Sterling Business & Technology Park
Snowplowing & Winter Maintenance Bid Requirements

Wayne Economic Development Corporation ("WEDCO") is seeking bids from qualified contractors ("Contractor") for snowplowing and winter maintenance services at the Sterling Business & Technology Park ("SBTP"), 20 Easton Turnpike, Lake Ariel, PA, 18436.

SBTP is a 252-acre planned business park located on the east and west sides of SR 191, including the intersection of SR 191 & 3004, in Sterling Township, Wayne County, PA.

Qualified contractors shall have a past record of performance with respect to work quality, the scope of work, and size of the property.

Filing of Bids and Deadline for Receipt of Bids

To qualify for consideration, all applicants are required to submit one (1) copy of their bid (Exhibit A) by **4:00 PM on Thursday, October 17, 2019.** The bid must be signed by the official authorized to bind the Contractor to its provisions. **Bids must be delivered via email to Troy Bystrom at troy@sterlingbusinesspark.com** – make sure you receive email confirmation – or mailed to:

Troy Bystrom
WEDCO
32 Commercial Street, Suite 1, Honesdale, PA 18431

Late bids will **not** be considered. Bids will be opened and read on Thursday, October 17th at 5 pm in WEDCO's office. Bids must be valid for from the deadline for submission through the completion of the 12-month contract.

Scope of Work

Required services:

- Roads must be plowed to provide safe and unrestricted access to the properties in the business park at all times.
- Plowing will include all mains roads as shown on the attached site map, including Innovation Drive, extended road down to the Well Building, and the road to the water tanks located south of the main business park entrance on SR 196.
- All snow must be cleared in front of the wastewater treatment plant and the water tower gate entrances to provide maintenance access.
- All roads must be cindered with extra attention to icy areas of the road ways.
- Snow must be plowed to designated storage areas as shown on the attached site map.
- Any other general winter maintenance tasks as requested by WEDCO.

It is anticipated that the work shall entail an average of at least three (3) hours, but not more than twenty (20) hours, per month. No snowplowing or winter maintenance work in excess of twenty (20) hours per month shall be performed without prior approval of WEDCO unless there is a weather emergency which requires immediate action.

Contractor Responsibility

1. All snowplowing and winter maintenance will be billed at an hourly rate on a time and materials basis. Direct expenses will be reimbursed with prior approval by WEDCO staff. Contractor shall bill monthly with Net 30 terms.

2. Contactor is an independent contractor and as such will provide his/her own training, insurance, tools, equipment, and transportation. There are no personnel benefits or vehicles provided by WEDCO. It is anticipated that the Contractor has sufficient personnel and equipment to successfully perform the required scope of work. For heavy snow falls, the contractor should have access to a front-end loader and dump truck to move snow to other locations on the property if necessary.

3. Contractor shall provide his/her own insurance to include up to one million dollars ($1,000,000) general liability and shall hold WEDCO harmless from all injury and liability resulting from any of his/her actions at Sterling Business & Technology Park. WEDCO shall be named as an additional insured on the Contractor's policy.

4. Contractor must have in place nondiscrimination, sexual harassment and drug free policies Exhibit B (attached).

WEDCO Responsibility

WEDCO agrees to cooperate with the Contractor by providing any drawings and plans as are required, and access to the site.

Contract Period & Termination

The contract period shall cover the period **one year from the acceptance of the bid** and may be extended in annual increments upon agreement of both parties at a rate to be agreed upon. Either party may terminate the contract by giving a ninety-day advance written notice to the other party.

Reservation of Rights

WEDCO reserves and may, at its sole discretion, exercise the following rights with respect to this RFB and all proposals submitted pursuant to this RFB:

A. To reject all bids and re-issue the RFB at any time prior to execution of a final contract; to require in any RFB for similar services that may be subsequent to this RFB, terms and conditions that are substantially different from the terms and conditions set forth in this RFB; or to cancel this RFB with or without issuing another RFB.

B. To reject any bid if, in WEDCO's sole discretion, the bid is not responsive to the requirements of this RFB, or it is otherwise in the best interest of WEDCO to reject the bid.

C. To supplement, amend, substitute, or otherwise modify this RFB at any time prior to the execution of the final contract.

D. To permit or reject, at WEDCO's sole discretion, modifications, alterations, and/or corrections to bids by one or more bidders following bid submission.

E. To request additional or clarifying information from any bidder at any time, including information inadvertently omitted by a bidder.

Contact Person

Questions regarding this RFB should be referred to **Troy Bystrom, who can be reached by email at troy@sterlingbusinesspark.com** no later than 4:00 pm on October 17, 2019. A consolidated response to any questions will be sent to all interested bidders via email no later than October 11, 2019.

