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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 15-20 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:

* Legally licensed in New York State;
* 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;
* Commercial General Liability and Property Damage Insurance in the amount of $1 Million and evidence of automobile liability and workers compensation insurance with a deductible not exceeding $10,000. The Land Bank must be named as “Additional Insured” by the contracted firm; and
* 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

* 35 St Hedwigs Street                                      $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_
* 109 E Second Street                                 $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_
* 959 Central Ave                                               $\_\_\_\_\_\_\_\_\_\_\_\_                           $\_\_\_\_\_\_\_\_\_\_\_\_
* 101 Park Avenue                                             $\_\_\_\_\_\_\_\_\_\_\_\_                            $\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*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

* 222 Price Street                                                 $\_\_\_\_\_\_\_\_\_\_\_\_             $\_\_\_\_\_\_\_\_\_\_\_\_
* 242 Cole  Ave                                                     $\_\_\_\_\_\_\_\_\_\_\_\_                         $\_\_\_\_\_\_\_\_\_\_\_\_
* 113 Beechview                                                 $\_\_\_\_\_\_\_\_\_\_\_\_                   $\_\_\_\_\_\_\_\_\_\_\_\_
* 27 Norton Ave                                                   $\_\_\_\_\_\_\_\_\_\_\_\_                         $\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*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  All bids are due back for review by **May 7th  , 2017.**