

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024
*Polish Community Center of Buffalo, Inc.,
d/b/a Lt. Col. Matt Urban Human Services Center of WNY***

August 18, 2023

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), owns and operates a number of properties in the City of Buffalo. The Matt Urban Center seeks the services of a qualified contractor to provide landscaping, snow removal and salting services at these properties between October 2023 and October 2024.

Proposals are being solicited from companies to perform landscaping, snow removal and salting 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 monthly with payment being made within thirty (30) days thereafter.

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 15, 2023 at 9:00 A.M. deliverable to:

Via U.S. Mail or delivery to:

David J. Laczi, RCS
Property Management Director
Lt. Col. Matt Urban Human Services Center of WNY
1081 Broadway
Buffalo, NY 14212

Questions on this request, may be directed to DLaczi@UrbanCtr.org or to (716) 893-7222 X 186 or 716-970-5674

Aerial maps of the properties are available to all interested parties and a walk thru of the properties are encouraged with our Maintenance Coordinator...just contact me @ the above email or #...

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024**

CONTRACT BID ITEMS

BID ITEM – LANDSCAPING SERVICES

The Matt Urban Center seeks a qualified contractor who will perform landscaping at the various properties owned and managed by the Center, as defined in the table below.

- Mowing operations shall be performed completely once per week throughout the contract period.
- Mowing operations shall be performed to ensure a smooth surface appearance without scalping or allowing excessive cuttings to remain.
- All equipment shall be adjusted to proper cutting heights and shall be adequately sharpened.
- Walkways shall be cleaned immediately following each mowing
- Accumulation of leaves shall be removed weekly from all landscaped areas, including flower beds, planters, and lawn areas.
- Mechanical edging of grass shall be performed after each mowing.
- All flower beds, planters, and flower boxes shall be maintained in a clean, crisp, and healthy-looking condition.
- Appropriate mulches must be used prior to planting annuals.
- Dead or diseased plants are to be removed promptly from all beds and replaced immediately. Broken, damaged, or unsightly flowers or plant parts or to be removed promptly.
- Beds shall be maintained free of weeds and grass, and no individual weed or grass shall remain more than one week.
- Weeds shall be removed from building surfaces, sidewalks and parking areas on at least a weekly basis.
- The successful bidder will be required to meet PCCB personnel prior to a contract being signed.
- **Spring cleaning must be completed by May 31, and must include mulching, clearing of branches and leaf debris, edging of grass at sidewalks and parking lots, flower bed mulching and lawn care.**
- **Fall cleaning must be completed after October 1 but before November 1, and must include raking of leaves, pruning of bushes, weeding of flower beds, edging of grass at sidewalks and parking lots.**
- **All vegetation must be removed from exterior of buildings, including roofing, siding, foundation areas, as well as fencing and gates; any low hanging tree branches must be trimmed back to allow for unobstructed sidewalk clearance.**
- **All debris generated must be removed from site and properly disposed of per site visit.**

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES**

FOR THE PERIOD October 2023 – October 2024

Properties & Areas requiring Landscaping Work...

Property Name / Addresses	Areas
<u>Matt Urban Center Admin</u> 1081 Broadway Street, playground, and 230 Playter (parking lot)	Playground garden beds and landscaping, front garden beds, sidewalk and parking lots & around building areas
<u>PS57</u> 243 Sears Street & 228 and 241 Playter (parking lot)	Garden beds, lawns, sidewalks and parking lot
<u>Dulski</u> 129 Lewis Street	Garden beds, lawns, sidewalks, parking lot and rear lot behind building
<u>Lewis/Wojnar</u> 104 Lewis Street	Garden beds, lawns, sidewalks and parking lot, & <u>low hanging tree branches</u>
<u>AWA</u> 185 Rother Avenue	Garden beds, lawns, sidewalks and parking lot
<u>Hope Gardens</u> 58 Oberlin Avenue	Garden beds, lawns, sidewalks and parking lot
<u>Monroe Place</u> 296 Monroe Street	Garden beds, lawns, sidewalks and parking lot
<u>Vacant Lots</u> 232 Reed, 171 Gibson, 75 Warren, 331 High, 293 Paderewski, 952 Sycamore, 44 Peckham	Vacant lots

BID ITEM-SNOW REMOVAL & SALTING 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. All buildings are located on Buffalo's east side, within an area that is less than one square mile.

