



# **REQUEST FOR PROPOSALS LAWN CARE & SNOW REMOVAL**

**April 1, 2019**

Timothy M. Mattice, PHM  
Executive Director  
Hudson Housing Authority

Hudson Housing Authority  
41 North Second Street, Hudson NY 12534  
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## **PUBLIC NOTICE**

The Hudson Housing Authority (HHA) requests proposals from contractors for LAWN CARE and SNOW REMOVAL SERVICES at the Columbia Apartment Complex, 41 North Second Street, Hudson, NY 12534.

Details of the project and insurance requirements may be obtained at the HHA's main office, 41 North Second Street, Hudson, NY 12534. For more information, please contact the HHA at 518-828-5415.

Street, Hudson, NY 12534.

Details of the project and insurance requirements may be obtained at the HHA's main office, 41 North Second Street, Hudson, NY 12534 on or after April 1, 2019 during normal business hours. Information is also available at [www.hudsonhousingauthority.org](http://www.hudsonhousingauthority.org).

Proposals will be accepted up to and no later than 3pm, May 1, 2019, at the HHA's main office or via email as indicated in detailed project description. HHA is an Equal Opportunity Employer under the direction of the U.S. Dept of HUD and encourages Section 3 and Minority and Women's Business Enterprises to submit proposals.

LOCATION: 41 North Second Street Hudson NY 12534---- Columbia Apartments

**SCOPE OF WORK:**

**LAWN CARE:** Weekly lawn maintenance (mowing, trimming, edging) of entire property including State Street park and recreation area. The project area is outlined in the attached photograph. All grass trimmings/debris will be removed from walkways, patios and parking lots. Edging of all sidewalks and parking lots. Contractor to provide all machinery, fuel and assume other costs directly related to normal lawn care services. Contractor shall pick-up and remove all debris and trash prior to mowing.

A regular work schedule will be maintained subject to weather conditions. Actual work dates will be indicated on all invoices submitted for payment. HHA management will verify job completion prior to payment being issued.

**SNOW REMOVAL:** Snow removal shall occur when one (1") inch or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, sidewalks etc. Snow removal shall occur as to maintain all surfaces in a "slip free" condition, to be cleared of snow and ice at all times. Housing Authority reserves the right to request addition snow removal as needed.

The Contractor is required to check parking lots and driveways and salt as needed maintaining "slip free" pavement. Contractor shall remove any ice covered areas. The Contractor may be called back if the Housing Authority feels that areas are not "slip free" or areas were not cleared or maintained properly.

Snow/sleet, must be pushed or removed from driveways and sidewalks in designated snow collection areas in a manner which does not create snow piles/mounds which may cause dangerous conditions. The Contractor may be required to provide loaders, dump trucks etc. to remove any excess snow accumulation. If Contractor damages Housing Authority property (e.g., grass, parking blocks, signs, etc.) it shall be repaired at Contractor's sole cost and expense to a condition as good as prior to such damage. Repairs shall be completed by May 1st of that snow season.

**INSURANCE REQUIREMENTS:** The CONTRACTOR must provide proof of General Liability insurance with limits of at least \$1,000,000 per occurrence naming the HHA as an additional insured in addition to Automobile and Workers Compensation coverage in accordance with the State of New York rules and regulations.

All policies must remain in force during the contract period.

**FORMAT OF PROPOSAL:** The Contractor shall propose a lump sum amount for completed mowing/trimming job and a lump sum amount for completed snow removal and salt job for a

FORMAT OF PROPOSAL: The Contractor shall propose a lump sum amount for completed mowing/trimming job and a lump sum amount for completed snow removal and salt job for a one year period starting May 1, 2019 to May 2020.

CONTACT INFO: Timothy Mattice, Executive Director, Hudson Housing Authority 41 North Second Street Hudson, NY 12534. tmattice@hudsonhousingauthority.com

**Contractor Agreement**

THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_ May, 2019 \_\_\_\_\_, by and between \_\_\_\_\_, whose place of business is located

\_\_\_\_\_ and is herein after called the Contractor and THE HUDSON HOUSING AUTHORITY, 41 North Second Street, Hudson NY 12534, hereinafter called the Owner.

The Contractor and the Owner agree to the following considerations:

Scope of Work the Contractor shall furnish materials and perform work on the property at Columbia Apartments, 41 North Second Street and ancillary lot on Second and State Street  
LAWN CARE: Work Performed Biweekly lawn maintenance (mowing, trimming, edging) of entire property including ancillary lot at Second and State Street, and around all buildings, bushes/trees. All grass trimmings/debris will be removed from walkways, patios and parking lots. Edging of all sidewalks and parking lots. Contractor to provide all machinery, fuel and assume other costs directly related to normal lawn mowing service.

SNOW REMOVAL: Snow removal shall occur when one (1”) inch or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, sidewalks etc. Snow removal shall occur as to maintain all surfaces in a "slip free" condition, to be cleared of snow and ice at all times. Owner reserves the right to request addition snow removal as needed.

A regular work schedule will be maintained subject to weather conditions and dates work has been performed will be indicated on all invoices submitted for payment. HHA management will verify completed job prior to payment being issued.

Contract Term Work will begin in May 1 2019 and continue through May 2020.

Contract Price the Owner shall pay the contractor for labor to be performed the sum of \_\_\_\_\_ for each completed

mowing job.

Contract Price the Owner shall pay the contractor for labor to be performed the sum of \_\_\_\_\_ for each completed snow

removal job.

Owner:

Contractor:

\_\_\_\_\_  
Executive Director, Printed Name

\_\_\_\_\_  
Printed Name

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Executive Director, Printed Name

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Printed Name

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Signature

Date

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Signature

Date