

TOWNSHIP OF EAST HANOVER REQUEST FOR QUOTATION ~
SNOWPLOWING SERVICES POSTED ON TUESDAY, OCTOBER 18, 2022

INVITATION

Vendors are invited to quote on the items listed below in accordance with the Quote Specifications and the standard Township terms and conditions.

Quotation responses and any information regarding general quote conditions must be emailed to the Superintendent, Marc Macaluso, at marcm@easthanovertownship.com.

Quotation responses must be received by 4pm, on Tuesday, November 1st via email at marcm@easthanovertownship.com.

GENERAL TERMS

Vendor is to deliver all specified services under the direction of the Superintendent of Public Works, and to assist in placing in service all services, materials and equipment contracted for the Township. The Township specifically reserves the right to inspect, at its convenience, all services, materials, and equipment delivered and to run what acceptance tests it may deem appropriate.

Upon award of work, the Contractor shall supply the Township with a NJ Business Registration Certificate.

INSURANCE REQUIREMENTS

1. Commercial General Liability (CGL)
 - \$1M each occurrence
 - \$2M General Aggregate
 - CGL Policy must contain Garage Liability: Garage Liability Insurance — insurance covering the legal liability of franchised and non-franchised automobile, truck, truck-tractor, motorcycle, recreational vehicle, and trailer dealers for claims of bodily injury (BI) and property damage (PD) arising out of business operations. It shall include two separate insuring agreements, "who is an insured" provisions, and "limit of insurance" provisions—one dealing with garage operations involving the ownership, maintenance, or use of autos and the other dealing with all other garage operations.
 - The Township of East Hanover must be named as an additional insured on this policy
2. Auto Liability
 - Combined Single Limit of \$1M with Under Insured Motorist at a minimum of \$100K
3. Worker's Comensation MUST meet NJ Statutory Limits.
4. Excess Laibility
 - \$1M per Occurrence

- \$1M Aggregate
- The township of East Hanover must be named as an addition insured on this policy

DELIVER

Services and materials shall be delivered as provided in the detailed requirements.

TERM OF SERVICE AND LENGTH OF CONTRACT

Services shall be rendered during the contract period beginning July 1, 2022, ending June 30, 2023.

QUALITY

The Township requires quality service, material, and equipment. When delivered, if the service, materials, and equipment do not meet the Township quality standards, or where the materials and equipment delivered are incomplete or damaged, the Township reserves the right to refuse delivery and the right to return the unsatisfactory item and cancel the service.

TAXES

The Owner is exempt from any local, state, or federal sales, use or excise tax.
Township Tax ID # 22-6001763

SPECIFICATIONS - SNOWPLOWING SERVICES

1. SCOPE OF WORK

1.1 The Township of East Hanover is seeking qualified Contractors to provide removal of snow and ice services from public roadways located within the Township during the 2022-2023 winter season. Quotes are to be an all-inclusive hourly rate for one truck with snowplow and operator.

2. RESPONSIBILITIES OF CONTRACTOR

- 2.1 The Contractor shall supply all personnel, vehicles, equipment, and necessary apparatus to perform the requirements of work detailed in these specifications including, but not limited to plow trucks, operators and/or drivers, fuel, oil, ballast, chains, repairs, insurance, and supervision as required.
- 2.2 The Contractor shall be located within a 15 miles radius of East Hanover Township to provide timely response to storm call in and respond to any break downs of equipment. The contractor shall not receive compensation for the hours during which equipment or vehicles fail to operate due to mechanical problems or absence of work crew.
- 2.3 The Contractor is responsible for pushing snow off roadways. All roadways assigned to the Contractor shall be cleared “curb-to-curb,” as close to the roadway surface as possible.
- 2.4 The Contractor shall be liable for any damage to property along the Township roadway including curbing, signs, and mailboxes that arise out of or in connection with the performance of the work. Any damage incurred should be immediately reported to the Department of Public Works designee.
- 2.5 All Trucks & Equipment shall be operated by drivers experienced in plowing snow with a valid driver’s license for the type of vehicle being operated. Drivers may be required to present their license and proof of experience.
- 2.6 No private work shall be performed during the contracted hours by the contracted vehicle and driver.
- 2.7 All Contractors shall be responsible for adhering to all applicable Federal, State, and Local laws and regulations. Contractors and their employees shall be courteous and polite to all persons at all times. Any problems or issues arising during snow removal operations shall be reported immediately to the Superintendent of Public Works.

