



**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

**607.687. 8256**

**| [www.tiogacountyny.gov](http://www.tiogacountyny.gov)**

**| 56 Main St. Owego NY 13827**

## **REQUEST FOR PROPOSALS**

# **SNOW REMOVAL SERVICES**

### **To All Interested Parties:**

Attached is a Request for Proposals for Snow Removal Services for the Tioga County Property Development Corporation (“TCPDC” or “Land Bank”). These services are required for the ongoing maintenance and safety of various Land Bank-owned properties located throughout Tioga County, particularly during the winter season. We are seeking qualified contractors who can provide timely, reliable, and cost-effective snow removal services at designated locations. The TCPDC manages a range of properties that are in various stages of redevelopment, including rehabilitation, newly constructed, or demolition. Maintaining safe and accessible conditions at these sites is critical to the success of the Land Bank’s mission.

The submission requirements and deadline for this Request for Proposals are included in the attached document. The selected contractor(s) will be awarded a one-year contract for the 2026–2027 snow season, with an option to renew for the 2027–2028 season. \*Please note: The snow season is defined as November 1<sup>st</sup> through April 30<sup>th</sup>, unless otherwise specified by the TCPDC Director.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Business Enterprises, and Labor Surplus Area Firms are encouraged to submit proposals.

### **Please submit Qualifications to:**

Tara Patton, Housing Development Specialist  
Tioga County Property Development Corporation  
56 Main Street  
Owego, NY 13827  
[pattont@tiogacountyny.gov](mailto:pattont@tiogacountyny.gov)

### **Attachments:**

Request for Proposals for Snow Removal Services  
Rating Sheet  
EEO/MWBE Form  
Non-Collusive Certificate  
Insurance Specifications

**A PARTNER OF**

**TEAM TIOGA**

## **REQUEST FOR PROPOSAL**

### **Snow Removal Services**

To Whom it May Concern:

The Tioga County Property Development Corporation (TCPDC) is soliciting proposals for high-quality snow removal and related services under this RFP. Specifically, seeking a professional who will care for and treat our property's walkways and parking lots in a manner that truly minimizes any weather-related inconvenience, regardless of location within Tioga County, NY. While the winning contractor will need to be cost-competitive, even more than a low price, we are seeking high-quality, timely and thorough snow removal and related services. TCPDC currently owns 21 properties that require snow removal services, consisting of 17 vacant lots and 4 properties with structures.

The Tioga County Property Development Corporation (a NYS Land Bank) was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse. TCPDC owns a variety of properties including vacant and improved lots, some with vacant structures. Many of these properties are located in the Villages of Owego and Waverly, NY.

#### **1. SCOPE OF SERVICES**

- TCPDC is seeking proposals for snow removal services at one or more locations listed in Section 2. TCPDC reserves the right to add or change locations during the contract term.
- Services include, but are not limited to:
  - Shoveling and plowing
  - Clearing snow from walkways, fire escapes (where applicable), and parking lots
  - Relocating snow to prevent meltwater from draining onto cleared areas
- Salting/de-icing agents approved for use on concrete and asphalt must be used.
- Snow removal must be completed by 6:00 AM following any snowfall exceeding two (2) inches. During ongoing or heavy snow events, the Contractor must maintain regular clearing to keep parking lots and sidewalks accessible and safe for public use.
- Salting/De-icing must also be applied as needed, including during snowfalls of less than two (2) inches.
- The Contractor is responsible for repairing, at their own expense, any damage to curbs, fences, or vegetation caused by snow removal activities. Repairs must be completed promptly, as agreed upon with the TCPDC Director.

## 2. REQUIRED SUBMITTALS

### LOCATIONS:

| <u>Lot/Building Number</u>                    | <u>Street Name</u> | <u>City</u> | <u>Task Needed</u>                 |
|-----------------------------------------------|--------------------|-------------|------------------------------------|
| 115-117                                       | Chestnut Street    | Owego, NY   | Sidewalks                          |
| 92-94,96-102,<br>107,110,112,<br>113,117, 119 | Liberty Street     | Owego, NY   | Sidewalks                          |
| 103                                           | Liberty Street     | Owego, NY   | Sidewalk, walkways,<br>driveway    |
| 37,39-41,43-45,47,49,54                       | Temple Street      | Owego, NY   | Sidewalks                          |
| 247                                           | Main Street        | Owego, NY   | Sidewalks                          |
| 94, 98                                        | Spencer Avenue     | Owego, NY   | Sidewalks                          |
| 81                                            | North Avenue       | Owego, NY   | Sidewalk, walkway,<br>fire escape* |
| 121                                           | Providence Street  | Waverly, NY | Sidewalk, walkway,<br>driveway     |

**\*Magnesium chloride must be used at this location (Pressure treated lumber).**

- Indicate whether the proposal is for the entire contract or for specifics portions of TCPDC's property inventory. Include details of any current or previous contracts with a comparable volume of scattered site locations.
- Provide a description of the current and anticipated staffing capacity required to complete the work. Specify whether in-house personnel or subcontracted labor will be utilized to fulfill contract requirements.
- Provide a description of currently owned equipment and any additional equipment that would be acquired if awarded the contract.
- Provide pricing as follows:
  - A standard unit price for routine snow removal and salting/de-icing of parking lots
  - A standard unit price for routine snow removal and salting/de-icing of sidewalks
  - A standard unit price for salting/de-icing only (no plowing) of parking lots and sidewalks when snow or ice accumulation is less than 2 inches
  - An hourly rate for non-routine snow removal services, including but not limited to responding to emergency accumulations. These services will be requested by TCPDC on an as-needed basis.

