

SPECIFICATION MANUAL

SNOW REMOVAL

Property: Catoctin View Homes, LLC & Catoctin Manor

Bid Deadline: November 8, 2024

Contract Term: January 1, 2025 – July 31, 2026

Address: 800 Motter Ave, Frederick, MD 21701

Property Description: Dual building apartment community with senior residential units, management offices, and common spaces.

Bid Contact Name: Director of Physical Services, Steve Frizzell

Email: sfrizzell@hacfrederick.org and cc: sau@hacfrederick.org

Phone: (o) 301-662-8173 ext. 1121 or (m) 301-606-6942

1. NOTICE TO BIDDER

The Property is seeking proposals for the following:

1.1 Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary to fulfill the contract, in accordance with the Technical Specifications.

1.2 Submission of Proposals

- Proposals must be completed using the Bid Form which must be filled out in its entirety and signed by an authorized representative of the bidding company.
- Proposals must be concise and accurate. No oral bids or modifications will be accepted.
- Proposals must be submitted via email to the Bid Contact no later than the bid deadline.
- Bidders are responsible for visiting the site to familiarize themselves with existing conditions before submitting a proposal.

1.3 Access to Site

Bidders may reach out to the Bid Contact to arrange site visits during regular business hours (Monday through Friday, 8:00 a.m. – 4:30 p.m.).

1.4 Site Map

Please see attached site map for defined service areas.

1.5 Evaluation Criteria and Award

The contract will be awarded based on the best overall value and adherence to the specifications outlined in this document. The Property reserves the right to accept or reject any or all bids.

2. GENERAL CONDITIONS

2.1 Contractor Qualifications

The Contractor must demonstrate the capability to fulfill the requirements of this contract. Evidence of competence and the ability to manage the necessary personnel and equipment must be provided. Contractor and subcontractors shall be licensed and/or certified in the State of Maryland in areas applicable to all required work within the contract. The Contractor must submit employee background information as required.

2.2 Indemnification

The Contractor shall indemnify and hold harmless the Property, its agents, and employees from any liability arising from injury, damage, or loss caused by the Contractor's actions.

2.3 Damages

The Contractor is responsible for repairing any damages to the Property caused by their personnel or equipment. The Property must be notified immediately of any damage, and all repairs must be carried out by licensed professionals.

2.4 Workmanship

All services provided must meet industry standards of quality and be performed in a workmanlike manner.

2.5 Contract Payments

Contractor must submit invoices of the work performed within 30 days of providing the service. Payments will be made within 30 days of receipt of acceptable invoices and associated documentation in accordance with the contract. Payment will be withheld until any performance issues are resolved.

2.6 Change Orders and Scope Modifications

Any modifications to the scope of work must be pre-approved in writing by the Bid Contact.

2.7 Insurance Requirements

A. Prior to commencing work, the Contractor and each subcontractor shall furnish Certificates of Insurance showing the following insurance is in force and will insure all operations under the Contract;

- 1) **Workers' Compensation and Employer's Liability.** Contractor is required to comply with applicable Federal and State workers' compensation and occupational disease statutes.
- 2) **Commercial General Liability** with a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property or others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five (5) years following the completion date of the Contract.
- 3) **Automobile Liability** on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

B. All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Property. All Certificates of Insurance,

as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least thirty (30) days prior written notice has been given to the Property.

2.8 Force Majeure

Neither party shall be held liable for delays or failure to perform due to events beyond their control, including natural disasters, pandemics, or other unforeseen events. In such cases, notification must be made as soon as possible.

2.9 Termination for Cause or Convenience

The Property may terminate the contract for cause, including failure to meet service expectations, poor reviews, or safety violations. The Contractor will have 10 business days to rectify any issues. The Property also reserves the right to terminate the contract for convenience with written notice.

2.10 Dispute Resolution

Disputes shall first be attempted to be resolved through mediation. If mediation fails, binding arbitration will be conducted in Frederick County, Maryland.

2.11 Safety and Environmental Compliance

The Contractor must comply with all applicable safety and environmental regulations.

2.12 Liability for Subcontractors

Subcontractors must be pre-approved by the Property in writing and must maintain the same insurance and liability coverage as the primary Contractor.

3. TECHNICAL SPECIFICATIONS

3.1. Scope of Work

The Contractor shall provide professional snow and ice removal services for the following areas:

- Walkways and pedestrian paths
- Parking lots (if applicable)
- Entrances/exits to buildings
- Loading zones and emergency access areas
- Common areas as designated by Property

The services will include snow clearing, application of ice melter for safety, and specialized measures for ice storms and blizzards. The Contractor must be equipped to respond promptly and ensure safe and accessible walkways for residents.

3.2. Service Response Times

- **Standard Snowfall:** Walkways must be cleared within 12 hours after the cessation of snowfall.
- **Ice Storms:** The Contractor must be prepared to respond immediately with ice control measures once ice accumulation begins or upon request.

- **Blizzards:** Snow should be cleared as early and often as possible during the blizzard to prevent excessive accumulation. Removal should begin when snow accumulation reaches 2-3 inches. In severe blizzards, clearing may need to occur every 2-4 hours to keep walkways, driveways, and emergency routes passable.
- **Parking Lots:** Snow removal should begin once snow accumulation reaches 2-3 inches or within 2-4 hours of the start of snowfall, or upon request, ensuring that snow does not accumulate to unsafe levels.
- **On-Call Services:** The Contractor must be available for snow and ice removal on a 24/7 basis during the winter season and respond promptly to requests for service, particularly during heavy snowfall or emergencies.
- **Emergency Access:** Priority should be given to clearing emergency access routes (such as fire lanes, building entrances, and exits) and ensuring that fire hydrants are accessible.

3.3. Materials and Equipment

- **Ice Melter:** Contractor shall provide non-corrosive ice melter that is safe for concrete, asphalt, and landscaped areas.
- **Snow Removal Equipment:** The Contractor must have the necessary equipment, including but not limited to shovels, snow blowers, plows, front-end loaders, and dump trucks (for blizzards).
- **Safety Equipment:** The Contractor's staff must wear proper personal protective equipment (PPE) while performing snow and ice removal.

3.4. Service Requirements

3.4.1 Walkways

- **Path Width:** A minimum path width of 24 inches must be maintained for standard storms. In the case of a major storm (defined as a storm producing more than 6 inches of snow), the path may need to be wider to accommodate additional foot traffic and ensure resident safety.
- **Ice Control:** After clearing, an ice melter must be applied to ensure traction and prevent ice buildup.
- **Inspections:** The Contractor shall inspect all cleared areas to ensure they are free from hazards, including slippery spots, and apply additional ice control as necessary.

3.4.2 Parking Lot:

- **Initial Clearing:** Snow removal should begin once snow accumulation reaches 2-3 inches or within 2-4 hours of the start of snowfall, or upon request, ensuring that snow does not accumulate to unsafe levels. Clearing should continue throughout the storm to prevent excessive buildup and allow vehicles to access the parking lot safely.
- **Final Clearing:** After the snowfall stops, the parking lot should be fully cleared within 12-24 hours. This includes removing snow from driving lanes, parking spaces, entrances/exits, and access points.
- **Emergency Access:** Ensure that emergency access routes (to fire lanes, hydrants, or building entrances) are cleared early and maintained throughout the storm.

- **Inspections:** The Contractor shall inspect all cleared areas to ensure they are free from hazards, including slippery spots, and apply additional ice control as necessary.

3.4.3 Ice Storms

- **Ice Control Measures:** During ice storms, the Contractor is authorized to perform necessary ice control measures without additional authorization. This includes the application of ice melters or sand to prevent dangerous ice buildup on walkways and other key areas.

3.4.4 Blizzards

- **Blizzard Definition:** A blizzard is defined as a winter storm with sustained winds of 35 mph or more and/or snowfall rates of 2 inches or more per hour, lasting for at least three consecutive hours.
- **Snow Relocation Equipment:** In the event of a blizzard, Property may require the use of front-end loaders, dump trucks, or other heavy machinery for snow relocation.

3.4.5 Snow Stakes

- **Installation:** The Contractor is responsible for installing snow stakes to mark curbs, fire hydrants, and other obstructions that could be damaged during snow removal operations. Snow stakes should be installed prior to the start of the snow season (typically November) and removed after the snow season ends (typically March/April).
- **Placement:** Stakes must be placed at intervals that clearly define the boundaries of walkways, parking lots, and other areas requiring snow removal.
- **Maintenance:** The Contractor must ensure snow stakes remain visible and intact throughout the winter season, repairing or replacing any that are damaged or dislodged.

3.4.6 Snow Placement and Relocation

- **Snow Piling Areas:** Designated areas should be identified for piling snow. These should be located in low-traffic zones that do not block parking spaces, exits, or entrances. Snow piles should not obstruct visibility at intersections or access to fire hydrants.
- **Snow Relocation:** In the event of heavy snowfall or after multiple snow events, snow may need to be relocated to off-site areas to maintain parking capacity and visibility. This may involve using front-end loaders or dump trucks to transport snow to a different location.

3.5 Safety Considerations

- **Pre-Treatment (if applicable):** Depending on the severity of the forecast, pre-treatment with deicing products before snowfall may be required to prevent snow from bonding to the pavement and reduce the risk of ice formation.
- **Signage and Barriers:** The Contractor should ensure that any necessary signage or barriers (e.g., cones, signs marking unsafe areas) are placed to inform residents and staff of snow-clearing operations and potential hazards.

3.6 Post-Storm Clean-Up

- **Final Inspection and Follow-Up:** After the storm has ended, the Contractor should conduct a final inspection to ensure all areas are clear of snow and ice. Any missed spots or areas of concern should be addressed promptly.
- **Drainage and Runoff Management:** Snow piles and ice melt should be managed to avoid obstructing drains or creating areas where water can pool and refreeze.

3.7. Record-Keeping and Reporting

The Contractor must provide a detailed service report after each snow or ice event, including:

- Date and time of service
- Areas cleared
- Materials used (e.g., ice melter type)
- Any special measures taken (e.g., equipment used during blizzards)
- Recommendations for follow-up actions (if applicable)

BID FORM

SNOW REMOVAL

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Bid Deadline: November 8, 2024

Contract Term: January 1, 2025 – July 31, 2026

Address: 800 Motter Ave, Frederick, MD 21701

Property Description: Dual building apartment community with senior residential units, management offices, and common spaces.

Bid Contact Name: Director of Physical Services, Steve Frizzell

Email: sfrizzell@hacfrederick.org and cc: sau@hacfrederick.org

Phone: (o) 301-662-8173 ext. 1121 or (m) 301-606-6942

Bidder Information:

- Company Name: _____
- Contact Person: _____
- Business Address: _____
- Phone Number: _____
- Email Address: _____
- Years in Business: _____

The Bidder, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specification Manual hereby proposes to furnish all labor, materials, equipment, and services as follows:

\$ _____ Standby Fee (Hand Labor)

\$ _____ Standby Fee (Truck & Plow)

\$ _____ Plow Truck or Snow Blower

\$ _____ Tractor/Bobcat with Plow or Snow Blower

\$ _____ Application of Ice Melter/Salt

\$ _____ Walk Clearing (Blowers & Shovels)

\$ _____ Front-end Loader (Snow Stacking/Removal)

\$ _____ Four-Wheeler with Plow

\$ _____ Supervision

\$ _____ Fiberglass Property Markers (+ Labor)

\$ _____ Ice Melter/Salt (Magnesium Chloride) per bag

\$ _____ Ice Melter/Salt (Rock Salt) per bag

\$ _____ Other (please define) _____

\$ _____ Other (please define) _____

BIDDER QUALIFICATIONS

All bidders must provide evidence of their experience in handling similar contracts, including references for projects with a similar scope of work. The bidder must also demonstrate that they are licensed and capable of fulfilling the contract. Upon request, bidders must submit employee information for background checks.

