



# Snow Removal Services

*RFQ 9.6.2022: Snow Removal Services*

Publication of Request: September 6, 2022

Submission of Response Deadline: October 3, 2022 at 3:00pm



7315 Hanna Street Fort Wayne, Indiana 46816  
260.267.9300 T 260.755.1058 TDD | [fwha.org](http://fwha.org)

## Request for Quote

The Fort Wayne Housing Authority is seeking a professional company to assist with the snow removal of the 2021 and 2022 season. The Fort Wayne Housing Authority consists of 15 Properties

### Prospective Bidders:

Please provide us with your best price on the attached snow removal bid sheet. **Your quotation must be received by 3:00pm Monday, October 3, 2022** based on the outlined scope below. We are exempt from both Federal Excise and Indiana Sales Tax.

Property & Addresses
Miami Homes - 2111 Cheyenne Drive
Beacon Height - 2210 Beacon Street
McCormick Place - 2811 McCormick Avenue
Brookmill Courts - 2751 Millbrook
North Highlands - 2100 Saint Mary's Avenue
Tall Oaks - 7300 Decatur Road
Maumee Terrace - 902-932 Harmar Street
River Cove - 2430 River Cove Lane
Brooklyn Manor BMA - 3626 Brooklyn Ave
Village of Brooklyn Pointe – 2003-2007-2011 Nuttman
Whispering Oaks - 7284-7288 Decatur Rd
SSV - 7260-7240 John St
Rivers Edge - 3555 Spy Run Extended
Posterity Scholar House – 4315 Joshua Lane
Administrative Building – 7315 Hanna Street

Return one signed copy along with the snow removal bid sheet to FWHA 7315 Hanna Street Fort Wayne IN 46816, attention Dan Kuleff, and retain one copy for your files.

### FAX

260.267.9305 Administration  
260.267.9306 Housing Choice Voucher  
260.267.9307 Public Housing  
260.267.9308 Accounting





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## DESCRIPTION

The FWHA job sites are located in Fort Wayne, IN. The Contractor shall be responsible for all of their equipment and materials, necessary to remove snow from the FWHA sites listed. Please refer to the **Scope of Work** below. All responses to the RFQ must be received on or before **October 3, 2022 by 3:00pm**.

Any suspected discrepancies should be brought to the attention of FWHA prior to submitting a proposal. Any questions should be brought to the attention of Dan Kuleff at 260.410.2980, Monday through Thursday, between the hours of 7:00 a.m. and 4:30 p.m. and Fridays between the hours of 8:00a.m. to 12:00pm.

Please contact Dan Kuleff at (260) 410-2980 to schedule a site visit.

All responses must be received by FWHA to attention Dan Kuleff by **3:00 pm, October 3, 2022 with a Snow Removal Bid Sheet** detailing the cost based on the outlined scope below.

FWHA will award the contract on the best bid received but reserves the right to determine what services will be selected.

Contractor shall repair any damage done by their employees in the performance of this work at no expense to FWHA.

## SCOPE OF WORK

1. Work hours and days will be determined by amount of snowfall.
2. All sidewalks and/or parking lots will be clear within 6 hours of snow fall.
3. Remove all snow from sidewalks and/or parking lots as designated by FWHA.
4. Place removed snow in designated areas directed by FWHA.
5. Remove snow from sidewalk to concrete and edge to edge
6. Remove snow from all parking spaces.
7. Documentation on start and finish times at each site will be turned in after each snow event.

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### GENERAL REQUIRMENTS

If favored with an order, we agree to furnish the items enumerated above at the prices under the conditions indicated in the attached snow removal bid sheet.

Federal I.D. #: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ #of days \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Sites visits will be scheduled for any respondent that intends to bid on the Request for Quote (RFQ). Please contact Dan Kuleff at 260.410-2980 to schedule times to tour our properties.

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### FWHA Site Parking Lots Snow Removal Bid Sheet

Company Name:								
Location	Task	Cost	Task	Cost	Task	Cost	Task	Cost
<b>Miami Homes</b> - 2111 Cheyenne Dr	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Beacon Heights</b> - 2210 Beacon St	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>McComick Place</b> - 2811 McComick Ave	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Brookmill Court</b> - 2751 Millbrook Dr	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>North Highlands</b> - 2100 St. Mary's Ave	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Tall Oaks</b> - 7300 Decatur Rd	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Maumee Terrace</b> - 902 - 932 Harmar St	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>River Cove</b> - 2430 River Cove Lane	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Brooklyn Manor</b> - 3626 Brooklyn Ave	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Village of Brooklyn Pointe</b> - 2003-2007-2011 Nuttman	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Whispering Oaks</b> - 7284-7288 Decatur Rd	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Southside Senior Villas</b> - 7260-7240 John St.	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Rivers Edge</b> - 3555 Spy Run Extended	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Posterity Scholar House</b> - 4315 Joshua Lane	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	
<b>Administraive Building</b> - 7315 Hanna St.	Clear Parking Lots 2 - 4 inches		Clear Parking Lots 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Parking Lots 8+ inches	

### FWHA Site Sidewalk Snow Removal Bid Sheet

Company Name:								
Location	Task	Cost	Task	Cost	Task	Cost	Task	Cost
<b>Miami Homes</b> - 2111 Cheyenne Drive	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Beacon Heights</b> - 2210 Beacon Street	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>McComick Place</b> - 2811 McComick Ave	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Brookmill Court</b> - 2751 Millbrook Dr.	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>North Highlands</b> - 2100 St. Mary's Ave	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Tall Oaks</b> - 7300 Decatur Rd	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Maumee Terrace</b> - 902 - 932 Harmar St	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>River Cove</b> - 2430 River Cove Lane	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Brooklyn Manor</b> - 3626 Brooklyn Ave	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
<b>Village of Brooklyn Pointe</b> - 2003-2007-2011 Nuttman	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	
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<b>Administraive Building</b> - 7315 Hanna St.	Clear Sidewalks 2 - 4 inches		Clear Sidewalks 4 - 6 inches		Clear Sidewalks 6 - 8 inches		Clear Sidewalks 8+ inches	

## FWHA's RESERVATION OF RIGHTS:

### Definitions:

*Respondent – Company or individual responding to the*

*RFQ Contractor – Company or individual who is  
awarded the contract*

### FWHA reserves the right to:

1. FWHA reserves the right to reject any or all Responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the FWHA to be in its best interests.
2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. FWHA reserves the right to determine the days, hours and locations that the successful Respondent(s) shall provide the services called for in this RFQ.
5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA. FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.

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8. submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
9. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website [www.fwfa.org](http://www.fwfa.org) under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
10. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
11. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
12. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
  - 12.1 Funding is not available,
  - 12.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
  - 12.3 FWHA's requirements in good faith change after award of the contract.

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13. FWHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a “Best and Final Offer” (BAFO).
14. FWHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by FWHA within two (2) days of written request.
15. FWHA reserves the right to amend the contract any time prior to contract execution.
16. FWHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFQ and any resulting contract.
17. FWHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.
18. In the event any resulting contract is breached, prematurely terminated or cancelled due to non-performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor’s termination, breach and/or cancellation through the contract expiration date.

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19. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.
20. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

The deadline for the submission of this Response is September 30, 2022 by 12:00 PM ET.

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