



Housing Authority of the City of Freeport

TO: Vendors
FROM: Housing Authority of the City of Freeport
DATE: September 6, 2024
RE: Notice of Request for Proposal for Snow Removal Services

The HACF will receive **sealed proposals** from experienced, qualified vendors who specialize in commercial Snow Removal Services for the following:

REQUEST FOR PROPOSAL Snow Removal Services

Proposals will be accepted until **Friday, September 27, 2024, at 3:00 P.M.** at the HACF, 1052 West Galena, Freeport, Illinois 61032. Complete specifications and instructions are attached herewith.

The HACF plans to contract for Snow Removal Services at four (4) different locations throughout Freeport for two snow removal seasons. This Request for Proposal is for the Snow Removal Services ONLY. We expect the selected Contractor to begin work on November 18, 2024.

Proposal documents may be requested by email or by regular mail.

Proposals shall be submitted on the standard forms furnished by the HACF and shall be submitted in a sealed envelope identifying the Contractor's name, the RFP title and the RFP due date on the face of the envelope.

Submission of a proposal signifies the Contractor's agreement that its' proposal and the content thereof are valid and will become part of the contract that is negotiated between HACF and the successful Contractor. All prices submitted with the proposal shall remain in effect for the contract's period.

Sincerely,

Rachel Greenwood,
Interim Executive Director

Introduction

Rachel Greenwood, Interim Executive Director for the Housing Authority of the City of Freeport (hereinafter referred to as "HACF") in Freeport, Illinois is hereby requesting proposals for snow removal at four (4) housing and office locations later noted in this packet. The proposal is for two (2) snow seasons of 2024 and 2025.

General Requirements

Proposals, bids, or responses will be accepted by HACF no later than **3:00 p.m.** (local time), **Friday, September 27, 2024**. Every proposal must be enclosed in an envelope clearly marked Snow Removal proposal. All proposals shall be submitted to the following address:

**Housing Authority of the City of Freeport
1052 West Galena Avenue
Freeport, IL 61032**

All questions shall be directed to:

James Palermo at 815-232-4171 Ext. 1061

NOTE: Please submit a separate bid for each location.

Responses may be hand delivered or sent by mail and must address the specifications set forth in this request. Any response, bid, or proposal received after the above deadline shall be considered late and will not be opened or considered. Proposals are confidential. When the bid is awarded, all proposals will be subject to the Illinois Open Records Act and the proposals will be available to the public.

Timeframe

All proposals must be complete and in possession of HACF by 3:00 p.m. (local time) on **Friday, September 27, 2024**. Proposals will be opened at an unspecified time after the September 27th deadline. Any incomplete responses will be rejected. All respondents will comply with this RFP as a basis for the award of the bid.

Snow Removal Services Request for Proposal Schedule

Wednesday September 6th, 2024	RFP notices e-mailed and mailed to potential Contractors.
Friday September 27th, 2024 3:00 P.M.	Proposal receipt deadline. Proposals will be opened at an unspecified time <u>after</u> the 3:00 P.M. deadline. No late proposals will be accepted.
Friday October 4th, 2024	Vendors are notified by email and mail of award decision.
Monday November 18th, 2024	Contract term begins
Friday May 2, 2026	Contract term ends

Approval

The actual acceptance of any proposal may be delayed. Therefore, all bid responses must remain valid for a period of no less than ninety (90) days.

Insurance Requirements and Liability

1. Each bidder, or respondent to the RFP, who may have employees, contractors, or agents working on HACF properties, shall provide copies of current:
 - General Liability insurance with endorsement in the amount of \$1,000,000 per occurrence/\$2,000,000 general aggregate limit.
 - Auto insurance in the amount of \$1,000,000 per accident.
 - Worker's Compensation in the amount of \$1,000,000 per accident or satisfactory proof of exemption from Worker's Compensation insurance from the State of Illinois; and
 - Errors and Omissions Insurance in the amount of \$1,000,000 per occurrence.Said insurance must be valid for the duration of the contract. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on HACF properties. **There will be no exceptions to the insurance requirement.**

Contract Nullification

HACF may, at any time, nullify the agreement if, in the judgment of Stephenson County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between HACF and the contractor(s) is contingent upon approved annual budget allotments, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by HACF.

