

CHFA SNOW/ICE MAINTENANCE AND REMOVAL SPECIFICATIONS

CHFA is seeking quotations from firms with offices in the State of Connecticut for **Snow and Ice Maintenance and Removal** on driveways, parking areas, and sidewalks at **999 West Street, Rocky Hill, CT** for the calendar years 2021 through and including 2023.

Included are 1) specification; 2) quote form; 3) drawing of 999 West Street; 4) CHFA's insurance requirements; and 5) frequently asked questions.

Specifications:

Prices should be based on snow depth (continuous snowfall in a 24-hour period) as determined by the National Weather Service.

Please include the following when quoting on the "Quote Form" attached:

- Cost of deicing applications (no sand) during snowstorm
- Cost of deicing applications (no sand) on a non-storm occasion (minimum charge, if any)
- Charge, per person per hour, during non-storm
- Deicer (no sand) charge per pound/ton
- Prices for driveways, parking areas and walks for snowfall with breakdown as follows:
 - Dusting - 2.9"
 - 3" – 5.9"
 - 6" – 11.9"
 - 12" – 19.9"
 - 20" – 28.9"
 - 29" – 36"
- Charge for additional equipment if needed and if requested by CHFA for snow relocation on site (i.e. dump truck, loader, additional labor per hour)

REQUIREMENTS

- A. The contractor's owner or general foreman will be available for weekly inspections with CHFA's facilities manager. Any service requested will be completed within two working days unless otherwise specified.
- B. Contractor will repair any damage to CHFA's property caused by Contractor to CHFA's satisfaction.
- C. Contractor must provide pricing and references on attached "Quote Form" to **RFP.RFQ@chfa.org** no later than **Monday, November 23, 2020**.
- D. Contractor must supply (if applicable) Small Business Set-Aside Certificate.
- E. Contractor must supply copy of W-9 form.
- F. Contractor will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions.
- G. Contractor will be required to provide documentation regarding general liability, auto, workers' compensation and umbrella insurance in limits identified in "CHFA Insurance Requirements" attached.

Please submit any additional questions to RFP.RFQ@chfa.org by Thursday, November 12, 2020. Additional questions and answers will be posted on CHFA's Website.

CHFA is an Affirmative Action/Equal Opportunity Employer.

Quote Form-Snow/Ice Maintenance and Removal 2021

Company Name:

Contact Name:

Title:

Phone:

Email:

Service Type

Price

Service for driveways, parking areas & walks for snowfall as follows (continuous snowfall in 24 hours):

dusting - 2.9"

3.0" - 5.9"

6.0" - 11.9"

12.0" - 19.9"

20.0" - 28.9"

29.0" - 36.0"

Salt/De-Icer/Ice Melt

Per Application During Storm

Per pound/ton During Non-Storm

Snow Relocation on Site, if required

per hour per dump truck

per hour per loader

additional labor per hour

list any additional equipment

Reference 1:

Company Name:

Contact Name:

Title:

Email:

Phone:

Reference 2:

Company Name:

Contact Name:

Title:

Email:

Phone:

Reference 3:

Company Name:

Contact Name:

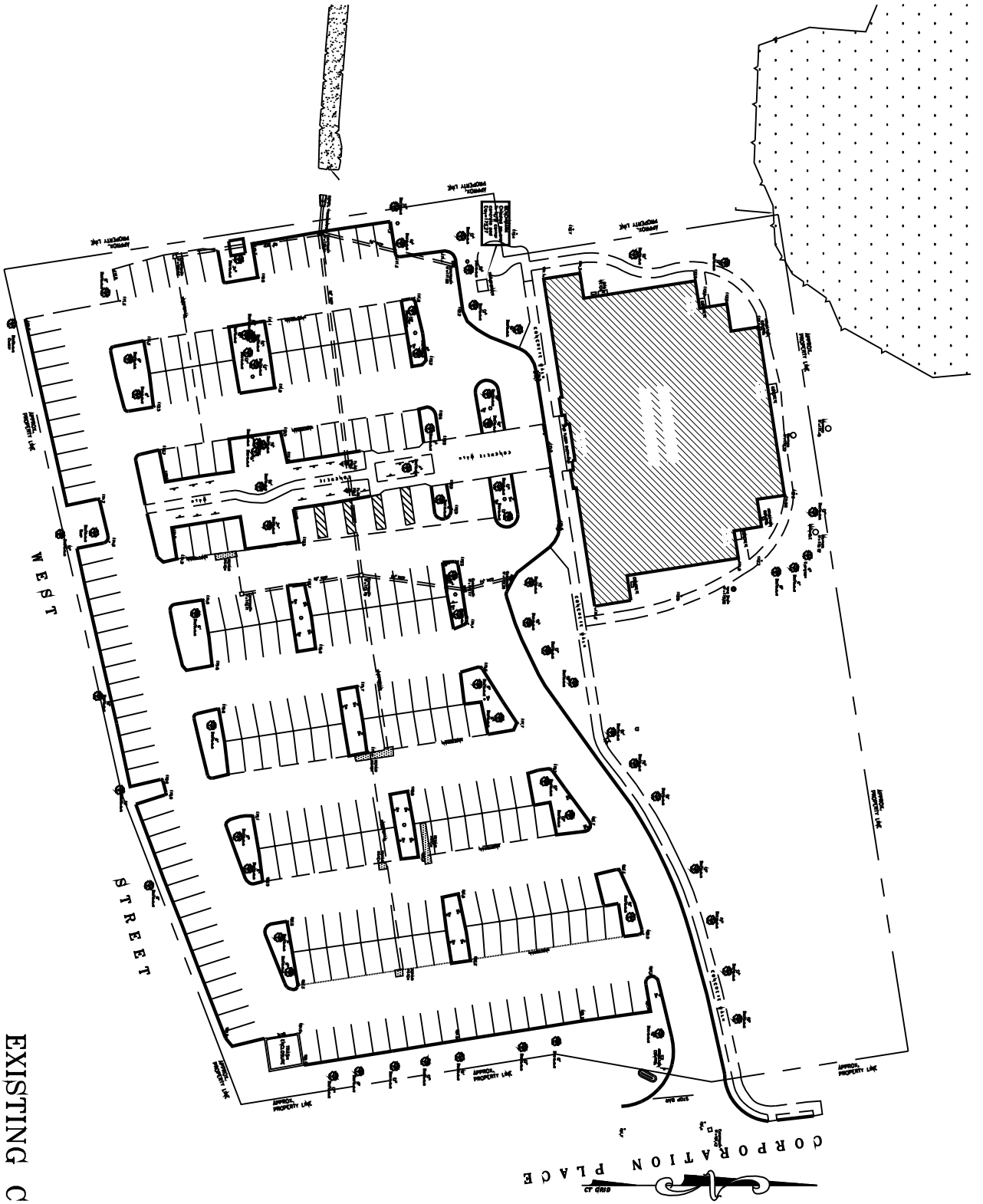
Title:

Email:

Any Experience with any CT state agency must be listed here:

COMPLETED QUOTE FORM SHOULD BE SUBMITTED TO RFP.RFQ@CHFA.ORG NO LATER THAN MONDAY, NOVEMBER 23, 2020

CHFA is an Affirmative Action/Equal Opportunity Employer.



EXISTING CONDITION PLAN

GRAPHIC SCALE (INCHES)
 0 80

Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: “Connecticut Housing Finance Authority, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, with 30 day notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Legal Dept., 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501, Fax: (860) 721-0527.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	Commercial General Liability	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage.</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. <p>All coverage provided to CHFA under this section must be primary.</p> <p>CHFA must be named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent</p>
√	Contractors or service vendors:	<p>CHFA must <i>also</i> be named as “additional insured” on your CGL policy with form CG 20 37 or equivalent</p> <p>The Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
√	Automobile Liability	\$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
√	Workers' Compensation Employers Liability	<p>Statutory</p> <p>\$1,000,000 each accident</p>
√	Umbrella Liability	\$1,000,000 Excess over underlying limits described above.
	Professional Liability	\$1,000,000 per occurrence/ \$1,000,000 aggregate

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Theresa Calderone**, General Counsel, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: Theresa.Caldarone@CHFA.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Signed by (contractor or vendor)

(type/print name of contractor or vendor)

Date

Frequently asked Questions-Snow/Ice Removal Services

- Question: Is the only location of service at CHFA's office building?
Answer: *Yes, the services are for 999 West Street, Rocky Hill, Connecticut.*
- Question: Can a sand/salt mixture be used for the roadways and parking lots?
Answer: *Only salt and/or an acceptable ice melt can be used to treat the parking lots—no sand.*
- Question: Can sand be used on the walkways?
Answer: *Only an acceptable ice melt can be used on the sidewalks.*
- Question: What is the call back procedure for parking spots that are blocked by vehicles during services? Is this to be included in normal services or as an additional price cost?
Answer: *The call back should be included in the normal services. The only vehicle in the parking lot on site will be the company vehicle. The rest of the parking lot will be empty.*
- Questions: The Specifications state that "Any services requested, will be completed within two working days. . ." Is there a maximum amount of snow accumulation allowed before services start? Please explain when services are to begin.
Answer: *The starting time will depend on the snow fall amount. At no time during the regular business hours should the snow exceed 3 inches in depth. Vendor will be required to keep up with the storm during regular business hours. Relocation of the snow will be determined by CHFA.*
- Question: Is there a mandatory pre-bid meeting?
Answer: *There will not be a mandatory pre-bid meeting.*
- Question: Is bonding required?
Answer: *Bonding is not required. Insurance requirements are included with the documentation provided.*
- Question: Will an award be determined based on best overall value or will it be lowest responsible offer?
Answer: *Contracts will be awarded in a manner necessary to serve the best interest of CHFA, without obligation to accept a proposal based upon the lowest fee schedule.*
- Question: Is there a local vendor preference?
Answer: *Connecticut presence is required.*
- Questions: Are there any limitations in subcontracting?
Answer: *Any subcontracting would require the written prior approval of CHFA.*

Question: Are there any forms of special certifications required?
Answer: *No special certifications are required.*