

**CITY OF UNION CITY
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**REQUEST FOR PROPOSALS
EMERGENCY SNOW PLOWING AND/OR SALTING SERVICES**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks proposals from qualified persons/entities to provide snow plowing and/or salting services, as needed, for emergencies. Once a list is created, the City will contact the persons/entities on this list to provide the services, as needed, for a one-year contract period beginning on or after November 10, 2015 and ending November 10, 2016.

A person or entity who seeks to be listed as a qualified contractor shall meet the following qualifications:

1. Be qualified to provide snow plowing and/or salting services as needed for the City of Union City.
2. Be available by phone twenty four hours, seven days per week and on-site for snow removal operations within one (1) hour of the initial call.
3. Be available to provide emergency snow plowing services upon one (1) hour notice of same.
4. Have equipment available to provide snow plowing services upon one (1) hour notice of same. Minimum equipment shall include having a Ford F350 mini dump truck or equivalent vehicle with an 8 foot wide snow plow. Optional equipment includes a 2 yard or bigger salter.
 - o The equipment shall be in good repair and fully capable of beginning on-site snow removal within the required one (1) hour notice from request.
 - o The vehicles will arrive equipped with beacon type safety lights in addition to the vehicle's normal hazard lights.
5. All vehicles must be available for inspection by the City prior to awarding the contract and at any time during the term of the contract.
6. The Contractor shall provide his own gas for the vehicle. If a salter is provided, then the City of Union City shall provide the salt for the salter.
7. Be available for follow up plowing and clean up as necessary when the City has completed clearing roadways and/or after previously parked vehicles have been removed.
8. Have a New Jersey Business Registration certificate.
9. Four (4) professional references for snow plow services performed in the last five (5) years.

Anyone seeking to be placed on the City's qualified snow plowing and/or salting services list shall submit the following information:

1. Name of entity or individual ("Contractor");

2. Address of principal place of business and all other offices and corresponding telephone and fax numbers;
3. Description of Contractor's experience, qualifications, and a description of their experience with projects similar to those described above;
4. The entity or individual's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
5. Cost details, including the hourly rates of each of the individuals who will perform the services;
6. Contractor's vehicle registration and insurance certificate for a dump truck or equivalent. Contractor shall provide the vehicle registration and insurance certificate for all vehicles available for snow plowing;
7. A copy of the driver's license for all operators of the vehicle;
8. List of equipment available on one (1) hour notice of snow plow services required;
9. Copy of Contractor's New Jersey Business Registration certificate;
10. Provide the names and contact information for four (4) professional references for the Contractor; and
11. Any other information which the interested contractor deems relevant.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 2:00 p.m. November 13, 2015. The RFP must be received no later than 2:00 p.m. on Wednesday November 13, 2015 by:

Dominick Cantatore Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" papers