3. EQUIPMENT

- 3.1 All Equipment will be capable of sufficiently plowing at least six inches of snow at a time.
- 3.2 All vehicles must be equipped with a properly operating plowing system.
- 3.3 All vehicles must be equipped with class II amber warning light with 360 degree visibility.
- 3.4 The Contractor must provide for direct communication with all vehicles while providing Snow plowing services.
- 3.5 Any down time due to repairs and/or maintenance shall be considered the contractor’s responsibility and NOT chargeable to the Township as paid time.
- 3.6 All vehicles shall be properly registered and insured as required by New Jersey

Motor Vehicle Statutes.

- 3.7 All fuel, oil, lubricants, etc. shall be included in the hourly rate bid.
- 3.8 Three Categories of Snow Plowing Trucks shall be solicited for the hourly rate bid:
 - 3.8.1 Full-Size Pickup Truck (4X4): i.e., F250 and/or 2500 or greater
 - 3.8.2 Mason Dump Truck (4x4): i.e., F350 and/or 3500 or greater
 - 3.8.3 Tandem Dump Truck (Triaxle)

4. SNOW REMOVAL & RESPONSE TIMES

- 4.1 The Contractor shall provide the Township Superintendent of DPW or his designee with the name and phone number for a representative that can be reached twenty-four (24) hours per day, seven (7) days a week during the snow season.
- 4.2 During snow events, the Department of Public Works (DPW), 8 Melanie Lane, East Hanover, NJ, 07936, shall serve as the center for snow plowing operations.
- 4.3 The Township will contact contractors when deemed appropriate to supplement Township manpower. Snow accumulation is not the only determining factor in making this decision. The forecast, the time of day, the day of the week and the DPW manpower is considered for every storm. Due to the land area of the Township some contractors may be called out prior to others or may be assigned to different roads or areas of the Township at the discretion of the Township as needs require. Whenever practicable, the contractor will be provided several hours of advanced notice in anticipation of the requirement to provide snow plowing services.
- 4.4 The Contractor shall begin plowing operations within 60 minutes of being so directed by the designated Township representative. The Contractor is not to begin operations prior to receiving authorization from the Township Department of Public Works.
- 4.5 The Contractor must inform the Superintendent of DPW of the number of authorized vehicles he will be using and the time each truck is expected to arrive at their assigned route and begin snow plowing. All vehicles shall report to their assigned routes at the start of snow removal operations with a full tank of fuel.
- 4.6 Contractors are responsible for completing their assigned routes in a timely manner. The Township may assign others to a contractor's assigned route if it is not completed in a timely manner. The Contractor shall notify the designated Township representative when a development/neighborhood is complete.
- 4.7 There shall be no additional compensation for plowing performed on Saturdays, Sundays, or Holidays.

5. PAYMENT PROCEDURE

- 5.1 The Contractor shall invoice the Township within ten days of completion of work for a storm. The invoice must include date worked, hours worked, area plowed, hourly rate, and total due.
- 5.2 A four-hour (4) minimum call-out per storm authorization will be provided.
- 5.3 Upon receipt of the invoice and signed purchase order voucher, the Township will submit payment within 30 days.

QUOTE SUBMITTAL SHEET
2022-2023 WINTER SEASON SNOW PLOWING

The undersigned, having carefully examined the specifications and with full understating thereof, **proposes to provide all labor, materials services, and equipment required to provide Snowplowing Services for the 2022-2023 Winter Season at the price list below:**

Hourly Rate Includes: One Vehicle, Plow, Driver/Operator, Fuel, Oil, Ballast, Insurance per individual snow removal equipment set-up.

