

REQUEST for PROPOSALS: Snow Plowing & Removal Services for 2025-2026

The Town of Harpersfield seeks proposals from qualified contractors for snow and ice removal for the 2025-2026

1. Key Dates:

- Request for proposal shall be available on Thursday, September 12, 2025 www.townofharpersfield.com or at the Town Hall.
- Proposals must be submitted by Wednesday, October 8, 2025 by 12 noon.
- The Harpersfield Town Board shall review proposals on Wednesday, October 8, 2025 at their regularly scheduled meeting (begins at 7 p.m.)
- The Board reserves the right to reject any and all proposals as per procurement policy.

2. Pricing: The proposal is broken down into (3) pricing schedules that addresses parking lots per plow and applying salt as needed. The first pricing schedule addresses the Town Hall lower parking lot, while the second pricing would be for the Town Hall upper parking lot, the third being the Post Office parking lot.

For Per-parking lot Pricing (snow removal) and Per-Application Pricing (for salting):

Include all costs associated with the operation of snow removal equipment, including but not limited to equipment, operators, fuel, supplies, and tools. Under this pricing structure, the contractor shall submit invoices the 1st of every month which include: dates and times of service; locations cleared; and dates and times that salt is applied. It is the municipality's expectation that most work under this contract will be performed by one operator using one piece of equipment. In certain weather conditions, additional operators and equipment may be required in order to complete the work in a timely manner.

3. Contractor Qualifications: Please submit the names and telephone numbers of three (3) customer references, including at least two commercial or not-for-profit clients.
4. Insurance: The contractor shall be required to provide proof of general liability and automobile liability insurance at the following minimum coverage levels...
- Property Damage: \$1,000,000 minimum
 - Personal Injury: \$1,000,000 minimum
 - Umbrella Coverage: \$1,000,000 minimum

5. Scope of Work: Snow shall be removed from three (3) parking lots when accumulation is equal to or greater than 2", or when blowing and/or drifting snow exceeds 2". A coating shall be removed by the time specified in this contract. Snow must be removed and salt applied (as needed) no later than the times indicated below on days in which the offices are open and continue during office hours unless otherwise advised by the Highway Superintendent.

Upper Town Hall Parking Lot: 7:30 a.m.

Lower Town Hall Parking Lot: 7:30 a.m.

Post Office Parking Lot: 7:30 a.m.

On days offices are not open (weekends, holidays, closings) the upper parking lot shall be cleared at least 1 hour in advance of scheduled Board meetings or when court is held. Post Office needs to be plowed as per open schedule. Specific schedules/arrangements shall be confirmed with the Highway Superintendent.

- a. Contractor shall apply a salt mix after each plowing (as needed); in addition, contractor will apply salt during icing conditions following the same schedule detailed above (for snow removal), and as requested by the Highway Superintendent. A salt mix will be supplied by the municipality. Contractor will need to load their spreader by hand.
- b. The contractor shall not pile snow in such a way that access to walkways and/or driveways is restricted.
- c. The contractor is solely responsible for this work; sub-contracting of snow removal or salt application is prohibited unless the contractor has received express permission (from the Highway Superintendent) in advance of any sub-contract.
- d. The contractor shall insure the proper handling, safe operation, and security of his/her equipment, tools, and materials. The contractor shall repair or replace (to the municipality's satisfaction) any damages or losses that occur as a result of the contractor's neglect, carelessness, mishandling of equipment, lack of proper equipment, or inadequate supervision.
- e. No equipment shall be left/stored on municipality property when not in use.

6. Payment Schedule

For Per - parking lot plow: Contractor shall submit monthly invoices for payment.

SNOW REMOVAL PROPOSAL: Town of Harpersfield—2025-26

Contractor/Firm: _____

Address: _____

Telephone #: _____ Contact Person: _____

PRICE SCHEDULE #1: Per-plow, and Per-Application of Salt

\$ _____ per snow plowing, removal and salt application for Upper Town Hall Parking Lot

\$ _____ per snow plowing, removal and salt application for Lower Town Hall Parking Lot

\$ _____ per snow plowing, removal and salt application for Post Office Parking Lot

Professional References: Please provide the name and telephone number of 3 customer references, including at least two commercial or not-for-profit clients.

#1 Customer Name: _____

Telephone Number: _____

#2 Customer Name: _____

Telephone Number: _____

#3 Customer Name: _____

Telephone Number: _____

Please submit your proposal to:
Heidi Stevens, Town Clerk
Town of Harpersfield
25399 State Hwy 23
Harpersfield NY 13786

Submit by Wednesday, October 8, 2025 by 12 Noon
Please submit proposal in a sealed envelope marked "SNOW REMOVAL PROPOSAL."