

September 22, 2017

REQUEST FOR QUOTES
PROFESSIONAL SERVICES
SNOW PLOWING SERVICE

The Parma Public Housing Agency is requesting quotes for consideration in the selection for professional services to perform snow plowing services effective November 15, 2017 through April 15, 2018 for its Public Housing property (Chevybrook Estates) located in Parma, Ohio.

Interested contractors may visit/view the property located at 5617 Chevrolet Blvd., Parma, Ohio 44130 on **Thursday, September 28, 2017 between 10:00am and 12:00 noon.**

Summary/Scope

Parma Public Housing Agency manages a 60 unit property comprised of 10 residential buildings and 1 maintenance building. The property sits on 4 acres.

The agency is seeking snow plowing services on its Chevybrook Estates property. The scope of services required is the following:

1. Unlimited pushes during the winter/snow season (November 15, 2017-April 15, 2018)
2. Plowing all driveway areas and cul-de-sac of property any time there is more than 2 inches of snow fall – 24 hours a day/ 7 days a week.
3. Plowing of parking spaces on the property any time there is more than 2 inches of snow fall – 24 hours a day/ 7 days a week.
4. Snow removal around dumpsters located throughout the property.
5. De-Icing/Salting of driveway and sidewalks will be done on an “On-Call Basis” decided by the Parma Public Housing Agency. **Please include a separate line item for cost of de-icing/salting per application.**

Cost and Submission

Please provide the following information with your quote submittal:

1. Quotes for snowplowing must include:
 - a. A separate line item for cost of de-icing/salting per application.
 - b. A separate line item for cost of “per push” of any snowfall before November 15, 2017 or after April 15, 2018.
2. Contact information for 2 references.

Quotes are due by **Friday, October 6, 2017 by 4:30pm.** The agency will not accept quotes verbally or by telephone. Quotes can be emailed to roman@parmahousing.org, or faxed to the attention of Roman Fedkiw, Public Housing Administrator @ 216-661-2021.

Prior to award (but not as a part of the quote submission) the successful quoter will be required to provide:

1. An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount
2. An original certificate evidencing General Liability coverage
3. An original certificate showing the quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this project, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
4. A copy of the quoter's business license allowing that entity to provide such services within the jurisdiction of the City of Parma/Cuyahoga County
5. A copy of the quoter's license issued by the State of Ohio licensing authority allowing the quoter to provide the services detailed herein.