1. **Years of experience in similar contracts:** _____

2. **References for projects with a similar scope of work (please provide at least three):**

○ **Reference 1:**

Name: _____

Phone Number: _____

Email Address: _____

○ **Reference 2:**

Name: _____

Phone Number: _____

Email Address: _____

○ **Reference 3:**

Name: _____

Phone Number: _____

Email Address: _____

3. **Licensure:**

○ License Number: _____

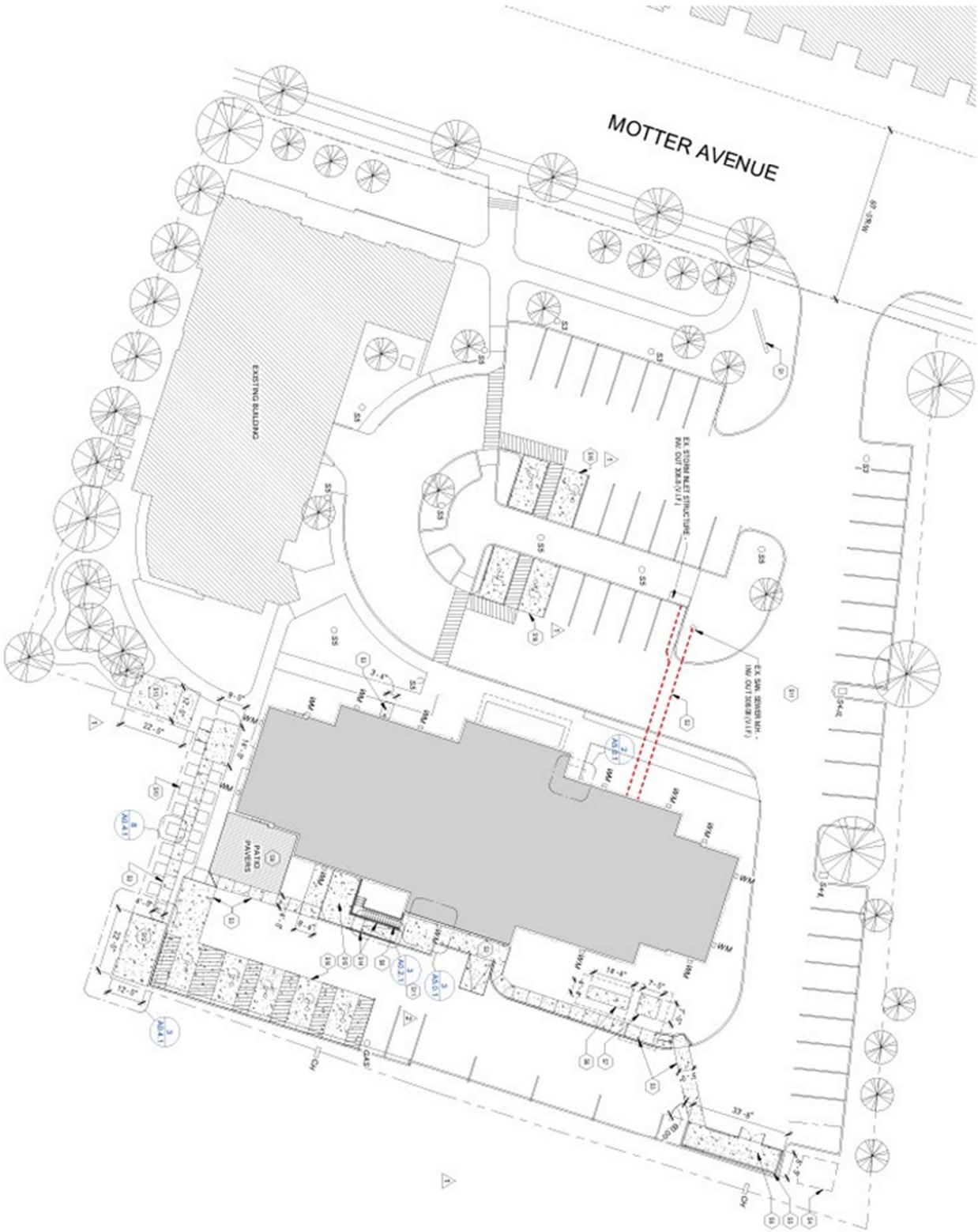
○ Issuing State: _____

Authorized Signature: _____

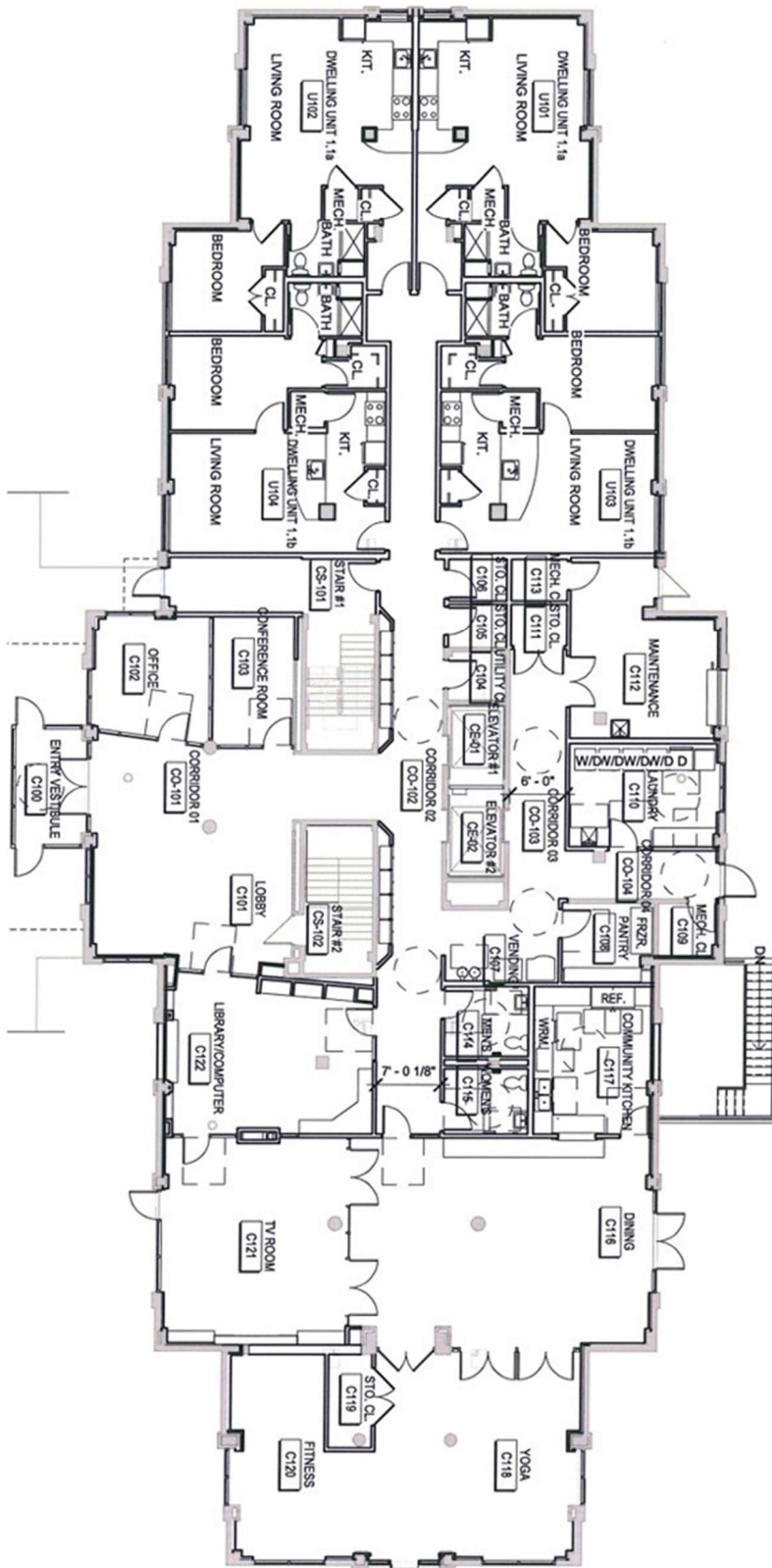
Printed Name: _____

Date: _____

Catoctin View—Site Plan



Catoctin View—Main Floor



Catoctin View—Floors 2-7

