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**REQUEST FOR BIDS –Lawn Care & Snow Plowing Services**

**Introduction**

The Chautauqua County Land Bank Corporation (CCLBC) subcontracts professional lawn care and snow removal services for the its property inventory located throughout Chautauqua County,and is issuing this request for quotations on services and pricing from those suppliers capable of meeting the CCLBCs requirements.  The CCLBC averages 30-50 properties in inventory annually.  A sample of our properties is listed as follows; quotations should be based on the listed properties, with the understanding that the actual list is subject to change as properties transition.  Your firm is invited to quote on properties located in northern Chautauqua county, southern Chautauqua county or both.

**About CCLBC**

The CCLBC was formed by Chautauqua County (2011) as a not-for-profit corporation, operating under state authority (2012), with the mission to minimize the negative impacts that substandard properties and structures have on communities, thereby stabilizing neighborhoods and Main Streets.  The CCLBC controls and manages strategically selected dilapidated residential and commercial properties, granted to the agency by the County from the tax foreclosure process, or acquired through other means when abandoned or foreclosed upon. We acquire, manage and transfer these properties, under specific criteria, to remove blight and foster reinvestment in our county's neighborhoods.

**Terms and Conditions**

All contractors must meet the following minimum criteria:

* Proof of General Liability Insurance and Workers Compensation (see Exhibit C)
* Prior experience in lawn care services, and include references from at least three (3) government or business clients within the past five (5) years;
* Use of responsible and licensed subcontractors;
* Satisfactory bank reference;
* Transparent and effective system for tracking costs.

Contractors and sub-contractors may not participate if they have a recent history of the following:

* Local, State and Federal tax arrears;
* Labor violations;
* Arson, fraud, bribery or grand larceny conviction or pending case;
* A record of substantial building code violations or limitations on property controlled by the contractor of by any entity or individual that comprises the contracting entity;
* Formal debarment or suspension from entering into contracts with any governmental agency or other notifications or ineligibility for or prohibition against bidding or proposing on government contracts; and
* Denial of a contract based on any obligation to, or unsatisfied judgment or lien held by, a governmental agency.

**Quotation Specifications**  Please submit quotation based on the properties listed below (Note: you may quote on just the Dunkirk properties, just the Jamestown properties, or both):  *$* ***cost per each time***

**Northern Chautauqua County - Dunkirk**:               Lawn Cutting/Trimming                Driveway Snow - Plowing

* 201 Front St (parking lot behind School 10)                                      $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_
* 172 S. Margay                                  $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_
* 407 Temple                                     $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Please also note if there are any additional charges for properties located in other municipalities such as Cassadaga, Silver Creek, Westfield

**Southern Chautauqua County – Jamestown:**      Lawn Cutting/Trimming                 Driveway Snow Plowing

* 345 Hallock                           $\_\_\_\_\_\_\_\_\_\_\_\_             $\_\_\_\_\_\_\_\_\_\_\_\_
* 174-176 Fairmount                                          $\_\_\_\_\_\_\_\_\_\_\_\_                         $\_\_\_\_\_\_\_\_\_\_\_\_
* 129 Farview                                            $\_\_\_\_\_\_\_\_\_\_\_\_                   $\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Please also note if there are any additional charges for properties located in other municipalities such as Falconer, Mayville, or Kennedy

* **Lawn Cutting and Trimming -** shall include:
  + Mowing, trimming all lawn areas to a minimum height of 2-1/2”on a weekly basis as needed
  + Sweeping of any grass trimmings from sidewalks, paved areas
  + Edging along all sidewalks, curbs and drives on a monthly basis
  + Trimming around all trees, rocks, beds and buildings on a weekly basis
  + Remove all clippings from asphalt and concrete after each cutting.
  + Price for Lawn Cutting: (please provide quote for each property listed above)
  + Northern Chautauqua \_\_\_\_\_
  + Southern Chautauqua \_\_\_\_\_\_
  + Both\_\_\_\_\_\_\_ (please specify location(s) where you wish to do work with an X)
* **Snow Plowing 4” – 6” – shall include**:
  + Snowplowing of driveway
  + Clear a path from the driveway/sidewalk to the property door, method determined by the contractor.
    - Plowing to be done after 4” (approx.) accumulation of snow as the result of snow or drifted snow or as needed
  + Price Per Plow: (please provide quote for each property listed above)
  + Northern Chautauqua \_\_\_\_\_
  + Southern Chautauqua \_\_\_\_\_\_
  + Both\_\_\_\_\_\_\_ (please specify location(s) where you wish to do work with an X)
* **Initial Acquisition Property Cleanup (in general – does not refer to properties listed above)** - shall include:
  + a one-time exterior cleanup of all leaves from beds, under shrubs, lawn areas, trim bushes and hedges, remove any garbage, and mow lawn if needed
  + Price for Initial Cleanup:  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please quote hourly labor rate)
  + Northern Chautauqua \_\_\_\_\_
  + Southern Chautauqua \_\_\_\_\_\_
  + Both\_\_\_\_\_\_\_ (please specify location(s) where you wish to do work with an X)
* **Fall/Spring Property Cleanup (in general – does not refer to properties listed above) -** shall include:
  + This service consists of a one-time cleanup of all leaves from beds, under shrubs, lawn areas, the cleanup will begin no later than Oct 30th.
  + Price for Cleanup:  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please quote hourly labor rate)
  + Northern Chautauqua \_\_\_\_\_
  + Southern Chautauqua \_\_\_\_\_\_
  + Both\_\_\_\_\_\_\_ (please specify location(s) where you wish to do work with an X)

BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
OWNER:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
INSURANCE CARRIER & POLICY NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANY ADDITIONAL INFORMATION:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email quotations to Jennifer Cameron at jcameron@chautauqualandbank.org or mail to CCLBC, PO Box 603, Fredonia, NY 14063.