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Exhibit A – Bid Form

Company Name: _____

Contact Person: _____

Email: _____ Phone: _____

Address: _____
Street City State Zip

Please complete:

Per the Scope of Work, the fees for snowplowing and winter maintenance shall be on a time and material basis and billed at a rate of $_____ per man hour.

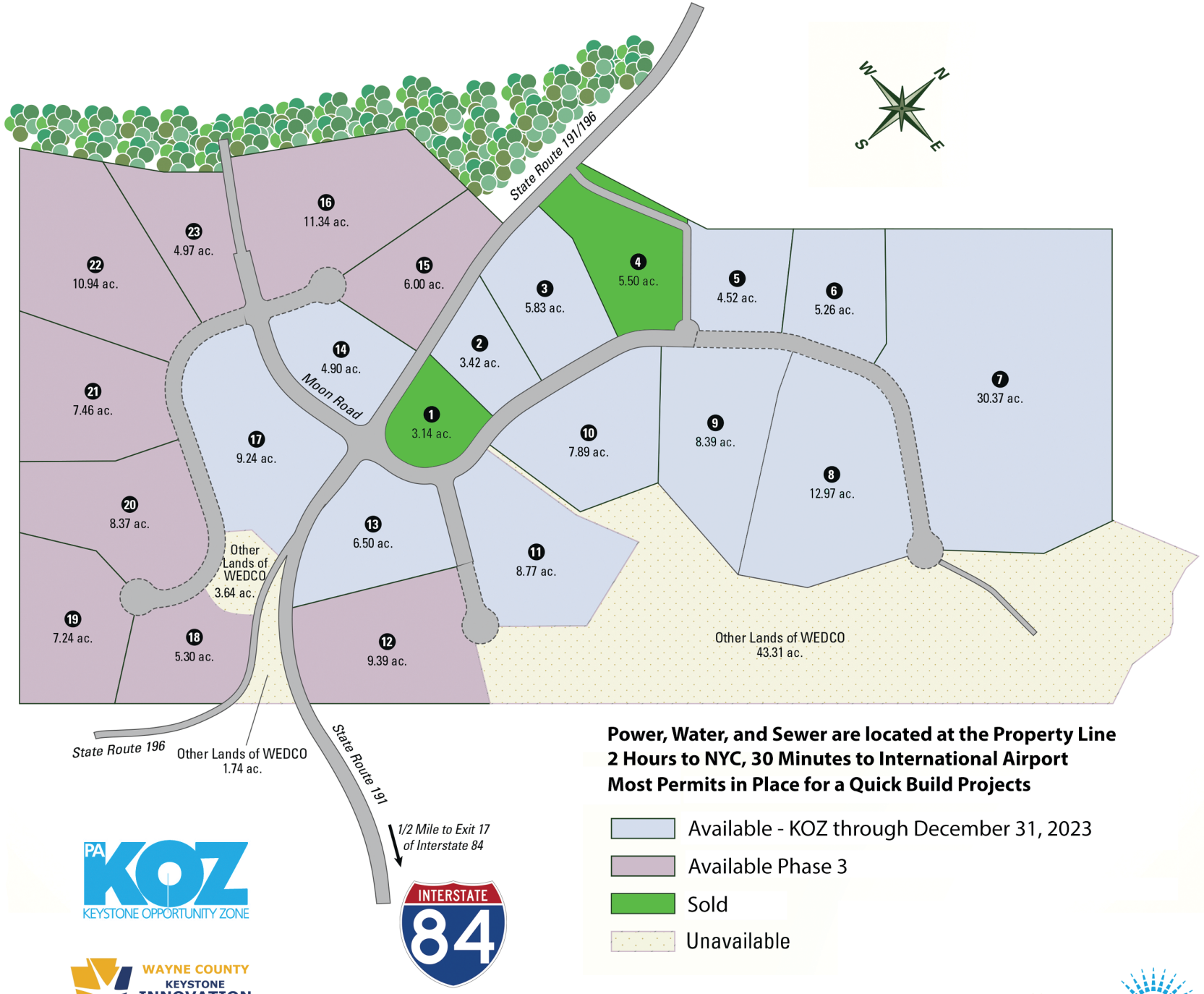
_____ _____
Authorized Signature Date

Bids must be received by WEDCO by 4:00 PM on Thursday, October 17th, 2019. Bids may be delivered via email to troy@sterlingbusinesspark.com or mailed to Troy Bystrom, WEDCO, 32 Commercial Street Suite 1, Honesdale, PA 18431. Late bids will not be considered.

