



REQUEST FOR PROPOSAL
2021 FALL/WINTER SNOW PLOWING AND REMOVAL SERVICE

Release Date: Monday, October 4, 2021

DEADLINE: Tuesday, October 26, 2021

Selection: Friday, October 29, 2021

John Harris, Director of Operations and Student Support Services

27 Zimbrich St.

Rochester, NY 14621

(585) 544-6170 x7068

www.emhcharter.org

REQUEST FOR PROPOSAL

Introduction

Eugenio María de Hostos Charter School has had a track record of success in the community for over 20 years. The Eugenio María de Hostos Charter School is a public school located in the City of Rochester, New York. The school prides itself on its commitment and dedication to their students and students' families.

PROJECT DESCRIPTION

The school is seeking proposals for Snow Plowing and Removal Services for two facilities located at: 27 Zimbrich St and 1069 Joseph Avenue Rochester, New York 14621 (see Attachments).

PRE-QUALIFICATION

All bidders must have prior experience in Snow Plowing and/or Landscaping Services with all federal, state and local laws, policies and regulations.

INSURANCE AND LICENSES

The successful proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required, and (b) any required licenses.

1. Comprehensive General Liability Insurance - in the amount of \$1,000,000. The insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; product liability and independent contractor's coverage.

2. Workers' Compensation Insurance – Statutory.

FORM OF PROPOSAL

Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP.

At a minimum, the proposal should contain the following information:

- ✓ Business Organization – State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- ✓ Proof of appropriate state certifications – Provide proof that you are licensed to operate in New York.
- ✓ Include a brief narrative description of the proposed services and the equipment that will be used to perform the services.

CONTRACT TERMS

The initial agreement is for five (5) months (November 1, 2021 – April 30, 2022).

The successful Contractor agrees to execute a formal written contract with EMHCS subject to any modifications as may be required. Bids shall identify the individuals having the authority to contractually bind the Contractor. It shall also name the person to be contacted both during the period of evaluation of bids and execution. This information is to include the name, title, address, telephone, fax number, and email address of this individual.

INSPECTION OF PREMISES

Bidders are invited to inspect the project site completely prior to submitting bids in order to determine all requirements associated with the contract. Failure to inspect adequately shall not relieve the Contractor from the necessity of furnishing and installing, without additional cost to EMHCS, any materials, and equipment or performing any labor that may be required to carry out the intent of the contract.

The inspection of premises may be scheduled by calling John Harris at 585-544-6170 x7068.

Eugenio María de Hostos Charter School reserves the right to reject any proposals at any point during the selection process. The contract will be awarded to the company, which in Eugenio María de Hostos Charter School's judgment, best represents the interests of Eugenio María de Hostos Charter School.

CANCELLATION OF RFP

If the Director of Operations determines that it is in EMHCS best interest, he reserves the right to do any of the following:

- ✓ Cancel this RFP
- ✓ Modify this RFP in writing as needed
- ✓ Reject any or all proposals received in a bid to this RFP

TAXES

EMHCS is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed, EMHCS will not be responsible for payment of the taxes. The vendor shall absorb the taxes directly. Upon request, EMHCS's Tax Exemption Certificate will be furnished.

AWARD OF CONTRACT

The successful bidder will be notified within three business days by e-mail or telephone of their award of contract. The Vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from EMHCS. The bid will be awarded in its entirety to one vendor.

QUESTIONS

Please address questions concerning this RFP to:
Ivelise Bishop, Administrative Assistant to John Harris
Eugenio María de Hostos Charter School
ibishop@emhcharter.org
585-544-6170 x7452

SUBMISSION OF PROPOSAL

One entire original Response must be submitted to Eugenio María de Hostos Charter School as follows:

Attn.: John Harris, Director of Operations
Eugenio María de Hostos Charter School
27 Zimbrich Street
Rochester, NY 14621
Tel: 585-544-6170 ext. 7068
jharris@emhcharter.com with a copy to ibishop@emhcharter.org

All proposals must be received on or before Tuesday, October 26, 2021, at 4:30 p.m. Proposals may be [mailed, emailed or dropped off at the Eugenio María de Hostos Zimbrich Campus.](#)

SELECTION SCHEDULE

Friday, October 29, 2021

LATE BIDS

Regardless of the cause, late bids will not be accepted and will automatically be disqualified from further considerations.