Payments

Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. The HACF discourages the practice of picking up checks in person, unless there is an emergency. Invoices are paid bi-weekly. Please bill by the separate four (4) locations as listed on page 6 of this packet. Bills are to be submitted the Friday before Account Payables week; the schedule will be provided upon awarded bid. Invoices are to be submitted to:

HACF
Attention: Rachel Greenwood
1052 West Galena Avenue
Freeport, IL 61032

Proposal Specifications

Respondents shall be capable of providing the highest quality level of service, performed by personnel who can remove snow and ice, shoveling of snow, salting sidewalks and parking lots, and other snow and ice removal requirements as needed. Additionally, respondents shall accept the responsibility for any damage to government property.

Proposal Details

This includes but is not limited to the following information. Any alternative recommendations may be noted and priced separately.

Snow removal may commence as early as November 18, 2024, and end as late as May 2, 2025, for the first snow season.

Contractor will:

- I. Furnish snow removal equipment, shovels, salt spreaders, etc.

- II. Furnish all gasoline required to perform the work.
- III. Furnish all labor to perform the work.
- IV. Sidewalks and parking lots must be visually inspected before every snow removal for debris and hazards.
- V. All debris will be picked up before each snow removal commences. Debris may be deposited in the HACF's containers, except for items considered yard waste that would not be normally picked up. These items would be the responsibility of the contractor to dispose of.
- VI. Snow removal will be conducted in a safe manner so as not to endanger any passers-by.
- VII. Snow and ice should be removed in a way to allow safe and comfortable movement of vehicles and pedestrians.
- VIII. All hazards shall be identified and if needing repair, brought to the HACF's attention.
- IX. The contractor should report problem areas (drop offs along walks, wash outs, etc.). The HACF will determine the extent of repair done.
- X. Salt applications of sidewalks and parking lots will be performed on as needed basis. HACF will provide salt.
- XI. Removed snow will be pushed/stored in previously determined areas
- XII. Clean up all walkways to units.
- XIII. HACF realizes weather may cause interruptions in the schedule and will allow the following exceptions to regain said schedule:
 - a. The Contractor may be on sight to work any day of the week as early as 7:00 a.m.
 - b. Contractor may finish snow removal at development as late as 7:00 p.m.
 - c. HACF Holidays as listed below:

i. May 27, 2024	Memorial Day
ii. June 19, 2024	Juneteenth
iii. July 4, 2024	Independence Day observance
iv. September 2, 2024	Labor Day
v. November 11, 2024	Veteran's Day
vi. November 28 & 29, 2024	Thanksgiving Day & day after
vii. December 24 & 25, 2024	Christmas Eve & Christmas Day
viii. January 1, 2025	New Year's Day
ix. January 20, 2025	Martin Luther King Jr. Day
x. February 17, 2025	Presidents Day
- XIV. Refuse collection days cause snow removal problems and should be considered when scheduling. They are as follows:
 - i. Douglas Village - Thursday
 - ii. Westview - Thursday
 - iii. Willow - Wednesday

This does not pertain to the Administrative Office sites.
- XV. All workers shall wear their company uniform or a name badge with photo at all times. No vulgar shirts, insignia, holy short/shirts/pants, etc.
- XVI. All workers must be courteous and conscientious for the safety of all.

Snow Removal Services Development Locations:

Development

Address

Westview Apartments	1425 Westview Road
Douglas Village	626 North Hunt Avenue
Willow Apartments	504 North Willow
Administration Building	1052 West Galena Ave.

Westview

The development is located in the 600 block of Waddell – east, Gilmore – west, and the 1400 block of Beach – north.

*Douglas
Village*

The development is adjacent to Westview in the 600 block of Waddell- west, Hunt-east, and 1400 block of Elm St.

Willow

The development is located in the 500 block of North Willow Avenue. Bordered on the south by Lincoln-Douglas school.

Administrative

The office at 1052 West Galena is bordered west by the Four Seasons parking lot and Car wash to the east.