Sterling Business & Technology Park

20 Easton Turnpike, Lake Ariel, PA 18436 • GPS 41.36 -75.39

Park Lot Map 1



Power, Water, and Sewer are located at the Property Line
2 Hours to NYC, 30 Minutes to International Airport
Most Permits in Place for a Quick Build Projects

- Available - KOZ through December 31, 2023
- Available Phase 3
- Sold
- Unavailable

PA KOZ KEYSTONE OPPORTUNITY ZONE

WAYNE COUNTY KEYSTONE INNOVATION ZONE

INTERSTATE 84

pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

WEDCO WAYNE ECONOMIC DEVELOPMENT CORPORATION

penn's northeast

ppl

Exit 17 on Interstate 84 • sterlingbusinesspark.com • 646.236.3400 • troy@sterlingbusinesspark.com

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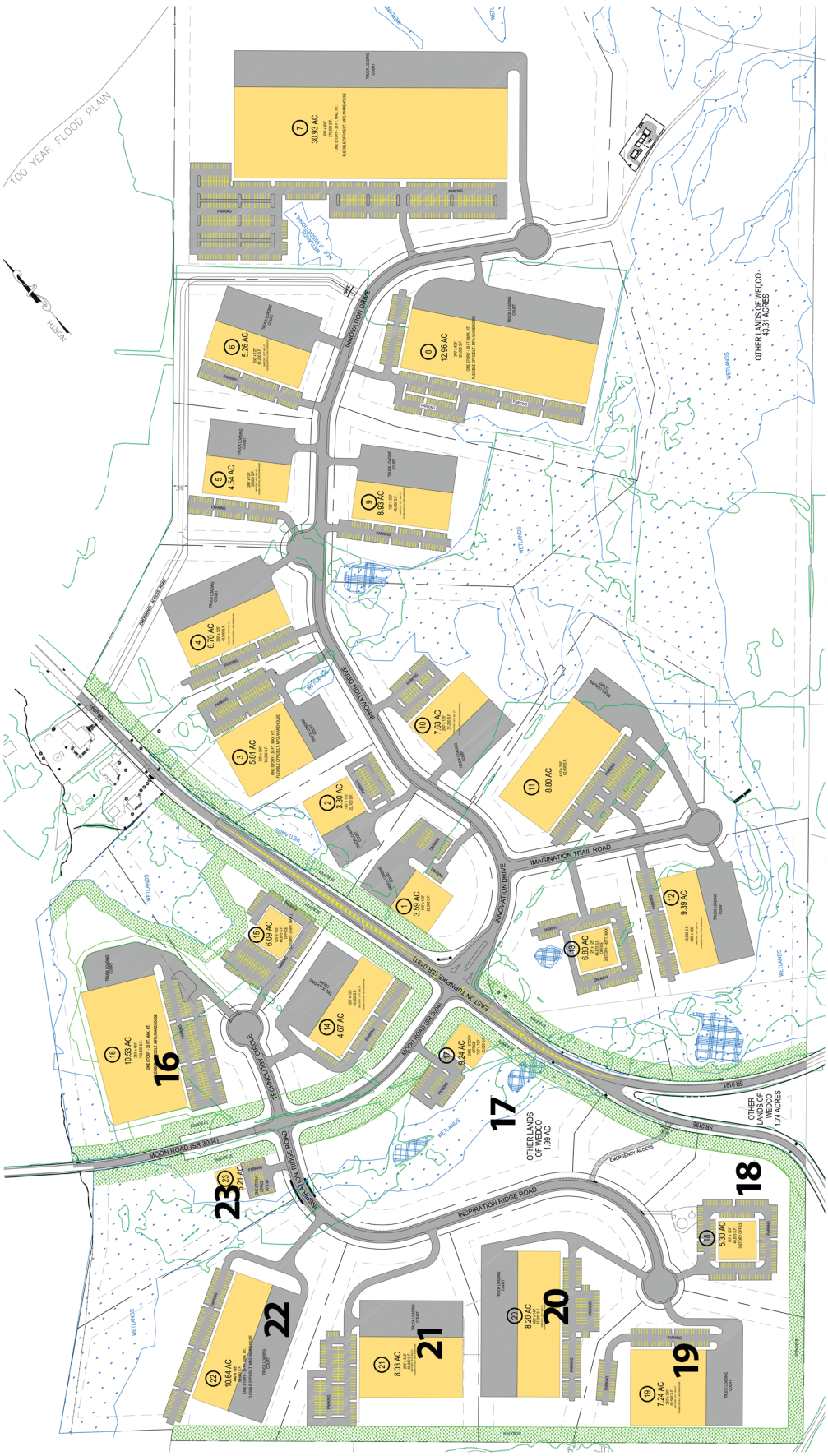
Park Lot Map 2



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