

NOTICE TO BIDDERS

West Vincent Township is accepting bids for equipment (with operators) to perform roadway snow removal services for the 2020 - 2021 season. Proposals shall be received at the West Vincent Township building, 729 St. Matthews Road, Chester Springs, PA 19425 by **2:00PM on September 17, 2020**. A public bid opening will be held on **September 17, 2020 at 2:15PM**. Bid award is scheduled for a public meeting of the Board of Supervisors on **September 21, 2020 at 7:00PM** virtually via Zoom.

2020-2021 Snow Removal

Contractors may bid on all equipment needed or individual pieces of equipment needed. Equipment shall be for the type of equipment shown, or equal. Equipment shall be in good working order and include the services of an experienced operator. The following equipment is sought on an hourly, as needed basis. The hours listed are approximate.

Dump Truck - 30,000 to 58,000 GVW with minimum 10' plow and spreader	100 hrs.
Single Axle Dump Truck - 22,000 to 38,000 GVW with 10' plow and spreader	100 hrs.
4x4 Pickup Truck with 8' plow $\frac{3}{4}$ ton or larger	25 hrs.
4x4 Dump Truck - 17,500 GVW minimum with minimum 9' plow and spreader	100 hrs.
4x4 Dump Truck - 11,500 GVW minimum with minimum 9' plow and spreader	100 hrs.
4x4 Backhoe or Wheel Loader (min. 1.0 cu yd)	25 hrs.

Bid forms and specifications are available at the Township Building, located at 729 St. Matthews Road, Chester Springs, PA 19425, on the Township Website www.westvincentwp.org or by contacting the Township Secretary at 610.458.1601 between the hours of 8:30AM and 4:30PM. The Township reserves the right to reject any and all bids.

Kathy Shillenn
Township Secretary



EQUIPMENT RENTAL PROPOSAL AND CONTRACT (WHEN EXECUTED) (INSTRUCTIONS ON PAGE 5)

(THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS)

A. DEPOSIT OF PROPOSALS.

All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for Equipment Leasing Opening of September 17, 2020 (DATE)." ."

West Vincent Township MUNICIPALITY (NAME & TYPE)

Sealed Proposals will be received on or before 2:00 PM, on the above Date. TIME

Kathryn Shillenn SECRETARY 729 St. Matthews Road ADDRESS Chester Springs, PA 19425 ADDRESS

Proposals will be opened and read at approximately 14:15, on the above Date. TIME

PROPOSALS MUST BE MAILED OR OTHERWISE DELIVERED TO THE ABOVE ADDRESS.

B. NAME OF CONTRACTOR (To be completed by the bidder.)

Proposal of (NAME OF CONTRACTOR) (ADDRESS)

C. SPECIFICATIONS. (To be completed by the MUNICIPALITY before proposals are distributed.)

The contractor hereby proposes and agrees.

- 1. To provide on a rental basis equipment described in the attached Schedule of Equipment on an as needed basis, where directed, within the geographic area described in the Schedule of Equipment for a period beginning October 1, 2020, and ending on May 1, 2021.
2. To maintain this equipment in good mechanical and operating condition and to make all repairs and / or replacements at the CONTRACTORS expense.
3. The equipment described in the Schedule of Equipment shall be provided to the MUNICIPALITY upon three (3) days oral notice for all its operations, except snow removal operations, for which purpose the equipment will be provided with two (2) hours notice of oral notification.
4. To furnish all fuel, anti-freeze, operator(s) and necessary operating attachments.
5. The CONTRACTOR shall permit the MUNICIPALITY to review all records relating to labor and equipment utilized under the terms of this agreement.
6. The CONTRACTOR shall provide adequate insurance coverage in the form of Property Damage and Bodily Injury Insurance. If required by the MUNICIPALITY, evidence of such coverage, in the form of a certificate of a qualified insurance company, must be provided when the CONTRACTOR is notified by MUNICIPALITY that his bid has been accepted.
7. The CONTRACTOR is responsible for all costs incurred in the delivery and return of the equipment.
8. When accepted by the MUNICIPALITY, this proposal will constitute a contract binding on the CONTRACTOR, their executors, administrators, successors or assignees.
9. Accompanying this proposal is a certified check or bid bond payable to the MUNICIPALITY in the amount of, as a proposal guarantee which, it is understood, will be forfeited in the event the CONTRACTOR is awarded the contract and fails to provide the necessary performance bond, as required in Paragraph 10.