2022-2023 WINTER SEASON

HOURLY RATE

Per Hour Rate for FULL-SIZE PICKUP TRUCK: \$ _____

Per Hour Rate for MASON DUMP TRUCK: \$ _____

Per Hour Rate for TANDEM DUMP TRUCK: \$ _____

It is understood that the attached specifications are an integral part of the proposal. The undersigned vendor agrees to provide the services quoted upon in accord with said specifications. The respondent's signature on this proposal attests to the fact that he/she/they can and will provide the required services. The respondent's signature further attests to his/her/their agreement to comply with all requirements of the specifications as well as the requirements of vendors conducting business with the Township of East Hanover.

Signature of Bidder

Street Address

Print name of Bidder

Municipality, State, Zip Code

Title of person whose signature appears above

Date

**REQUIREMENTS OF VENDORS OF VENDORS CONDUCTING BUSINESS WITH THE
TOWNSHIP OF EAST HANOVER**

PURCHASING POLICY:

1. No official, employee or agent of the Township of East Hanover is permitted to accept gifts from vendors or others conducting business with the Township of East Hanover.
2. All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the East Hanover Ship To destination on the Purchase Order.
3. Packages must be marked plainly with shipper's name and Township's delivery destination.
4. Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
5. The Township of East Hanover when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
6. All materials, supplies, equipment and vehicles shall be shipped F.O.B. destination, unloaded, and delivered inside. Deliveries shall be made between 8:30 and 3:30 p.m. Monday through Friday at the location indicated on the ship to address on the purchase order.
7. The Township can only purchase materials, supplies, services, equipment and vehicles via a fully executed Township of East Hanover Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of East Hanover.
8. All materials and supplies purchase must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A. 34:5-1 et. Seq. Specifically, 34:5A-30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
9. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
10. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
11. All vendors must submit a completed W-9 Form Request for the Taxpayer ID# and Certification.
12. The vendor shall pay prevailing wage rates where applicable for public work.
13. Only the conditions of the Municipal Purchase Order will govern this transaction. The vendor shall not attach any other conditions.

PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS:

1. Vendor must sign the Township of East Hanover voucher (White copy of the Purchase Order), certifying that their claim for payment is correct and the vendor accepts the terms and conditions as set forth herein.
2. The East Hanover Department Head who received the item(s) or service (s) is required to sign the Purchase Order, certifying all items were received in full as listed on the Purchase Order.
3. Payments are approved by the Township Council at its business meetings held on the first Monday of each month. Completed and signed Township vouchers must be submitted to the Finance Department at least one (1) week prior to the aforementioned meeting dates for payment consideration.
4. Vendors may receive payment via ACH Electronic Funds Transfer after completing and filing the EFT Payment Authorization Form available under Finance Forms on the East Hanover Township Website www.easthanovertownship.com.
5. The Township of East Hanover does not pay any late fees or interest charges.
6. The Township of East Hanover is tax-exempt from Federal or State taxes under the provision of the New Jersey Sales & Use Tax Act (Chapter 30, Laws of 1960).
7. The Townships Tax ID No. is 22-6001763.

HOLD HARMLESS AGREEMENT

By and between the Township of East Hanover, a municipal corporation with its principal offices at 411 Ridgedale Avenue, East Hanover, NJ, 07936, (hereinafter the Township) and

_____ (hereinafter the Contractor)
(Contractor)

Witnesseth:

1. Contractor agrees to release, indemnify and hold harmless the Township from and against any loss, damage or liability, including attorney fees and expenses incurred by the latter entities and their respective employees, agents, residents or guests, arising out of or in any manner relating to the performance of the work authorized by the Contract of which this agreement is a part.

2. Contractor has furnished/will furnish the required Certificate(s) of Insurance with the limits of liability described below and for the amounts required in the Bid Instructions & Specifications: (Fill in carrier and amount of insurance for each category)

Worker Compensation/Employer Liability: _____

General Liability: _____

Automobile Liability: _____

Umbrella Liability: _____

Other (indicate risk): _____

A true copy of the Certificate(s) of Insurance is/are attached indicating the Township of East Hanover named as additional insured on all liability policies.

Contractor

Sworn and subscribed to

Before me this _____ day

Of _____, _____
