



**Request for Quotes  
Town of Union  
Lawn Cutting & Snow Removal Services**

The Town of Union Department of Code Enforcement is seeking proposals for providing lawn cutting and snow removal services for properties within the Town of Union and Village of Johnson City. By Town and Village Code, the Code Department can order the cutting of lawns by a private contractor and bill the property owner. In a typical year the Town has about 50 lawn cutting work orders and 30 snow shoveling work orders and in the Village of Johnson City about the same. Occasionally, excessive garbage will have to be picked up and disposed of. At the time of the issuance of a work order for the cutting of grass, it will be at least eleven inches high. Estimates should be based on this situation along with the **need to remove the yard waste. In addition, the contractor must clean-up any grass clippings on the sidewalk area and may not discharge grass onto a public street.** In the case of snow removal, at the time of the work order it is extremely likely that the snow will be compacted and require the use of salt. Contractor shall email a picture of the completed work or notify the Code Office when the work is completed. Each bidder must provide a written summary explanation of the quantity and quality of its equipment and work force, together with expected response times. Each bidder shall provide a detailed list of prior similar projects or work orders, including the name, address, business telephone and cellular telephone of contact person so that the Town of Union can check on responsibility of the bidder.

Below is a list of properties that have required work orders in the past. They are listed here for a comparison purpose only. Submittal should include the labor, machine and disposal costs for each property.

Property Address	Lot Size	Sidewalk length	Cost estimate
2309 E Main	280'x100	280'	
645 W Main St	69'x156'	69'	
3610 Rath Ave	50'x196'		
112 St Charles	40'x133'	40'	
133 Albany Ave	80'x127'	80'	
212 N Baldwin St	40'x135'		
Fee for showing up after work already completed			

The contractor selected will be expected to respond to a request to perform the work within 2 business days. The Town will be invoiced for the work within 2 weeks from the date of the work. The successful contractor and any subcontractors will have to provide the Town of Union certificates of insurance as follows:

- a. General Liability Insurance Policy in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate applied on a per location/project basis. Coverage should be primary & non contributory.  
-Policy must include Waiver of Subrogation in favor of the Town  
The Town of Union shall be named an additional insured with completed operations endorsement. All said insurance policies shall contain the following clause: "In the event of any material alteration, non-renewal, or cancellation of this policy, at least thirty (30) days notice thereof shall be given to Town of Union Comptroller at her office at 3111 E. Main Street, Endwell, NY 13760."
- b. Firm shall also furnish the Town with certificate of insurance indicating that he/she/they are covered by Workers' Compensation and New York State Disability Benefits Law Coverage.
- c. Umbrella Liability policy in the amount of \$1,000,000 with coverage to follow form of the underlying coverages.
- d. Automotive Liability Insurance policy in the amount of one million dollars (\$1,000,000.00) single limit for bodily injury and property damage. Policy must include Waiver of Subrogation in favor of the Town. Coverage should apply to all owned, non-owned and hired vehicles. All said insurance policies shall contain the following clause: "In the event of any material alteration, non-renewal, or cancellation of this policy, at least thirty (30) days notice thereof shall be given to the Town of Union Comptroller at her office at 3111 E. Main Street, Endwell, NY 13760."
- e. All coverage should be placed with a licensed insurance carrier with an AM Best rating of A- or better.

**By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of section two hundred one-g of the labor law.**

Please return this form by May 1, 2019 to:

Daria M. Golazeski (Dee)  
Town of Union  
Code Enforcement  
3111 E. Main Street  
Endwell, NY 13760  
607-786-2921  
Fax 607-786-2320  
[dgolazeski@townofunion.com](mailto:dgolazeski@townofunion.com)

Bidder must initial each of the following statements to acknowledge their understanding of the requirements:

1. \_\_\_\_\_ Perform the work within 2 business days.
2. \_\_\_\_\_ Remove the yard waste.
3. \_\_\_\_\_ Clean-up any grass clippings on the sidewalk area.
4. \_\_\_\_\_ May not discharge grass onto a public street.

Submitted by:

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Signature