NOT APPLICABLE

10. ~~The successful bidder shall, within _____ days of the award of the contract, submit a guarantee of performance of the terms of the contract in the form of a bond or certified check payable to the MUNICIPALITY in the amount of _____. A Performance Bond shall be on the attached form (MS-970) or its equivalent. If a certified check is submitted, it will be forfeited to the MUNICIPALITY to cover any added costs to the MUNICIPALITY in the event it determines by written notice to the CONTRACTOR that any equipment was not available when needed or that its performance was unsatisfactory.~~

D. CERTIFICATION. (To be completed by the bidder.)

1. The only person(s) having an interest in this proposal, including owners of equipment leased by the CONTRACTOR is (are).

(NAME) (ADDRESS)

(NAME) (ADDRESS)

(NAME) (ADDRESS)

- 2. None of the above persons are employees of the MUNICIPALITY.
- 3. The CONTRACTOR has provided Workmen's Compensation Insurance for the operators of this equipment to be provided under the terms of this contract. (Where required by Law.)
- 4. The CONTRACTOR will comply with all the requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract the wages to which they may be entitled.
- 5. All equipment bid on is of a size and/or capacity at least as great as indicated in Col. C of the Schedule of Equipment.

WITNESSED OR ATTESTED BY:

TITLE:

(SEAL)

OWNER
BY: _____
TITLE:

(SEAL)

E. ACCEPTANCE. (To be completed by appropriate Municipal Officers only in the event the above proposal is accepted.)

ACCEPTED ON _____
(DATE)

ATTESTED BY:

TITLE:

(SEAL)

BY: _____
TITLE:

TITLE:

SCHEDULE OF EQUIPMENT

A. TO BE FILLED IN BY THE MUNICIPALITY BEFORE PROPOSALS ARE DISTRIBUTED.		B. TO BE FILLED IN BY BIDDER				
BID ITEM	C. DESCRIPTION OF EQUIPMENT INCLUDING SIZE AND / OR CAPACITY	D. ESTIMATED HOURS OF USE	E. MODEL OR SERIES ID	F. YEAR MFG.	G. HOURLY RATE BID	H. ESTIMATED TOTAL
1.	Dump Truck - 30,000 to 58,000 GVW w/ min. 10' plow & spreader	100				
2.	Single Axle Dump Truck - 22,000 to 38,000 GVW w/ 10' plow & spreader	100				
3.	4x4 Pickup truck with 8' plow 3/4 ton or larger	25				
4.	4x4 Dump Truck - 17,500 GVW min. with min. 9' plow & spreader	100				
5.	4x4 Dump Truck - 11,500 GVW min. with min. 9' plow and spreader	100				
6.	4x4 Backhoe or Wheel Loader 1 cu. Yard minimum	25				
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I certify that the equipment described above will be made available to the MUNICIPALITY and meet all terms described in the agreement to which this schedule is attached.

(SIGN) _____ CONTRACTOR

INSTRUCTIONS TO BIDDERS

1. **Proposal. (Pages 1 & 2).**
 - (a) Complete all items in Sections B and D.
 - (b) Two (2) copies of Part D must be executed by the bidder.
2. **Schedule of Equipment. (Page 3).**
 - (a) Complete items B and E through H.
 - (b) Bidders may bid on one or more items of equipment described on the Schedule of Equipment. Low bids will be determined on each item, unless otherwise specified on the Schedule of Equipment.
 - (c) An hourly rate must be listed in Column G for each item of equipment the bidder wishes to bid on.
 - (d) Sizes and capacities listed are minimums. Larger equipment may be provided.
 - (e) Two (2) copies of the Schedule of Equipment must be signed by the bidder.

NOTE: ONLY TYPEWRITTEN OR LEGIBLY PRINTED BIDS WILL BE ACCEPTED.

INSTRUCTIONS TO MUNICIPALITY

1. **Proposal. (Pages 1 & 2).**
 - (a) Sections A and C must be completed by the MUNICIPALITY before proposals are distributed; (Section E is completed by the MUNICIPALITY only on the successful bidder's proposal at time of award.)
 - (b) In Section A, there should be at least a 15 minute interval between the deadline for receiving proposals and the time for opening them.
 - (c) In section C, Items 9 and 10, the amounts of the bonds must comply with Chapter 449, Section 449.7(c) of PennDOT Regulation (formerly Chapter 8).
2. **Schedule of Equipment. (Page 3).**
 - (a) Items A, C and D must be completed by the MUNICIPALITY before the proposals are distributed.
 - (b) If two or more items of equipment are to be awarded as a single unit, this fact must be clearly indicated on the Schedule of Equipment.



