Bid Specifications  
Release Date: October 18, 2017  
DESCRIPTION: Snow Plow Services

JOB SITES:  
GreenTrees of Huntley  
11417 E. Main Street  
Huntley, IL 60142

SilverTrees Apartments  
5901 Milwaukee Street  
Richmond, IL

Contact:  
Holly Lyons  
hlyons@mchenrycountyhousing.org  
McHenry County Housing Authority  
1108 N. Seminary  
Woodstock, IL 60098  
815-338-7752 X131  
815-338-1217 FAX

Instructions To Bidders:  
MCHA has maintenance personnel on site on Monday’s for Huntley and Thursdays for Richmond. If you would like to make an appointment with Keith Lyons, Maintenance Supervisor, before visiting the sites you may do so by calling him at 815/861-2669. However, it is not necessary to have an appointment to visit the site prior to bidding.

The McHenry County Housing Authority will consider awarding separate bids for the two locations.

The Contractor shall provide his own equipment.

The Contractor shall meet with a representative from the Housing Authority before the first plowing to discuss the storage of snow.

Bid price for snowplowing should be on a per time basis. Clarify under what circumstances you would charge for snowplowing visits on the same day.

Bid prices for sidewalk clearing should be on an hourly basis.
If amount of snowfall will change price per time, please specify.

Both apartment complexes are for senior citizens. Because of our concern for resident safety, sidewalks at all times must be cleared to bare pavement, and no ice should be allowed to form.

Salting and sanding will be required to prevent hazardous areas in the parking lot. If this is an additional charge, please so state on your bid.

Contractors must submit the attached Statement of Contractor’s Qualifications with their bid.

**Specifications:**
**GENERAL SPECIFICATIONS FOR ALL SITES:**

**GreenTrees of Huntley**

**Snowplowing:**
Snowplow after 2” of snowfall.
Snowplow before 7:00 A.M.

The Contractor is responsible for salting and sanding.

In the event that there has not been 2” of snow, but icy conditions exist, salting of sidewalks and parking lots will be required.

**Hand shoveling/snowblowing:**
Sidewalks must be cleared after 2” of snowfall. Sidewalks should be completely cleared.

Sidewalks must be cleared by 7 A.M.

The Contractor is responsible for salting and sanding.

There is a perimeter sidewalk around GreenTrees that requires shoveling.

Shoveling is required in dumpster enclosures and around mail boxes.

**SilverTrees of Richmond**

**Snowplowing:**
Snowplow after 2” of snowfall.
Snowplow before 7:00 A.M.
The Contractor is responsible for salting and sanding.

In the event that there has not been 2” of snow, but icy conditions exist, salting of sidewalks and parking lots will be required.

Hand shoveling/snowblowing:
Sidewalks must be cleared after 2” of snowfall. Sidewalks should be completely cleared.

Sidewalks must be cleared by 7 A.M.

The Contractor is responsible for salting and sanding.

Shoveling is required in dumpster enclosures and around mail boxes.

INSURANCE REQUIREMENTS (Insurance Certificate to be provided by successful bidder prior to contract signing):

Worker's Compensation Insurance will cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of $100,000 for each incident.

Commercial General Liability -- $500,000.00 per occurrence and $1,000,000.00 in the aggregate

Business Auto Liability -- $300,000.00 per occurrence, combined single limit for: bodily Injury Liability and Property Damage Liability

The McHenry County Housing Authority must be listed on the Insurance Certificate as additionally insured.

**Please Note: All subcontractors are also required to carry Workman’s Compensation Insurance unless they are an independent contractor that has no other employees**

BID DUE DATE:
Sealed bids are due at the Housing Authority office by 9 A.M. on Tuesday, October 31, 2017. The envelope should be clearly marked "SEALED BID ENCLOSED." NO FAXED OR EMAILED BIDS WILL BE ACCEPTED. Bids will be publicly opened at 9:05 A.M. on Tuesday, October 31, 2017 at the office of the Housing Authority.
STATEMENT OF CONTRACTOR’S QUALIFICATIONS FOR SNOWPLOWING SERVICES

BUSINESS NAME:_______________________________________________________

CONTRACTOR NAME:___________________________________________________

ADDRESS:______________________________________________________________

________________________________________TELEPHONE:___________________

FEIN:__________________________________________________________________

INCORPORATED? YES___ NO___ DATE OF INCORPORATION______________

OWNER(S):

Name___________________________________________Title____________________

Address_________________________________________________________________

Name___________________________________________Title____________________

Address_________________________________________________________________

WORK REFERENCES (List two clients serviced in the last year):

Owner___________________________________ Telephone______________________

Address_________________________________________________________________

Work Done__________________________________________Price Charged_________

Owner___________________________________ Telephone______________________

Address_________________________________________________________________

Work Done__________________________________________Price Charged_________

Contractor Signature:________________________________Date:__________________
Please provide a narrative below summarizing your company’s ability to successfully meet the requirements of the attached specifications. For example, amount and type of equipment being used, number of personnel, etc…