



**REQUEST FOR PROPOSAL (RFP)**  
**SNOW PLOWING FOR THE 2023-2025 SEASONS**  
**(SIX ZONES)**

**OSWEGO COUNTY OPPORTUNITIES, INC**  
**239 ONEIDA STREET**  
**FULTON, NY 13069**

**DATE: SEPTEMBER 8, 2023**



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## 1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal (RFP) is to solicit proposals for snow removal for the 2023-2024 and 2024-2025 seasons from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Oswego County Opportunities, Inc. wishes to go.

Oswego County Opportunities, Inc. (OCO) is a private, nonprofit human service agency that has been supporting communities throughout Oswego County since 1966. Over a year's time, OCO touches the lives of nearly 16,000 different individuals in Oswego County. We remain steadfast in our efforts to provide educational services to the young, support for our youth, assistance for the homeless, meals for the elderly, health care and nutritional supports for the whole family, guidance for those diagnosed with a mental illness, housing for the disabled, safety for the abused, and advocacy for victims and transportation for all. Together, we strive to make our communities a better place in which to live, work, and play.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. All proposals must be signed by an official agent or representative of the company submitting the proposal. If submitting a proposal for a property within a zone, a proposal for all properties within that same zone must be submitted. A list of all properties by zone is provided in section 6 of this RFP. Qualified bidders must have all license and certifications in accordance with New York State and Local Code Enforcement, Proof of Liability Insurance Coverage, and Proof of Worker's Compensation Coverage.

## 3. GENERAL PROJECT SCOPE

1. Contracted areas are to be plowed with every 2 or more inches of snow.
2. Plowing, clearing sidewalks and ADA ramps of overnight snowfall needs to be finished prior to start of business 8am Monday - Friday.  
**Parking areas and sidewalks at 10 George St. Oswego, 2798 Schuyler St Oswego, 239 Oneida St. Main Office Fulton, 80 County route 59 Phoenix and 5871 Scenic Ave Kitchen Mexico. Will be salted after each plowing.**
3. Plowing of snow and salting during business hours may need to occur more often at certain sites so that consumers can have safe access to and from the parking lot during business hours.
4. Plowing of daytime snowfall needs to be done by 4 PM to facilitate a 4:30 PM shift change.
5. **Remove snow from sidewalks, ADA ramps and all exits around buildings**



6. Salt walks and ADA ramps, as needed
7. Must have ability to remove large snowbanks as they accumulate, at OCO's request and will be billed out separate from this contract. Please provide additional estimate of price per cubic yard of snow removed.
8. **Repair all damage done due to snow removal by May 1st. Last payment will be held until all repairs are done.**

Additional Requirements:

1. Awarded contractors are responsible for their own measurements.
2. If a subcontractor is needed for additional workload due to extreme weather, it is up to the awarded contractor to provide OCO with proof of the subcontractors Liability and Workers' Compensation insurance and supply payment to the subcontractor.
3. Subcontractors cannot start until approved by OCO.
4. Any change orders that affect overall pricing must be approved in writing.
5. A new copy of your liability and workers compensation insurance naming OCO as a certificate holder may be requested upon acceptance of your bid.
6. If you have not submitted bids for a particular zone in the past, then bids and estimates submitted without a site visit or walkthrough will not be accepted.

**\*Note\* Site specific contacts and hours of operation will be provided upon request or award of zone.**

#### **4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than September 22, 2023, at 4:30pm.

Evaluation of proposals with the decision for the winning bidder will be made no later than September 29, 2023.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations, along with notification to bidders who were not selected, will be completed no later than October 2, 2023.

**Project Timeline:**

The awarded plowing contract will be for the period beginning on November 1, 2023, and ending on April 30, 2025.



## 5. QUOTES

1. All quotes should show the difference in cost between each site.
2. Please provide a separate line item for each property that includes services outside the general scope of work.
3. Invoices will be submitted monthly for the previous month for each zone. Providing a separate line cost for each site.
4. **Repair all damage done due to snow removal by May 1st. Last payment will be held until all repairs are completed.**
5. **Fulton Zone F: 211 Alleyway and parking lot 1. The Alleyway is very narrow.**
6. **Oswego Zone G: 36 Draper Street, Oswego, NY 13126 this site is up for sale we will keep contractor informed**

## 6. ZONES: OSWEGO, FULTON, MEXICO, HANNIBAL, PULASKI, PHOENIX



**Oswego Zone**

- A: 254 East 12<sup>th</sup> Street, Oswego, NY 13126**
- B: 45 Bronson Street, Oswego, NY 13126**
- C: 45 Schuyler Street, Oswego NY 13069**
- D: 19 County Route 24, Minetto, NY 13115**
- E: 25 Dublin Street, Oswego, NY 13126**
- F: 10 George Street, Oswego, NY 13126**
- G: 36 Draper Street, Oswego, NY 13126 (possible location, TBD)**



**254 E. 12<sup>th</sup> St.**



**45 Schuyler St.**



**45 Bronson St.**



**10 George St.**



**19 County Rt. 24**



**25 Dublin St.**



**36 Draper St**



**Fulton Zone**

- A: 239 Oneida Street, Fulton, NY 13069
- B: 320 Erie Street, Fulton, NY 13069
- C: 354 East Broadway, Fulton, NY 13069
- D: 406 West Broadway, Fulton, NY 13069
- E: 198 West 4th Street North, Fulton, 13069
- F: Parking Lot 307 Oneida Street, Fulton, 13069 (across from FTS)
- G: Pinewoods Head Start 2798 Old Route 57, Fulton, NY 13069
- H: 8 & 10 South 3rd St. Fulton, NY 13069
- F: 211 Alleyway and parking lot 1



239 Oneida St.



198 W. 4<sup>th</sup> St. N.



Pinewoods HS



320 Erie St.



406 West Broadway



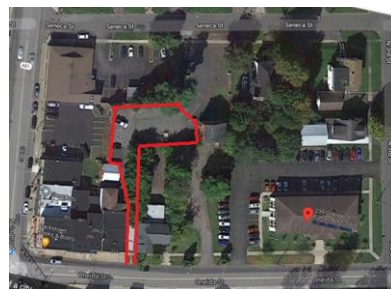
354 East Broadway



8 & 10 South 3<sup>rd</sup> St.