West Vincent Township, Chester County
Section C. Contract specifications – Additional Information
2020-2021

The following conditions accompany the Snow Removal Bid.

1. The quantities indicated on the *Schedule of Equipment* are, as indicated, estimates.

The Township may, due to budget constraints or weather conditions, not use/accomplish The estimated quantity listed on the Schedule of Equipment. In this case, the Contractor Shall not seek additional compensation beyond the actual quantities (hours) used.

2. Contractor must have and maintain cell phone service for each vehicle for the entire duration of the contract. The Township shall be provided the cell phone numbers for all workers who will be performing work in the Township.
3. All equipment bid must be available for call-out exclusively for West Vincent Township during snow removal operation periods.
4. Contractor shall be required to use the salt/cinder stockpile located at the Township Building.
5. The contractor must respond to the Township's request for snow removal services and be on site within two (2) hours of the request.
6. The successful bidder may be required to display representative samples of the following accomplishments having occurred within the previous twelve (12) month period.
 - a. Record of completing snow removal activities for a municipality.
 - b. History of payments to subcontractors and suppliers.
 - c. Maintenance of a permanent place of business.
7. The Township reserves the right to inspect equipment and vehicles to be sure it is available, operable, and properly maintained. All equipment and vehicles must be ready for callout.





8. Any repairs needed for damage done by contracted equipment during a snow event is the responsibility of the contractor.
9. All vehicles/equipment must have current PA State Safety Inspections.
10. All plows must be power angle plows.
11. Bidders may bid on all equipment needed, or individual pieces of equipment needed.
12. In the event the selected contractor fails to satisfy its obligations or requirements of the contract and the Township, in the Township's sole determination, must contract with a third-party to provide the services that the selected contractor failed to render in accordance with the contract, the selected contractor shall reimburse the Township for the difference in the amount charged to the Township by the third-party and the amount that the Township would have paid if the selected contractor had properly satisfied its obligations, within thirty (30) days of receiving an invoice from the Township. In the event the selected contractor fails to reimburse the Township for such occurrence, the Township may withhold such amount from any outstanding or future invoices submitted to the Township by the selected contractor and pursue any and all remedies available to the Township at law or in equity.
13. The selected contractor will be required to maintain insurance coverage in general conformance with the following:
 - a. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State involved including coverage under any applicable Federal Laws.

b. Employer's Liability

Bodily Injury each accident	\$100,000
Bodily Injury by disease – policy limit	\$500,000
Bodily Injury by disease – each employee	\$100,000

c. Commercial General Liability

General Aggregate	\$2,000,000
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Products and completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Property Damage	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$50,000
Medical Expenses (Any one person)	\$5,000

d. Comprehensive Automobile Liability

Bodily Injury and Property Damage Combined Single Limit \$1,000,000 each

e. Umbrella Liability

\$2,000,000 each occurrence \$2,000,000 aggregate

The Contractor will be required to maintain the above coverage throughout the contract and any amendment thereto. The policies should also name West Vincent Township as an Additional Insured for this service. Certificates of Insurance evidencing the above coverage in insurance companies satisfactory to West Vincent Township must be provided to West Vincent Township prior to the commandment of any work.

14. The Township reserves the right to reject any or all bids.
15. Bids must be received by 2:00PM on September 17, 2020. Bids will be opened at 2:15PM on Thursday, September 17, 2020 and are scheduled to be awarded at the Board of Supervisors virtual meeting on September 21, 2020 at 7:00PM.

Firm is located at: _____

Submitted by: _____

Signature: _____

Firm: _____





WEST VINCENT

Doing What's Right to Protect What's Left

Address: _____

Telephone: _____ Fax: _____

Email: _____ Date: _____



- 10. The successful bidder shall, within _____ days of the award of the contract, submit a guarantee of performance of the terms of the contract in the form of a bond or certified check payable to the MUNICIPALITY in the amount of _____. A Performance Bond shall be on the attached form (MS-970) or its equivalent. If a certified check is submitted, it will be forfeited to the MUNICIPALITY to cover any added costs to the MUNICIPALITY in the event it determines by written notice to the CONTRACTOR that any equipment was not available when needed or that its performance was unsatisfactory.

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- 4. The CONTRACTOR will comply with all the requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract the wages to which they may be entitled.
- 5. All equipment bid on is of a size and/or capacity at least as great as indicated in Col. C of the Schedule of Equipment.

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TITLE:

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