

DATE: September 3, 2019

To: Snow Removal Companies

From: North Pocono Public Library Community Library

RE: Request for Proposal for Snow Removal for North Pocono Public Library

The North Pocono Public Library is seeking proposals for contract services for snow removal for the property at 1315 Church Street, Moscow, PA 18444.

Interested parties:

1. Interested parties are required to examine the site prior to submitting a bid. Bidders are expected to examine specifications and all instructions. There will be a required pre-bid meeting on Friday, September 20, 10 a.m. Failure to have someone present at that meeting will eliminate the company from consideration.
2. Must be able to produce a certificate of insurance prior to acceptance of any proposal;
3. Must submit proposals in writing;
4. **Must mail proposal to: North Pocono Public Library, ATTN Justine Yeager, 1315 Church Street, Moscow, PA 18444.**

Please submit proposals based on the following parameters by **September 30, 2019**.

Scope:

- For overnight accumulations, paved road surfaces (parking lots and walks) as well as front/back entry ways/exits must be cleared by opening of business, which is 9 a.m., unless the library notifies company that it will closed or delay opening.
- Safety issues may not be created with snow piles, etc.
- Deicing shall be acceptable for asphalt and concrete surfaces to limit any damaging effects.
- The Bidder shall be responsible for arranging supplemental service in case of mechanical breakdown or illness.
- Any damages to the building and/or grounds shall be repaired by the vendor at no cost to the Library.
- A payment schedule will be determined upon contract.

Snow removal services (please service parking lot when one inch of snow has fallen or pavement is icing):

- Cost per plowing of parking lot(s)
- Cost per shoveling/snow blowing sidewalks (Please note: shovels must be used under the walkway of the library to prevent damage to pavers)
- Cost per ice melt application
- Cost per hour for a loader or large equipment to move snow

Additional services may be requested and priced as agreed upon by both parties.

SERVICE	Qty. or measurement of Cost Ex. (per plowing, deicing, etc.)	COST
Plowing the parking lot	Per instance	
Shoveling/Snowplowing Sidewalks	Per instance	
Use of heavy equipment	Per hour	
Deicing	Per instance	

SERVICE	SEASONAL CONTRACT	COST
Plowing the parking lot Shoveling/Snowplowing Sidewalks Shoveling entryways/exits Use of heavy equipment Deicing	Season	

Notes: