HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

SNOW REMOVAL SERVICES

26-015

Under a Fair and Open Process in Accordance
with N.J.S.A. 19:44A-20.4 *et. seq.*

PROPOSALS ARE DUE

NO LATER THAN

2:00 p.m. (prevailing time) on THURSDAY, OCTOBER 1, 2026

Submit Proposals to:

Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, N.J. 07901

OVERVIEW

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of public housing at three separate development sites: Vito A. Gallo Senior Building, a 125-unit five story high rise; Glenwood Place, a 40-unit low rise family development, and, Weaver Street, a 30-unit low rise family development.

In accordance with applicable Federal and State of New Jersey requirements, the Housing Authority of the City of Summit ("SHA") is soliciting proposals from qualified and experienced contractors to provide snow removal and ice control services at SHA properties for the 2026–2027 winter season.

It is the Housing Authority's desire to retain the services of a qualified, reliable, and properly equipped contractor capable of providing timely snow and ice removal services throughout the winter season. Services will include, but are not limited to, snow removal, plowing, shoveling, salting and de-icing of designated parking areas, sidewalks, building entrances, accessible routes, ramps, fire lanes, and other areas identified by SHA.

The selected contractor will be expected to provide adequate personnel, equipment, materials, and supervision to respond promptly to snow and ice events and to maintain safe and accessible conditions for SHA residents, visitors, employees, and emergency personnel.

The detailed scope of services, property information, contractor requirements, pricing requirements, and proposal submission instructions are provided in the sections that follow.

A. SCOPE OF SERVICES

1. Contractor shall supply all materials, equipment, tools, permits, insurance, and labor necessary to remove snow and ice from the road surfaces and parking areas of the buildings listed herein on a 24-hour basis, seven (7) days per week, including Saturdays, Sundays, and holidays. Service will be provided on demand only; the contractor will be called when plowing is required. Salting is required.

2. Snow removal shall include all entryways, sidewalks, and parking lots. Plow blades shall be angled away from walkways and parked vehicles to prevent snow from blocking pedestrian paths or trapping vehicles. Entrances and walkways must be cleared during snow removal and may not be left in their pre-removal condition. Snow removed from parking areas shall not be placed on pedestrian walkways.

3. Sidewalks shall be cleared thoroughly as to avoid trips and falls as best as possible. Parking lots, driveways, and on-site roadways shall be cleared down to the blacktop surface.

4. Snow shall be moved only to designated snow-pile areas. Entrances and walkways must be left clear and unobstructed. Building entrances and accessible areas shall be prioritized.

5. Provide quotation for each building listed at Item #6. Quotation shall be based as follows for each property:

    i. Flat rate for snow removal between 3 inches to 5 inches.

    ii. Flat rate for snow removal between 5 inches to 10 inches.

    iii. Flat rate for snow removal above 10 inches.

6. Snow Removal will be required at the following buildings:

    a. Vito A. Gallo Building
    12 Chestnut Avenue
    Includes Circle and 3 parking areas

    b. Glenwood Site
    1-6 Glenwood Place
    Includes 3 parking areas

    c. Weaver Site
    2 Weaver Street
    Includes 3 parking areas

7. Immediately after each snow plowing operation, the contractor shall complete a Snow Removal Verification Report for each site served and submit the report to the development management office. Each report shall be accompanied by pictures. Payment will not be made unless the required report is submitted.

8. The contractor shall perform all work in a manner that protects the safety of residents, visitors, and workers at each building.

9. Refuse may not accumulate on site. The contractor shall leave each site clean and restore all disturbed areas to their original condition.

10. The contractor is strongly encouraged to arrange a site visit to become familiar with all conditions affecting the work. Failure to visit the site does not relieve the contractor of responsibility for providing all requirements of the job.

11. These specifications are intended to guide the work to be performed and the materials and equipment to be used; however, they are not all-inclusive. The contractor shall provide any work, materials, or equipment necessary to complete the job as fully as if specifically listed, without additional compensation.

B. QUALIFICATIONS

All respondents shall meet the following minimum requirements:

1. Is authorized to do business in the State of New Jersey.

2. Has the capability to provide the full scope of services described herein.

3. Has never, at any time, been suspended, debarred, declared ineligible, or voluntarily excluded by the U.S. Department of Housing and Urban Development, the U.S. Department of Justice, the U.S. General Services Administration, the U.S. Internal Revenue Service, or any other federal agency or the Federal Government, and/or the:\J. J. Department of Labor, or any other state agency or the State of New Jersey.

Failure to meet any of the foregoing qualifications is considered a material defect and shall result in the disqualification of the Respondent.

C. SUBMISSION OF PROPOSALS

Only sealed proposals in an envelope marked "Snow Removal Services" will be accepted no later than 2:00 pm (prevailing time) on Thursday, October 1, 2026, at the Summit Housing Authority, 512 Springfield Avenue, Summit NJ 07901, Attention: Jacqueline Gray, Executive Director.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

D. FEE PROPOSAL

Contractor is to utilize the enclosed Fee Proposal Form to submit its proposed fixed-rate fee for each category of service. The proposed fee for each category must be one rate - ranges will not be accepted and may disqualify the proposal. The proposed fee must be inclusive of all direct and indirect costs associated with performing the tasks.

E. PROMPT PAYMENT ACT N.J.S.A. 2A:30A-1 et seq. - The award of this solicitation is subject to approval of HUD, the Housing Authority Board of Commissioners and the continuing availability of funds after approval. This also includes any payment as a

result of litigation of any dispute flowing from the award of this contract. Further, any change orders amounting to more than 20% must be approved by action of the Board of Commissioners.