Completion Time and Liquidated Damages

The Contractor agrees to complete the Project (snow & ice removal, shoveling, salting of sidewalks & parking lots, and other snow and ice related work), commencing on the contract execution date and further agrees to liquidated damages of \$100 per day for any Development location not maintained as required by this contract.

Bid Requirements

- Contractor is required to provide valid evidence of a State of Illinois Business License.
- Contractor is required to provide evidence that they meet the Stephenson County Government Insurance Requirements.
- Contractor is required to provide a reference list of clients that have a current contract for services with their company.
- Contractor shall provide evidence of a company safety program and, if supported, a drug testing program.
- Contractor must comply with Section 3 hiring requirements.

The entity responsible for fulfilling this agreement shall be identified in the proposal response.

Right to Seek a New Proposal

HACF reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of HACF.

In comparing the responses to this RFP and making awards, HACF may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

Applicable Law

HACF is an equal opportunity employer. HACF does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful Contractor(s) agrees that they shall comply with all local, state, and federal laws, statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claims should arise with regards to this contract, for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold HACF harmless for any damages, including court costs or attorney fees which might be incurred. Any contract will be interpreted under the laws and statutes of the state of Illinois. HACF does not enter into contracts which provide for mediation or arbitration.

Therefore, any action arising from any contract made from these specifications shall be brought in the state courts in Stephenson County, Illinois.

Name of Proposer/Business: _____

Business Address: _____

HACF: I have received the Request for Proposal Packet prepared by the HACF or its Authorized Representative. I have also received Addenda(s) A through C and have included their provisions in my proposal. I have visited the sites and examined all conditions affecting the cost of the work. I have also read the proposal package and examined site maps.

I therefore agree:

- A. To hold this proposal, open until ninety (90) consecutive calendar days after the deadline date.
- B. To enter and execute a contract with the HACF using the Form of Agreement included in the project manual, if awarded on the basis of this bid and in connection therewith to:
 - 1. Furnish proof of insurance in the amounts required by the proposal documents.
 - 2. Accomplish the work in accordance with the terms of the contract.

Base Proposal – To furnish all labor and all equipment for Snow Removal as specified in the contract documents for we offer the following cost proposal:

		2024	2025
Westview Apts.	1425 Westview Road	\$ _____	\$ _____
Douglas Village	626 North Hunt Street	\$ _____	\$ _____
Willow Apts.	504 North Willow Ave.	\$ _____	\$ _____
Administration Bldg	1052 West Galena Ave.	\$ _____	\$ _____
Total per plow for all sites		\$ _____	\$ _____

The undersigned agrees that withdrawal of this proposal or failure to sign the Form of Agreement within the times set forth in the Contract Documents shall automatically terminate any further consideration and also terminate any and all rights the Undersigned may have acquired in, by or through this proposal. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposer in the submitting of proposals for the contract for which this proposal is submitted.

 Date Proposer/Business Name

By: _____ Title: _____
Signature

By: _____ Phone: _____
Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT
EQUIPMENT LIST**

PART I – The Proposer currently owns the following Equipment that will be assigned to the Housing Authority’s Snow Removal work if awarded all or a portion of this contract.

Proposer shall attach additional sheets if needed.

PART II – The Proposer plans to acquire the following Equipment that will be assigned to the Housing Authority’s Snow Removal work if awarded all or a portion of this contract.

Proposer shall attach additional sheets if needed.

PART III – The Proposer currently employees the following Workers that will be assigned to the Housing Authority’s Snow Removal work if awarded all or a portion of this contract.

PART IV – The Proposer would hire an additional _____ employees that will be assigned to the Housing Authority’s Snow Removal work if awarded all or a portion of this contract.

Date Proposer/Firm Name

BY: _____ TITLE: _____
 Signature

BY: _____
 Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT
NON-COLLUSIVE AFFIDAVIT**

State of: Illinois
County of: Stephenson

_____ Being first duly sworn, deposes and says:

That he/she is _____ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said proposer or bidder has not colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication of conference, with any person to fix the proposal or bid price of affiant of any other proposer or bidder, or to fix any overhead, profit of cost element of proposal or bid price, or that of any other proposer or bidder, or to secure any advantage against the Housing Authority of the City of Freeport or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Signature of:

Proposer or Bidder, if bidder is an individual _____

Partner, if Proposer or Bidder is partnership _____

Officer, if Proposer or Bidder is corporation _____

Title _____

Subscribed and sworn to before me this ___ day of _____ 2024.

