SPECIFICATIONS FOR THE
HIRED TRUCKS FOR SNOW REMOVAL
FOR THE TOWNSHIP OF GLOUCESTER
COUNTY OF CAMDEN

MAYOR

DEPARTMENT HEAD

BUSINESS ADMINISTRATOR

SOLICITOR

BID OPENING: DATE: DECEMBER 6, 2017 @ 10:00 A.M.

SPECIFICATIONS # P.W.:17-08

TOWNSHIP OF GLOUCESTER

COUNTY OF CAMDEN, NEW JERSEY

NOTICE TO BIDDERS

NOTICE is hereby given that sealed proposals for: Snow Removal

BID SPECIFICATION NUMBER: PW:17-08

will be received no later than 10:00 am prevailing time on December 6, 2017, at the Municipal Building, Chews-Clementon Road, Chews Landing, New Jersey

PROPOSALS must be addressed to the Township Council, PO Box 8, Blackwood, New Jersey, 08012 and will be opened and read publicly at the above time and date, and should be in a sealed envelope marked:

HIRED TRUCKS FOR SNOW REMOVAL
DO NOT OPEN UNTIL: December 6, at 10:00 AM.

PROPOSAL forms, instructions to bidders, specifications and other bidding documents may be examined or obtained at the office of the Township Clerk, 1261 Chews Landing Road, Laurel Springs, New Jersey, during normal business hours.

The Township Council reserves the right to reject any or all proposals in whole or in part, and to waive such informalities as may be permitted by law.

BIDDERS are required to comply with the requirements of P.L. 1975, Chapter 127, and P.L. 1977, Chapter 33.

Information on Affirmative Action Program requirements is available at the office of the Township Clerk, Municipal Complex, Chews-Clementon Road, Laurel Springs, New Jersey.

Rosemary DiJosie
Township Clerk

SPECIFICATIONS

GENERAL

It is the intent of these specifications to establish minimum standards of equipment and performance for contracting supplying trucks and snow plows with operators for the purpose of assisting the Gloucester Township Public Works Department in snow removal operations when conditions are such that Township equipment cannot fully handle the snow emergency.

EQUIPMENT

The equipment to be furnished shall be trucks, Class I or Class II, on good working order, with all normal equipment necessary for snow plowing with plow and push frame. The contractor will be required to furnish all fuel, oil, lubricants, replacement parts, and chains for his equipment.

Any hired plowing equipment which, in the opinion of the Gloucester Township Public Works Department, is not in good working order or is being operated improperly, will be removed from service and not recalled until defects are corrected.

OPERATORS

Operators of snow plowing trucks, furnishes shall be duly licensed to operate the truck hired and shall be fully experienced in snow removal operations. Unless otherwise designated the Director of Public Works is the duly authorized representative of the Township and hired truck operators are to report to and receive instructions from him.

Relief operators, if required, shall be provided by contractor at no additional charge. At no time will Township employees be permitted to operate contractor's equipment. The decision as to when relief operators are needed shall be made by the Director of Public Works, Gloucester Township, and his decision shall be final.

RATES AND HOURS

Compensation for use of hired equipment for snow plowing shall be made at the rate per hour bid in the proposal. Rates shall be inclusive of all incidental expenses connected with the operation and maintenance of the snow removal equipment.

Contractor shall indicate any other equipment which may be used in the snow removal operation and is relevant to the bid. In addition, supplemental trucks or equipment shall be described as above and applicable features noted. (i.e. 1 ton pick-up truck 4x4 with plow, dump truck equipped for salting and/or sanding, or bull dozer.)

TOWNSHIP MAP

A master Township map will be maintained at the Department of Public Works, Erial, indicating the limits of section areas. This map will be available for examination by bidders and by successful contractors. This map will indicate exact limits for Section Areas.

VEHICLE AND EQUIPMENT DEFINITION AND REQUIREMENTS

A. Truck for the purpose of this bid must be of the following classifications:

1. Class I – 8 tons and over – single axle
2. Class II – 15 tons and over – tandem axle
3. Graders/Front End Loaders/box
4. Supplemental Equipment (as described by prospective bidders)
5. Pick-up truck (only to be used as directed by Public Works and at a set fee of $105.00 per hour.)

B. Operating Costs, Maintenance, Repairs and Incidental Expenses.
All operating costs including labor, fuel, lubricants, maintenance, repairs, insurance, and incidental expenses will be borne by the Contractor and shall be included in the rental rates.

C. Upon the award of contract, the vehicles and equipment as named by the contractor for the use in this proposal shall be designated available for the primary use of the Township of Gloucester during ice and snow storm conditions.

The Township of Gloucester will pay a retainer of $400.00 per piece of equipment. **No retainer will be paid for pickup.** Two hundred ($200.00 dollars will be paid in December and two hundred ($200.00) dollars in May of the following year.

STANDARD RENTAL PERIOD FOR SNOW AND ICE REMOVAL

For the purpose of this proposal, rental rates shall be based on hourly rental periods, except that time lost for repairs shall be deducted. Daily time sheets shall be maintained indicating Start & Stop times. (NOTE: All time to be determined by the Director of Public Works)

Time will be allowed in hourly increments, figured to the next one quarter hour period.