F. INSURANCE – Contractor must possess and maintain the following insurance coverages:

1. Worker's Compensation Insurance – all aspects of coverage (including but not limited to scope and amount of coverage) must be in accordance with New Jersey Worker's Compensation laws;

2. Automobile Liability Insurance – must cover all owned, non-owned, and hired vehicles used in connection with the services, in an amount not less than $1,000,000 combined single limit per occurrence for bodily injury and property damage;

3. Comprehensive General Liability Insurance – must be in an amount not less than $1,000,000 per occurrence or $2,000,000 aggregate. The property and casualty section must specifically identify the Housing Authority's property as being covered by the Policy;

4. Umbrella liability – limits of $2,000,000 are preferred; however, we will consider, limits of $1,000,000.

G. BUSINESS REGISTRATION. Vendor must be registered to do business in the State of New Jersey, https://www.state.nj.us/treasury/revenue/gettingregistered.shtml.

H. PROPOSAL SUBMISSION: All interested qualified firms' proposal must contain the following information:

1. Cover letter of Interest on company letterhead including contact name, address, telephone and email address.

2. Detailed description of firm's qualifications as they relate to providing the scope of services to public housing authorities in the State of New Jersey or other similar entities.

3. Detailed description of firm's overall experience and approach to performing Scope of Services.

4. Detailed description of Firm's knowledge and understanding of the Scope of Services.

5. Three (3) references relevant to the performance of services similar to those required herein.

6. A Certificate of Insurance demonstrating adequate insurance coverages are in effect.

7. Copies of licenses and/or certifications to provide scope of services.

I. **PROPOSAL EVALUATION**: Proposals will be evaluated to determine the extent to which the firm's qualifications and capabilities provide the best value to the Housing Authority. Each proposal will be ranked using the below criteria based upon the information presented in the proposals, the Authority's knowledge from prior engagements, if applicable, independent background checks, or other factual information available to the Authority.

Evaluation Criteria	**Maximum Points**
1. Firm Qualifications and Relevant Experience	25
2. Overall Experience and Approach to Performing the Scope of Services	25
3. Knowledge and Understanding of the Scope of Services	20
4. References	10
5. Fee/Cost Proposal	20
TOTAL	**100**

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Housing Authority of the City of Summit, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42 U.S.C. S121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

MANDATORY AFFIRMATIVE ACTION LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)
Goods, Professional Service and General Service Contracts

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

FEE PROPOSAL FORM

Property	3–5 Inches	5–10 Inches	Above 10 Inches
Vito A. Gallo Building	$_____	$_____	$_____
Glenwood Site	$_____	$_____	$_____
Weaver Site	$_____	$_____	$_____

FEE CERTIFICATION

1. The fees provided above are flat rates for the applicable snowfall ranges.

2. The proposed fees include all costs necessary to perform the required snow removal services, including labor, equipment, materials, transportation, and mobilization, unless otherwise specifically identified in the RFP.

3. The firm has reviewed and understands the Scope of Services and has considered all costs associated with performing the required work.

4. The firm agrees to provide services at the rates proposed above for the term of the resulting contract, subject to the terms and conditions of the RFP and contract.

5. The undersigned is authorized to submit this Fee Proposal on behalf of the firm.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Exhibit A

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the Town of Morristown relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____
Date

Signature

_____
(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

Exhibit B

STATEMENT OF CORPORATE OWNERSHIP

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐Partnership ☐Limited Liability Corporation ☐Corporation ☐Sole Proprietorship
☐Limited Partnership ☐Limited Liability Partnership ☐Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

_____ _____

% of Ownership: _____ % of Ownership: _____

Name: _____ Name: _____

Subscribed and sworn before me this ___ day of _____ , 2026

_____
(Affiant)

(Notary Public)

_____
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

Exhibit C

CERTIFICATION REGARDING NON-DEBARMENT, SUSPENSION, INELIGIBILTY AND VOLUNTARY EXCLUSION

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____ (Company Name) for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or Local) with commission of any of the offenses Enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Date: _____

Printed Name/Title: _____

Exhibit D

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 AND N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under and existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successor vendor(s) must submit the copies of the AA 302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vender.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

Exhibit E

VENDOR'S ACKNOWLEDGEMENT OF ADDENDA

The respondent hereby acknowledges receipt of the following Addenda to Summit Housing Authority's solicitation:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

_____

Signature of Vendor's Agent

Exhibit F

PROPOSAL DOCUMENT CHECKLIST

Snow Removal Services RFP

Submission Requirement	Required	Initial each required entry and, if required, submit the item with proposal
Support for Evaluation Criteria [Section H]	X	
Financial Capacity Documentation [where applicable] (Bid Guarantee, Consent of Surety, Certified Financial Statements, Business Line of Credit, Link to Online Annual Report, Federal Tax Account Transcript)	N/A	
Fee Proposal Form	X	
References (3)	X	
Valid Business Certification / License(s) for Scope of Services	X	
Valid State of N.J. Business Registration Certificate	X	
Certificate of Insurance	X	
Non-Collusion Affidavit (Exhibit A)	X	
Statement of Corporate Ownership (Exhibit B)	X	
Certification Regarding Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion (Exhibit C)	X	
Affirmative Action Compliance Form (Exhibit D)	X	
Vendor's Acknowledgement of Addenda (Exhibit E)	X	
Proposals Document Checklist (Exhibit F)	X	