- For overnight snow falls of 2" or more, snow removal must be accomplished prior to 6 AM Monday to Fridays at all office locations and by 7 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.
- **On weekdays, every effort should be made to clear and/or salt walkways and parking lots at office sites before 4:30pm to ensure that employees can safely exit each building and parking lot.**
- To verify the amount of snowfall occurring during business hours, contractor will contact the Buffalo office of the National Weather Service at 716-565-0204.
- Contractor is required to keep a daily log of services that at a minimum indicates building

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES**

FOR THE PERIOD October 2023 – October 2024

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.
- Successful bidder will be required to tour each property with PCCB personnel prior to a contract being signed.

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024**

Buildings are ranked in order of priority (highest to lowest). Every effort should be made to completely clear and/or salt each building after each snowfall event, as required by the contract. However if this is not possible, buildings should be prioritized in this order.

Property Name / Addresses	Description	Areas
<u>Matt Urban Center Admin</u> 1081 Broadway Street & 230 Playter (parking lot)	Office	Shovel/Plow and Salt: All sidewalks, entryway, ramp, parking lot and driveway
<u>PS57</u> 243 Sears Street & 228 and 241 Playter (parking lot)	Office & Apartments	Shovel/Plow and Salt: All sidewalks, parking lot and driveway
<u>Dulski</u> 129 Lewis Street	Office	Shovel/Plow and Salt: All sidewalks, parking lot and driveway
<u>Lewis/Wojnar</u> 104 Lewis Street	Office & Apartments	Shovel/Plow and Salt: Front entryway, all sidewalks, tenant parking lots
<u>AWA</u> 185 Rother Avenue	Apartments	Shovel/Plow and Salt: All sidewalks surrounding building, all walkways in courtyard, tenant parking lot and its adjacent sidewalks, and driveway
<u>Hope Gardens</u> 58 Oberlin Avenue	Office & Apartments	Shovel/Plow and Salt: Front entryway/patio, back entryway/patio, all sidewalks, parking lot and driveway
<u>Monroe Place</u> 296 Monroe Street	Office & Apartments	Shovel/Plow and Salt: Front entryway, all sidewalks, parking lot and driveway

**Including Shoveling and Salting of Sidewalks of Vacant Lots...as previously listed...
232 Reed, 171 Gibson, 75 Warren, 331 High, 293 Paderewski, 952 Sycamore, 44 Peckham**

The Matt Urban Center reserves the right to remove one or all requested buildings based on proposal results and operational needs.

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024**

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 15, 2023 at 9:00 A.M.** deliverable via U.S. Mail or delivery to:

David J. Laczi, Property Management Director
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 DLaczi@UrbanCtr.org or (716) 893-7222 X 186.

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 required items, including equipment, operators and materials.

The Matt Urban Center reserves the right to remove one or all requested items based on proposal results and operational needs.

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024**

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 must have the 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 references from existing clients if requested.

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

In order to be considered 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 his 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

7. 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.
8. The bidder must be prepared to present evidence of experience, ability and financial standing, as well as a statement as to employees and machinery.
9. The form of contract shall be provided by the Matt Urban Center.
10. 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.
11. The Matt Urban Center reserves the right to remove one or all requested items based on proposal results.

**REQUEST FOR PROPOSALS
FOR LANDSCAPING, SNOW REMOVAL AND SALTING AT VARIOUS PCCB
PROPERTIES
FOR THE PERIOD October 2023 – October 2024**

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 the time frame specified.

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 mailed to the Matt Urban Center's Accounting Department at 1081 Broadway, Buffalo, NY 14212 or e-mailed to invoices@urbanctr.org. 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 Controller of the Matt Urban Center a written request for an interpretation or correction thereof, delivered to this address.

Written requests may be emailed to DLaczi@UrbanCtr.org faxed to (716) 897-7242. Such request shall be made no later than five (5) days prior to the date of opening bids. The Controller 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.

This *Bid Form* constitutes the proposed pricing for services outlined in the Notice to Bidders for Landscaping, Snow Removal and Salting at Various Matt Urban Center Properties.