Lost time shall be figured to the next one quarter hour period as agreed upon between the authorized Director of Public Works and the Contractor as the time incurred. All lost time shall be indicated on the daily time sheet.

Rental time shall start when called by Gloucester Township Publics Works Department to start operations. Rental time will stop when the Department of Public Works indicates that the snow removal operation shall cease and/or is acceptable for snow storm/post-storm duration. The Director of Public Works reserves the right to "START" and "STOP" the contractor's operation for any said time period (minimum two (2) hours). If it is determined that the startup time is abnormally long, then the Director or his designee may start time when plowing actually starts. The decision in this case by the Township of Gloucester's Director will be final.

Rental will not be paid for any period of "down time" when equipment is not in operable condition.

STANDARD RENTAL RATES

A. Plowing rates shall include all charges including sufficient labor (manpower) to operate this equipment.
B. Rental hourly rates submitted will be standard for all days and nights including holidays and weekends.

SNOW AND ICE STORM STANDARD REQUIRED PROCEDURES

A. Township Headquarters during storm periods will be the Department of Public Works, Gloucester Township, 1729 Erial Road, Blackwood, New Jersey.

B. The Township Headquarters will contact the contractors by telephone when it is necessary to commence plowing. Contractors shall maintain an emergency phone number in event that he cannot be reached.

C. In the event heavier equipment, such as a Bulldozer or Front End Loader is necessary, contact the Township Headquarters.

D. The Department of Public Works will be required to notify the contractor by telephone upon starting service, the Contractor will be required to notify Township Headquarters upon ending service.

INSURANCE

The lesser shall carry insurance in the limits of not less than $300,000.00 or $300,000.00 for Public Liability for personal injury including death and no less than $150,000.00 for property damage. He shall carry Workmen's Compensation in accordance with the insurance requirements of the State of New Jersey. Certificates of such insurance coverage must be furnished with the bids. All signed contracts shall include by attachment a list of insurance naming the Township as added insured on automobile and General Liability insurance policies. within ten (10) days of signed contract. Repairs to damage done to resident's property; landscaping, curbs, vehicles etc. are the responsibility of the contractor and are required to be repaired within a reasonable amount of time.

TERM AND LENGTH OF CONTRACT

The terms and time length of the Contract for furnishing Contract items specified shall be valid from the date of signing of the Contract and remain in effect through April of the following year.

TERMINATION OF CONTRACT

The Contract may be terminated by the Township of Gloucester upon ten (10) days written notice the Contractor if the Contractor fails to carry out the provisions of the Contract and Specifications. The notice shall specify the particular breach or breaches of the Contract.

FAILURE TO PERFORM

In the event the Contractor fails to perform any of the provisions of the Contract, the Township of Gloucester may at its discretion give the Contractor three (3) hours written notice that it will perform the work which the Contractor fails to perform and charge the cost to the Contractor by determining the liquidated damages and deducting this amount from the Contractor's subsequent payments.

GENERAL INSTRUCTIONS TO CONTRATORS

The Contractor further agrees to indemnify and hold harmless the Township of Gloucester as a result of the Contractor's failure to comply with the provisions of the Occupational Safety and Health Act of 1990 and the standards and regulations there under.

The work contemplated by these Specifications may be undertaken on any road, street or parking lot under the jurisdiction of the Governing Body.

At the time of Bid Response the Contractor must list all intended Sub-Contractors and please note the following:

CONTRACTORS HIRING SUB-CONTRACTORS

If the Contractor hires Sub-Contractors to work with him they must also show they carry insurance in the limits of not less than $300,000,00 and $300,000.00 for Public Liability for personal injury including death and not less than $150,000.00 for Property Damage. He also shall carry Workman's Compensation in accordance with the insurance requirements of the State of New Jersey. Certificates of such insurance coverage must be furnished with the Contract. All signed Contracts shall include by attachment, a list of insurance; naming the Township as added insured on Automobile and General Liability insurance policies.

REJECTION OF PROPOSALS

The Mayor and Council reserve the right to reject any or all bids.

LIST OF EQUIPMENT FOR SNOW REMOVAL

	Item	Plow Type	Cost per Hour	Quantity
1.)	Class I Truck (8+ tons) Single axle		$185.00	
2.)	Class II Truck (15+ tons) Tandem axle		$195.00	
3.)	Front end Loader w/box or rubber edge		$200.00	
4.)	Grader		$200.00	
5.)	Backhoe/Must have box		$163.00	
6.)	Skid Steer		$163.00	
7.)	Supplemental equipment to be considered (please list type)			
8.)	Pick-up Truck		$105.00	

Contractor contact information:
Name:
Address:

Phone number:
Fax number:

Emergency Storm contact:
Name:
Phone:

The Township of Gloucester will pay a retainer of $400.00 per piece of equipment. No retainer will be paid for pickup trucks. Two hundred ($200.00 dollars will be paid in December and two hundred ($200.00) dollars in May of the following year.

**** All Contractors are responsible for any damage done during snow removal.***