></b> 58 Oberlin Avenue	\$ _____	\$ _____	\$ _____
<b><u>AWA</u></b> 185 Rother Avenue	\$ _____	\$ _____	\$ _____



# BID FORM

## RFP – SNOW REMOVAL FOR PCCB PROPERTIES FOR THE PERIOD NOVEMBER 1, 2020 – APRIL 16, 2021

### CERTIFICATE OF NON-COLLUSION

By submission of this bid or proposal, the 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 their knowledge and belief:

- a) 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;
- b) 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 the opening, directly or indirectly, to any other bidder or to any competitor;
- c) 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;

I hereby affirm under the penalties of perjury that the foregoing statement is true.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Print Name & Title

STATE OF NEW YORK  
COUNTY OF ERIE        SS:

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

# BID FORM

## RFP – SNOW REMOVAL FOR PCCB PROPERTIES FOR THE PERIOD NOVEMBER 1, 2020 – APRIL 16, 2021

### CONTRACTOR DEBARMENT CERTIFICATION

Contractor Business Name: \_\_\_\_\_

List all Business Owners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We acknowledge that our firm is providing an estimate for work to the Matt Urban Center in connection with the maintenance of various properties in the City of Buffalo and Town of Cheektowaga.

We have been informed that some of these projects are funded with federal Community Development Block Grant, federal HOME grant funds, or New York State grant funds.

Accordingly, we confirm that neither our company, nor any of its owners (as we have identified above), have been debarred from participating in federal or New York State Contracts. Furthermore, we confirm that the list of business owners shown above is complete and true.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This document is provided in connection with a federal grant program and is subject to a PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, providing for a penalty or imprisonment for knowingly falsified information in connection with these properties.