307 Oneida Street Overflow Parking lot



211 Oneida St Alleyway and parking lot 1



**Mexico Zone**

- A: 161 Ames Street, Mexico, NY 13114**
- B: 2 Washington Ave., Mexico, NY 13114**
- C: 5871 Scenic Ave., Mexico, NY 13114**



161 Ames Street



2 Washington Ave.



5871 Scenic Ave.

**Hannibal Zone**

- A: 18 Meadowbrook Terrace, Hannibal, NY 13074**
- B: 45 Hall Rd, Hannibal, NY 13074**



Meadowbrook Terrace



Arbor House





**Pulaski Zone**

- A: 108 North Street IRA, Pulaski, NY 13142
- B: 9 Salmon Meadow IRA, Pulaski, NY 13142



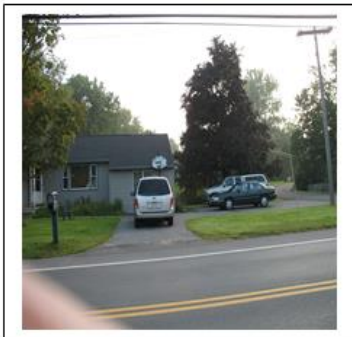
108 North Street IRA



9 Salmon Meadow IRA

**Phoenix Zone**

- A: 334 Main Street, Phoenix, NY 13135
- B: Discovery Day Care, 80 County Route 59, Phoenix, NY 13135



334 Main St.



Discovery Learning Center



Discovery Learning Center

Each bidder must submit their proposal to the address below by September 22, 2023, at 4:30pm. Hard copies, as well as email submissions are acceptable. Thank you for your time and consideration.

**Michael A Pawlenko Facilities Manager**  
Oswego County Opportunities  
239 Oneida Street  
Fulton, NY 13069  
**Phone:** (315) 598-4717 ext. 1085  
**E-mail:** [mpawlenko@oco.org](mailto:mpawlenko@oco.org)



Bid sheet: Company Name \_\_\_\_\_

If you are not bidding on a Snow plowing zone place an X in the No Bid box

**Oswego Zone**

A: 254 East 12<sup>th</sup> Street, Oswego, NY 13126 \$ \_\_\_\_\_  
B: 45 Bronson Street, Oswego, NY 13126 \$ \_\_\_\_\_  
C: 45 Schuyler Street, Oswego NY 13126 \$ \_\_\_\_\_  
D: 19 County Route 24, Minetto, NY 13115 \$ \_\_\_\_\_  
E: 25 Dublin Street, Oswego, NY 13126 \$ \_\_\_\_\_  
F: 10 George Street, Oswego, NY 13126 \$ \_\_\_\_\_  
G: 36 Draper Street, Oswego, NY 13126 \$ \_\_\_\_\_  
Total Oswego Zone Bid \$ \_\_\_\_\_ No Bid

**Fulton Zone**

A: 239 Oneida Street, Fulton, NY 13069 \$ \_\_\_\_\_  
B: 320 Erie Street, Fulton, NY 13069 \$ \_\_\_\_\_  
C: 354 East Broadway, Fulton, NY 13069 \$ \_\_\_\_\_  
D: 406 West Broadway, Fulton, NY 13069 \$ \_\_\_\_\_  
E: 198 West 4th Street North, Fulton, 13069 \$ \_\_\_\_\_  
F: Parking Lot 307 Oneida Street, Fulton, 13069 (across from FTS) \$ \_\_\_\_\_  
G: Pinewoods Head Start 2798 Old Route 57, Fulton, NY 13069 \$ \_\_\_\_\_  
H: 8 & 10 South 3rd St. Fulton, NY 13069 \$ \_\_\_\_\_  
F: 211 Oneida St alleyway and parking lot \$ \_\_\_\_\_  
Total Fulton Zone Bid \$ \_\_\_\_\_ No Bid

**Mexico Zone**

A: 161 Ames Street, Mexico, NY 13114 \$ \_\_\_\_\_  
B: 2 Washington Ave., Mexico, NY 13114 \$ \_\_\_\_\_  
C: 5871 Scenic Ave., Mexico, NY 13114 \$ \_\_\_\_\_  
Total Mexico Zone Bid \$ \_\_\_\_\_ No Bid

**Hannibal Zone**

A: 18 Meadowbrook Terrace, Hannibal, NY 13074 \$ \_\_\_\_\_  
B: 45 Hall Rd, Hannibal, NY 13074 \$ \_\_\_\_\_  
Total Hannibal Zone Bid \$ \_\_\_\_\_ No Bid

**Pulaski Zone**

A: 108 North Street IRA, Pulaski, NY 13142 \$ \_\_\_\_\_  
B: 9 Salmon Meadow IRA, Pulaski, NY 13142 \$ \_\_\_\_\_  
Total Pulaski Zone Bid \$ \_\_\_\_\_ No Bid

**Phoenix Zone**

A: 334 Main Street, Phoenix, NY 13135 \$ \_\_\_\_\_  
B: Discovery Day Care, 80 County Route 59, Phoenix, NY 13135 \$ \_\_\_\_\_  
Total Phoenix Zone Bid \$ \_\_\_\_\_ No Bid