



DATE: September 15, 2023

To: Snow Removal Companies

From: North Pocono Public Library Community Library

RE: Request for Proposal for Snow Removal for North Pocono Public Library

The North Pocono Public Library is seeking proposals for contract services for snow removal for the property at 1315 Church Street, Moscow, PA 18444.

Interested parties are required to:

1. Examine the site prior to submitting a bid. Site examinations shall be administered by the Library Director and will be by appointment only.
2. Produce a certificate of insurance prior to acceptance of any proposal.
3. Submit proposals in writing.

Proposals shall be mailed to: North Pocono Public Library, ATTN: Justine Yeager, Library Director, 1315 Church Street, Moscow, PA 18444. The deadline for proposals is October 13, 2023.

Scope:

- Public parking lots, sidewalks, and entry ways must be cleared by 9 am, when the library opens, unless the library notifies company that it will be closed or have a delayed opening.
- Staff parking lots, sidewalks, and entry ways must be cleared by 8:15 am, when staff arrives, unless the library notifies company that it will be closed or have a delayed opening.
- Safety issues may not be created with snow piles, etc.
- Deicing shall be acceptable for asphalt and concrete surfaces to limit any damaging effects.
- The Bidder shall be responsible for arranging supplemental service in case of mechanical breakdown or illness.
- The Bidder shall ensure any/all of its employees who provide snow removal are aware of specific instructions provided at site examination. Failure to do so will result in immediate termination of contract.
- The Bidder shall make best effort to be aware of snow accumulations throughout the day should the library require snow removal and/or deicing throughout the business day.
- Any damages to the building and/or grounds shall be repaired by the vendor at no cost to the library.
- A payment schedule will be determined upon contract.

Snow removal services (please service parking lot when one inch of snow has fallen or pavement is icing):

- Cost per plowing of parking lot(s)
- Cost per shoveling/snow blowing sidewalks (Please note: shovels must be used under the walkway of the library to prevent damage to pavers)
- Cost per ice melt application
- Cost per hour for a loader or large equipment to move snow

Additional services may be requested and priced as agreed upon by both parties.

SERVICE	Qty. or measurement of Cost Ex. (per plowing, deicing, etc.)	COST
Plowing the parking lot	Per instance	
Shoveling/Snowplowing Sidewalks	Per instance	
Use of heavy equipment	Per hour	
Deicing	Per instance	

SERVICE	SEASONAL CONTRACT	COST
Plowing the parking lot Shoveling/Snowplowing Sidewalks Shoveling entryways/exits Use of heavy equipment Deicing	Season	

Notes: