



**SPECIFICATIONS FOR
SNOW AND ICE REMOVAL SERVICES
RFQ – 2021/12/01SS**

**DECEMBER 16, 2021
10:00 am**

Please read and follow the attached Instructions and Specifications carefully. Failure to follow Instructions and Specifications may result in rejection of your proposal. Please Submit all questions and proposals to:

Information: Jeff Roberson, Jr.
jrobersonjr@hccc.edu
Director of Contracts and Procurement
26 Journal Square 14th Floor Jersey
City, New Jersey 07306

Telephone: 201-360-4054



Fair and Open Specifications and Instructions

Proposals will be open and announced at 26 Journal, Square 14th Floor, Jersey City, New Jersey conference room on December 14, 2021, at 11:00 am

SNOW AND ICE REMOVAL SERVICES

RFP FO # 21/12/01 SS

Vendor/Company Name: _____

Address: _____

Telephone: _____

Signature: _____

Title: _____

Special Instructions:

Proposers must show proof of Business Registration Certificate prior to the award of contract.

The successful proposer will also be required to provide additional documentation including, without limitation, a) Ownership Disclosure compliance, b) Non-Collusion Affidavit, c) Disclosure of Investment Activities in Iran, and d) compliance with the Mandatory Equal Employment Opportunity Language. Forms are included herewith and may be provided with the proposal but in no event later than the time required by law.

The proposal must be enclosed in a sealed envelope bearing the name of the proposal, number and the proposer's name and address on the outside.

FAIR AND OPEN PROPOSAL

SNOW AND ICE REMOVAL SERVICES

RFP - RFP FO # 21/12/01 SS

BACKGROUND:

Hudson County Community College is located in Jersey City and North Hudson area. The College has a student enrollment of over 8,800 credit students and 7,500 non-credit students. The College owns seven buildings in Journal Square and one building in the North Hudson area. The budget is approximately \$60 MM, and the College employs over 300 full-time employees plus adjunct faculty and part-time employees. Also, the College has a \$50MM capital renovation program in progress.

The College is a comprehensive urban community college with a mission to offer high-quality program and services.

SCOPE OF WORK:

The Snow and Ice Removal Contractor (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein, if and when directed. Each proposer shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Snow and Ice Removal Contractor shall furnish all labor, equipment, tools, services, skills, etc., requires the immediate removal of snow and ice from the listed parking lots during inclement weather, if and when directed by the College. The contractor will be responsible in ensuring that salt is applied in accordance to the specifications and pricing sheet.

- Snow shall be removed from five (5) parking lots when accumulation is equal to or greater than 2", or when blowing and/or drifting snow exceeds 2".
- Snow must be removed and salt applied no later than two hours after any snowfall/storm ends.
- Contractor shall provide and apply salt after each plowing (as needed).
- The Contractor shall not pile snow in such a way that restricts access to any walkway, driveway, or emergency exits to the property.
- The Contractor is solely responsible for this work; sub-contracting of snow removal or salting application is prohibited unless the contractor has received express written permission from the Director of Facilities in advance of any sub-contract.
- The Contractor shall insure the proper handling, safe operation, and security of his/her equipment, tools, and materials. The Contractor shall repair or replace 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.

Commented [DB1]: Who determines this? Do you want to solicit a price for snow removal and a separate price for salting?

FAIR AND OPEN PROPOSAL
SNOW AND ICE REMOVAL SERVICES

RFP - FO # 21/12/01 SS

PROPOSAL FORMAT OF RESPONSE:

Two (2) copies of a formal, written proposal addressing each of the aforementioned areas shall be submitted. The proposal shall include:

, including four references.

- **INFORMATION ON FIRM:**

Please provide background information on the firm, including the firm's experience in providing similar services and identifying staffing for this proposal.

FEE

- The proposer shall include a lump sum all-inclusive amount for the above services for all lots listed below.

PROPERTY DAMAGE

- The successful proposer shall be responsible for all damages it causes to the College's and any third-party's real and personal property in the performance of the services. The successful proposer shall defend, indemnify and hold the College harmless in connection with any damages incurred by the College, or claims brought against the College, due to, or alleged to be due to, the actions or fault of the successful proposer.

FORM OF CONTRACT

- The successful proposer shall be required to execute the College's form of agreement.

BASIS OF AWARD

- The College reserves the right to award a contract to the proposer whose proposal, price and other factors considered, is in the best interests of the College, as determined by Board of Trustees.

Please send the proposal to the attention of:

Jeff Roberson, Jr.
Director of Contracts and Procurement
Hudson County Community College
26 Journal Square - 14th Floor
Jersey City, New Jersey 07306

Telephone #: (201) 360-4054
Fax #: (201) 656-8961

Check List

☐ Proposal Form
☐ Non-Collusion Affidavit
☐ Statement of Ownership
☐ Equal Opportunity Statement
☐ Business Registration Form/Certificate
☐ Investment Disclosure form
☐ Specification Price Sheet (if required)

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all proposal and proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer/proposer; that the ***Hudson County Community College (“College”)*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the ***College*** to notify the ***College*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***College*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY/_____

Specify, of Other

COUNTY OF _____

I, _____, of the (City, Town, Borough) of _____ State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the Proposer making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposaling in connection with the above named contract; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge, and the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Name of Vendor

(N.J.S.A. 52:34-15)

By: _____

(Signature of Authorized Representative)

Subscribed and sworn to before me
this ____ day of _____, 20__.

(Seal) Notary Public of New Jersey/
Specify Other State
My Commission Expires _____ 20__

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A *(Cont)*

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Acknowledged by Vendor

By: _____

Print name and title

Signature

THE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to
Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Vendor: _____

Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Hudson County Community College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the College to notify the College in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Hudson County Community College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Bidder/Vendor: _____

PROPOSAL FORM

HUDSON COUNTY COMMUNITY COLLEGE
26 Journal Square, 14th Floor, Jersey City, New Jersey 07360

Specification Sheet: locations for required services.

1) Lots (Properties) included:

- 70 Sip Avenue @ 5,400 sq. ft.
- 162/168 Sip Avenue @ 20,800 sq. ft.
- 119 Newkirk Street @ 4,590 sq. ft.
- 2 Enos Place @ 2,750 sq. ft.
- 20 Enos Place @ 17,830 sq. ft.

TOTAL SQ. FOOTAGE is: 51,370

2) Total Cost Per Snowfall including salting for all Lots set forth above:

SNOW FALLS of ABOVE, THE AMOUNTS WILL BE INDICATED BY NATIONAL AND LOCAL WEATHER REPORT	REMOVAL/PLOWING TOTAL COST PER SNOWFALL FOR ALL LOCATIONS
2 inches up to 5 ½ inches	\$
5 ½ inches up to 11 ½ inches	\$
11 ½ inches up to 18 inches	\$
More than 18 inches	\$

The above pricing includes all costs and fees for snow, ice removal and salting.

The Bidder hereby certifies that all the figures, computations and additions used in compiling the bid herein have been carefully checked and are accurate in all respects and no claims shall be made as a basis for withdrawal of this bid after opening on these grounds.

The Bidder also certifies, by signature below, that he is an authorized dealer or distributor of the products herein quoted, and documentation from applicable manufacturer(s) is available on request.

Dated this _____ day of _____ 20____.

Name of Bidder

Print Name and Title

Address of Bidder

By (Signature)

Telephone No.