



FORT WAYNE housing authority

Snow Removal Services

RFQ 8.15.2024: Snow Removal Services

Publication of Request: August 15, 2024 at 8:00am

Submission of Response Deadline: October 21, 2024 at 12:00pm



7315 Hanna Street Fort Wayne, Indiana 46816
260.267.9300 T 260.755.1058 TDD | fwha.org

Request for Quote

The Fort Wayne Housing Authority is seeking a professional company to maintain an All Inclusive snow removal contract of the 2024 and 2025 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 12:00pm Monday, October 21, 2024 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.



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DESCRIPTION

1. The FWHA job sites are located in Fort Wayne, IN. The Contractor shall be responsible for all of their equipment and materials, (ice melt for sidewalks, and salt for the parking lots) 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 12:00pm Monday, October 21, 2024

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 at 7315 Hanna Street Fort Wayne IN 46816, attention Dan Kuleff by 12:00pm Thursday, September 19, 2024 with the All-inclusive 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 the amount of snowfall or icing event
2. All sidewalks and/or parking lots will be clear within 6 hours of snow fall or icing event.
3. Remove all snow from sidewalks and/or parking lots as designated by FWHA applying ice melt/salt as needed.
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 drive lanes, fire lanes, and parking lots.
7. Apply ice melt/salt as needed to prevent slip and falls
8. Documentation on start and finish times at each site will be turned in after each snow/ice event.
9. Contract valid from November 1st, 2024, thru March 31st, 2025



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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 All-Inclusive snow removal bid sheet.

Federal I.D. #: _____ Phone #: _____ E-mail: _____

Date: _____ Signed: _____ Title: _____

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 All-Inclusive Snow Removal Bid Sheet

Company: _____

Total Cost of Service: _____

Signature: _____

Title: _____

Date: _____



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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. FWHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFQ.
9. FWHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a respondent or reject any Response
10. 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.
11. 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.fwha.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
12. 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.
13. 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.
14. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
 - 1.1 Funding is not available,
 - 1.2 Legal restrictions are placed upon the expenditure of



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- monies for this category of service or supplies; or,
- 1.3 FWHA's requirements in good faith change after award of the contract.
15. 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).
 16. 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.
 17. FWHA reserves the right to amend the contract any time prior to contract execution.
 18. 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.
 19. 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.
 20. 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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21. 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.

22. 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 19, 2024 by 12:00 PM ET.