- Provide names and contact information for two (2) professional references.

### **3. INSURANCE REQUIREMENTS**

*\*Please see attached insurance requirements.*

### **4. PROPOSAL EVALUATION**

The Land Bank shall apply the following evaluation criteria for selecting a contractor(s). Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

| Criteria                                                                                                                             | Max Points |
|--------------------------------------------------------------------------------------------------------------------------------------|------------|
| • Proposer's capacity and capability to provide the services                                                                         | 20         |
| • Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing the services | 20         |
| • Proposer's experience to perform the proposed services                                                                             | 20         |
| • Past record of performance                                                                                                         | 20         |
| • Ability to rapidly mobilize                                                                                                        | 20         |

Once contractors are evaluated on the above criteria, a committee of the Land Bank's Board of Directors will invite contractors to interview.

### **5. SCHEDULING AND COMPLETION**

Please submit questions to Tara Patton, Housing Development Specialist at [pattont@tiogacountyny.gov](mailto:pattont@tiogacountyny.gov) by 5:00PM on 10/2/2026. It is anticipated that a contract will be awarded by 10/28/2026 to the lowest responsible bidder. This is an as-needed contract for one -year snow season, with an optional one-year mutual agreed upon renewal at the same terms and conditions.

### **6. PROPOSAL SUBMISSION**

Upon receipt of proposals, submittals will be reviewed by a Committee comprised of Land Bank Board Members and/or appointees. TCPDC may invite several qualified contractors to interview for a more detailed in-depth evaluation of qualifications and ability to meet the terms of the proposed contract. The contractors interviewed will be asked to address their professional expertise as a part of their interview with the planned scope of services outlined above. Contractors should be willing and able to provide additional information that may be required by the selection committee.

Interested contractors should submit all required submittals to Tara Patton, Housing Development Specialist by 5:00PM on 10/16/2025 by mail, hand delivery, or email as follows:

**Email:** [pattont@tiogacountyny.gov](mailto:pattont@tiogacountyny.gov)

**By Mail or Hand Delivery:**

Tioga County Property Development  
Corporation  
Attn: Tara Patton  
56 Main Street  
Owego, NY 13827

Please do not hesitate to call with questions at (607) 687- 8267.

Sincerely,

Tara Patton  
Housing Development Specialist

## **NON-COLLUSIVE BIDDING CERTIFICATION**

**Special Note:**

**BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM**

### **TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:**

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corp. or any person in the employ of the Tioga County Property Development Corp., is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

### **NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)**

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
  - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
  - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

---

NAME OF BIDDER

---

SIGNATURE OF SIGNER

---

TITLE

**NOTE:**

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

**NON-COLLUSIVE AFFIDAVIT**

STATE OF NEW YORK \_\_\_\_\_)

)ss.

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_  
being first duly sworn, deposes and says that:

A. He/She is owner, partner, officer, representative or agent of:

\_\_\_\_\_  
the Bidder that has submitted the attached Quotation.

B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;

C. Such quotation is genuine and is not a collusive or sham Quotation;

D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Proposal, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;

E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

(Signed): \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
My Commission expires:

### **TCPDC General Liability Insurance Requirements for Contractors**

- a. Commercial General Liability insurance (including contractual and contractor's protective liability coverage) with combined single limits of \$1,000,000 per occurrence/per location, and \$2,000,000 in the aggregate for bodily injury and property damage; Aggregate limit must be per project.

#### **Proof of additional insured coverage shall be evidenced through a carrier issued endorsement (ISO CG20 10 11 85 or equivalent)**

- b. Automobile Liability coverage including owned and hired vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage;
- c. Worker's Compensation and Employer's Liability insurance in compliance with all applicable New York State laws and regulations and Disability Benefits, if required by law.
- d. Professional Liability insurance in an amount not less than One Million Dollars (\$1,000,000) on either a per-occurrence of claims—made coverage basis.

#### **Proof of additional insured coverage shall be evidence through a carrier issued endorsement.**

Certificates must list the Tioga County Property Development Corporation, Housing Trust Fund Corporation, and The State of New York as additional insured with Waiver of Subrogation included. Location of the property(ies) must be listed on the description of certificate.

#### **1. The certificate face shall:**

- Indicate coverage(s) other than Workers' Compensation & Disability) and minimum amounts required
- Provide that the coverage(s) shall not be cancelled, terminated or materially changed (including an insurance limits reduction) unless thirty (30) days prior written notice has been given to the TCPDC
- Disclose all policy exclusions
- Disclose the amount of self-insured retention or deductibles; deductible must not exceed \$10,000
- Show Products & completed operation
- Certificate must be signed by an authorized representative of the insurance carrier

#### **2. Proof of Worker's Compensation Coverage must be provided on WCB form C-105.2**

#### **3. Proof of NYS Disability Coverage must be provided on WCB form DB-120.1 Or DB-820**