



Housing Authority of Indiana County

BID PACKAGE

FOR SNOW REMOVAL SERVICES AT ALL
PUBLIC HOUSING SITES IN INDIANA COUNTY

BID PACKAGES CAN BE MAILED, DROPPED OFF OR EMAILED

HOUSING AUTHORITY OF INDIANA COUNTY
104 PHILADELPHIA STREET
INDIANA PA 15701
SHANNONKUNDLA@HAICHOUSING.COM

BID DUE DATE: SEPTEMBER 15, 2025

SUBMITTED BY:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

CONTACT PERSON:



104 Philadelphia Street, Indiana, PA 15701
Telephone & TDD: 724-463-4730 Fax: 724-463-4743





Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

HOUSING AUTHORITY OF INDIANA COUNTY

2025-2028 REQUEST FOR PROPOSALS

The Housing Authority of Indiana County is requesting proposals for snow removal from October 1st, 2025 to April 30th, 2028, as outlined below at the following sites:

Black Lick Manor, 174-198 Main Street, Black Lick

- shovel and salt all sidewalks between 4:00pm – 5:00am on weekdays and all weekends/holidays
- plow and salt parking lot weekdays and weekends/holidays

Morewood Towers, 101 Morewood Avenue, Blairsville

- shovel and salt sidewalks and steps to three exits between 4:00pm – 5:00am on weekdays and weekends/holidays

Chestnut Ridge Terrace, 68-136 Susan Drive, Blairsville

- shovel and salt sidewalks by handicapped unit only and laundry room between 4:00pm – 5:00am on weekdays and weekends/holidays
- plow and salt parking lot weekdays and weekends/holidays

McGregor Manor, 117 Washington Street and 407 Canal Way, Saltsburg

- shovel and salt sidewalks, including handicapped spaces between 4:00pm – 5:00am on weekdays and weekends/holidays

Saltsburg Heights, 400 Hemlock Way and 524 Salt Street, Saltsburg

- shovel and salt sidewalks and parking spaces by #3 and #4 and shovel and salt the sidewalk in front of the mailboxes only at Hemlock Way between 4:00pm – 5:00am. on weekdays and weekends/holidays
- Salt Street sidewalks only between 4:00pm – 5:00am on weekdays and weekends/holidays- shovel and salt

Tall Pines Terrace, 574-580 Adams Street, Clymer

- shovel and salt all sidewalks (including street and sidewalk along Rt. 403) between 4:00pm – 5:00am weekdays and weekends/holidays
- plow and salt parking lot after between 4:00pm – 5:00am and weekends/holidays only



Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

Tate Terrace, 460-490 Hancock Street, Clymer

-shovel and salt sidewalks and parking spaces by #19

-shovel and salt sidewalks facing Hancock Street and plow and salt parking lot - between 4:00pm – 5:00am. on weekdays and weekends/holidays

Green Valley, 171-245 Douglas Street, Commodore

-shovel and salt sidewalks by #6 and plow and salt all parking lots between 4:00pm – 5:00am on weekends/holidays

Fieldcrest, 220 Mary Street, Robinson

-shovel and salt sidewalks between 4:00pm – 5:00am on weekdays and weekends/holidays

-plow and salt parking lot weekdays and weekends/holidays

Administrative Office, 104 Philadelphia Street, Indiana

-shovel and salt sidewalks and plow and salt parking lot between 4:00pm – 5:00am on weekdays and weekends/holidays

Snow Removal:

*Walkways and roads within the complexes will be cleared within a reasonable time after an accumulating snow fall of 2" or more (plowing). This is measured by the contractor at the pavement, not to include drifts (please take a picture of the depth before plowing, in the event the administrative office wants to verify at the time of billing). Depending on the time of the snowfall, Housing Authority staff will clear parking lots on weekdays (not to include holidays), from 7am-3:30pm. Contractor will be responsible for clearing the parking lots/sidewalks after 4:00pm through 5:00am the following morning on weekdays, and on weekends/holidays.

*Walkways and roads within the complexes will be shoveled and salted to maintain a safe environment for the residents and visitors of the complexes.

*If a State of Emergency occurs, or if the Indiana County Courthouse closes due to a weather emergency on a weekday (HAIC follows the courthouse schedule), contractor will remove snow/shovel like they would on a weekend, as stated above.



Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

*In the event that the contractor damages the turf by snow plowing, the contractor will re-seed the damaged turf in the spring season. Any damage to playground equipment, shrubbery, buildings, pavement, etc. caused by the contractor or their operators shall be corrected by the contractor to the complete satisfaction of the Housing Authority, prior to final contract payment. All other damages to the property will be the contractor's responsibility.

*Before being awarded a contract, the successful bidder shall have properly licensed operators in their employment, if anyone other than the contractor will operate snow removal equipment.

*Unsatisfactory service, as determined by the Executive Director shall result in immediate termination of the contracted services.

*The contractor must carry all liability, workmen's compensation and any type of insurance necessary to hold the HAIC free of liability for action of the Contractor's employees due to performance, equipment and material or contract scope.

- The contractor must supply the HAIC with valid certificates of Insurance, establishing that the following insurance is carried and will insure all operations under the contract:
 - Worker's Compensation in accordance with State or Territorial Worker's Compensation Laws
 - Commercial General Liability with a combined single limit for bodily injury and property damage of no less than \$500,000 per occurrence to protect.
 - Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- All insurance shall be carried with companies which are financially responsible and admitted to do business in the state in which the project is located. If any such insurance is due to expire during the contract period, the Contractor (including subcontractors if applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to HAIC.

*Contract will be for a period of three years, with the possibility to extend an additional two years at the discretion of the Executive Director.



Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

Proposal Submission:

All persons interested in submitting a proposal for the Housing Authority's carpet/tile installation services should submit a price based upon a square yard cost for carpet and square foot for VCT. The square yard and square footage costs will include all labor, materials, padding (where already existing) and carpet/tile. The proposal must include the following:

- 1) Proposal Form indicating cost based upon plowing, shoveling, salting at each site.
- 2) Listing of references and current customers
- 3) Statement of Bidder's Qualifications
- 4) Certification of Equal Employment Opportunity
- 5) PA Business Registration Certificate
- 6) Copy of Vendor's Worker's Comp Insurance
- 7) Copy of Vendor's Commercial General Liability Insurance
- 8) Copy of Vendor's Automobile Liability Insurance



Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

Proposals should be delivered to the Housing Authority of Indiana County, 104 Philadelphia Street, Indiana, PA 15701 on or before September 15, 2025 by 12:00 p.m.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract. The Authority may choose to utilize the Pennsylvania Cooperative Purchasing Program, at any time during the course of the contract, in the event that their prices are lower than the selected vendor.

The selected vendor will be paid for snow removal services within 45 days of completion.



Housing Authority of Indiana County
104 Philadelphia Street, Indiana PA 15701
PH: 724-463-4730, Fax: 724-463-4743

PROPOSAL CHECKLIST

_____ Proposal Form indicating cost based upon plowing, shoveling, salting at each site.

_____ Listing of references and current customers.

_____ Statement of Bidder's Qualifications

_____ Certification of Equal Employment Opportunity

_____ PA Business Registration Certificate

_____ Copy of Vendor's Worker's Comp Insurance

_____ Copy of Vendor's Commercial General Liability Insurance

_____ Copy of Vendor's Automobile Liability Insurance

Signature

Date: _____