My commission expires _____

**HOUSING AUTHORITY OF THE CITY OF FREEPORT
CERTIFICATION OF NON-SEGREGATED FACILITIES**

The proposer or bidder certifies that they do not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that they do not permit his or her employees to perform their services at any location, under their control, where segregated facilities are maintained. The Proposer or Bidder certifies further that he will not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Proposer or Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this proposal or bid. As used in this certification, the term "Segregated Facilities" means any waiting rooms, work areas, restrooms and drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The proposer or bidder agrees that he or she will obtain identical certification from all of their subcontractors and material suppliers and that he or she will retain such certifications in his or her files.

Date Proposer/Firm Name

BY: _____ TITLE: _____
 Signature

BY: _____
 Printed Name

HUMAN RIGHTS NUMBER OR STATEMENT

Our Illinois Department of Human Rights Number is _____.

(or)

We do not have an Illinois Department of Human Rights Number. In lieu thereof, we will make application for it within thirty (30) calendar days from the date of this proposal or bid opening.

Sign line if applicable.

BY: _____ TITLE: _____
 Signature

If you do not have a Human Rights Number, you may apply for one at the following address:

Illinois Department of Human Rights
100 West Randolph Street
State of Illinois Center, Suite 10-100
Chicago, IL 60601
(312) 814-2432

You can download the application form IDHR PC-1 rev. 07/1998 from the WEB at:

http://www.state.il.us/dhr/Programs/DHR_PBCT.htm

**HOUSING AUTHORITY OF THE CITY OF FREEPORT
MBE/DBE/WBE PARTICIPATION CERTIFICATION**

As Contractor of this project, we have established a goal of 20% MBE/DBE/WBE Participation on this project and attach any evidence of soliciting this participation as required by Section 3 of the Department of Housing and Urban Development Act of 1968 as amended.

Company Name & Address	Group MBE/DBE/WBE	Amount of Subcontract

**EQUAL EMPLOYMENT OPPORTUNITY
SMALL BUSINESS, MINORITY FIRMS AND WOMEN'S BUSINESS ENTERPRISES
AFFIRMATIVE ACTION PLAN STATEMENT OF POLICY**

IT IS THE POLICY OF THIS COMPANY to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws and opportunities in employment. At present ___% of our workforce are minorities and ___% of our workforce are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the local sources for consideration of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in Freeport, or Stephenson County, and to seek disadvantaged, minority and women business enterprises as subcontractors in the same geographical area in which we usually seek subcontractors and suppliers.

If we cannot meet our contract goal using Minority Business Enterprises and Women Business Enterprises from our geographical area we shall expand our search to a reasonably wider geographical area.

GOAL REQUIREMENTS

Minority Business Enterprise and Women Business Enterprise goals are set separately for this project. The Minority Business Enterprise goal is 20% and the Women Business Enterprise goal is 20%.

_____ is the official who will be responsible for implementing the above policy statement.

_____ _____
Date Proposer/Firm Name

BY: _____ TITLE: _____
Signature

BY: _____
Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT
SECTION 3 AGREEMENT**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3 shall, to the greatest extent feasible be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for Housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implements Section 3, as evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractor's commitments under this Section 3 Clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulation in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions; termination of this contract for default, debarment and /or suspension from future HUD assisted contracts.
- G. With respect to the work performed in connection with Section 3 covered Indian Housing Assistance, Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians and (ii) preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- H. By signing and submitting this proposal or bid packet, the contractor and their subcontractors agree to comply with HUD's regulation in 24 CFR Part 135, which implements Section 3.
- I. The above is respectfully submitted by:

_____ Date Proposer/Firm Name _____

BY: _____ TITLE: _____
Signature

BY: _____ FED EMP ID# (FEIN): _____
Printed Name

ADDRESS, CITY, STATE, ZIP CODE _____

TELEPHONE NUMBER: _____ FAX: _____