This quote is being provided by:

Company: _____

Address: _____

Signature: _____

Print Name: _____

Title: _____

Office Phone #: _____ Mobile Phone #: _____

Email: _____

Date: _____

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

BID ITEM – LANDSCAPING SERVICES

Bidder agrees, if contracted to do so, to furnish EQUIPMENT, OPERATORS AND MATERIAL for landscaping work at properties specified for the season October 2023 – October 2024 per the following pricing schedule.

TOTAL PRICE FOR ALL PROPERTIES:

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

Price Breakdown Per Property:

Property Name / Addresses	Price
<u>Matt Urban Center Admin</u> 1081 Broadway Street, playground, and 230 Playter (parking lot)	
<u>PS57</u> 243 Sears Street & 228 and 241 Playter (parking lot)	
<u>Dulski</u> 129 Lewis Street	
<u>Lewis/Wojnar</u> 104 Lewis Street	
<u>AWA</u> 185 Rother Avenue	
<u>Hope Gardens</u> 58 Oberlin Avenue	
<u>Monroe Place</u> 296 Monroe Street	
<u>Vacant Lots</u> 232 Reed	
171 Gibson	
75 Warren	
331 High	
293 Paderewski	
952 Sycamore	
44 Peckham	

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 removal and salting services at properties specified for the season October 2022 – October 2023

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>Snow Removal/Salting Price Per Property</u>
<u>Matt Urban Center Admin</u> 1081 Broadway Street & 230 Playter	\$ _____
<u>PS57</u> 243 Sears Street & 228 and 241 Playter	\$ _____
	\$ _____
<u>Dulski</u> 129 Lewis Street	\$ _____
<u>Lewis/Wojnar</u> 104 Lewis Street	\$ _____
<u>Monroe Place</u> 296 Monroe Street	\$ _____
<u>Hope Gardens</u> 58 Oberlin Avenue	\$ _____
<u>AWA</u> 185 Rother Avenue	\$ _____
<u>Pricing for Vacant Lots...</u>	\$ _____

PLEASE NOTE: The Matt Urban Center reserves the right to remove one or all requested items based on proposal results, including both services and buildings. For example, the Matt Urban Center reserves the right to forego contracting for salting and contract only for snow removal. Further, operational considerations may result in a building being removed from the contract during the service period.

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 _____, 2022, before me, the undersigned, personally appeared _____, personally know to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

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.

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.

**MATT URBAN CENTER
MINIMUM INSURANCE REQUIREMENTS FOR VENDORS
PERFORMING WORK FOR THE MATT URBAN CENTER**

The following minimum limits of Insurance shall be evidenced to the Matt Urban Center by any vendor:

A. Commercial General Liability

Including Products Liability, Completed Operations Liability

Bodily Injury and Property Damage \$1,000,000 per occurrence

\$2,000,000 aggregate

1. Coverage must name the Matt Urban Center, its Matt Urban Center Board Officials, Employees and Agents as an Additional Insured and that coverage must be shown on the Certificate. This coverage shall also be "Primary" to any other coverage.
2. Coverage shall include Explosion, Collapse and Underground Hazard coverage.
3. Coverage should include a "Per Project" or "Per Location" endorsement that is listed in the Certificate;
4. Continued coverage shall remain in force for at least three years following the date of completion of the project.

B. Auto Liability

\$1,000,000 per accident

Including Owned, Non-Owned and Hired Autos

C. Workers' Compensation

New York Statutory

Employers Liability

Unlimited in New York

D. Disability Coverage

New York Statutory

Instructions for Preparing Certificates

The original Certificate evidencing the above coverages shall be submitted prior to the commencement of work to the Matt Urban Center Accounting Office, 1081 Broadway, Buffalo, New York 14212. Evidence of renewal coverage must be submitted to the Matt Urban Center by the date of renewal. Coverage must be written by an Insurance Company authorized to do business in New York State with a rating of at least B+ according to Best Key Rating Guide.

Indemnification

The vendor agrees that it shall indemnify and hold harmless the Matt Urban Center to the fullest extent permitted by law for any claim, suit, damages, legal costs and expenses including but not limited to Bodily Injury, Property Damage, Personal Injury, Disease or Death arising out of, caused by or in any way related to the activities of the Vendor.

Name of Vendor _____

By: _____

(Signature)

Title: _____

Date: _____