



REQUEST FOR PROPOSAL – Snow Removal Issue Date: September 21, 2022

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I INTRODUCTION AND PROJECT DESCRIPTION

Harmony Healthcare Long Island (HHLI) is a not-for-profit federally qualified health center network consisting of six comprehensive health centers and three school-based Health Centers. HHLI strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The HHLI locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

HHLI currently operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. HHLI offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These health care locations are available to high school students currently enrolled in that institution.

HHLI provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of HHLI is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality, extensive patient-centered care. Our Vision: Creating healthier communities by transforming the health care system one person at a time.



II GENERAL CONDITIONS

By submitting a response to this RFP, the respondent agrees to all of the following:

- A. HHLI reserves the right to award or cancel this procurement process at any time.
- B. HHLI is not bound to accept the lowest bid nor any proposal submitted.
- C. Failure to meet the response delivery date may be the basis for disqualifying the respondent's proposal.
- D. Respondents are fully responsible for all direct and indirect costs of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. HHLI will maintain sole ownership of responses after submission.
- F. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations and guaranteed pricing for the project scope.
- G. The successful applicant may also be required to present additional documentation/or information necessary to determine financial capability.

To be provided in the event of the awarded contract, before execution of the contract:

The following documents are not required to be included in the vendor's proposal. However, the vendor must be able to provide the following before execution of the project and contract:

Current Business License: A copy of the current business license will be required.

General Liability & Auto Liability Insurance: The Vendor to whom the contract is awarded shall provide to the HHLI with documentation for the following:

1. General Liability Insurance Certificate with the following minimum limits:
\$1,000,000 each incident/occurrence, \$2,000,000 aggregate.
2. Automobile insurance should be at least (\$500,000) combined single limit per accident for bodily injury or property damage.
3. Umbrella Liability of \$5,000,000 aggregate.
4. Vendor must provide insurance carrier policy or endorsement specializing that snow removal is a covered operation under the policy.



5. A Certificate of Insurance must be provided to Harmony Healthcare Long Island listing them as an additional insured and holding them harmless.

Certificate Holder info to read:

Harmony Healthcare Long Island

1600 Stewart Avenue, Suite 300

Westbury, NY 11590

Workers Compensation Insurance: The safety of the successful vendor's employees or representatives and others in or around the area of repairs or maintenance is the responsibility of the successful vendor. Proof of worker's compensation insurance will be required.

Completed W-9 or 1099 Tax Form: Completed forms will be required

III LOCATION OF HEALTH CENTER SITES:

- 161 Hempstead Turnpike, Elmont, NY 11003
- 101 South Bergen Place, Freeport, NY 11520
- 3227 Long Beach Road, Oceanside, NY 11572
- 380 Nassau Road, Roosevelt, NY 11575
- 682 Union Avenue, Westbury, NY 11590.

IV REQUIRED SERVICES AND PRODUCTS:

Harmony Healthcare Long Island has a Snow Removal service requirement at 5 of our locations:

Elmont, Freeport, Oceanside, Roosevelt, and Westbury.

HHLI is open Monday – Saturday and closed the following days:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day



Pretreat & Snow Removal Specifications

The following minimum specifications must be followed in regards to pretreat and snow removal on HHLI's properties:

- A. HHLI requires that contractors self-perform the work. No subcontractors will be allowed.
- B. Pretreat of parking lots with ice melt to withstand 30 degrees ground temperatures and must be recognized by the EPA.
- C. All snow greater than two (2) inches will be removed at least one (1.5) hours before each Health center is open.
- D. Salting of sidewalks and parking lots is required as necessary
- E. Snow removal service shall include all parking lots.
- F. Pedestal signs that are moved as a result of snow removal must be put back in the appropriate location at the completion of each snow removal event.
- G. The HHLI's Facility Department will make final decisions when questions arise regarding whether plowing is necessary.
- H. Each bidder shall file a certificate of insurance naming HHLI as a coinsured party. Minimum amount shall be \$1,000,000.00 in liability and property damage.
- I. Contractors will agree to replace and or repair anything damaged as a result of snow removal. This includes but is not limited to grounds, shrubbery, trees, benches, fences, and curbs. All repairs must meet the approval of HHLI's Facility Department and shall be completed by no later than April 15 of each season.
- J. As determined by the HHLI's Facility Department, unsatisfactory service can result in immediate termination of the contracted service.
- K. If the bidder requires a minimum guaranteed number of "pushes," this number needs to be indicated in the bid along with the cost per push for this amount and cost per push many times over the minimum amount.
- L. The contractor must provide a copy of workers' compensation and liability insurance coverage annually.
- M. **INVOICE AND PAYMENT:** The contractor awarded will invoice the HHLI monthly in equally divided amounts.

The vendor shall provide all labor, tools, materials, supplies, appropriate equipment, and supervision necessary to carry out the job requirements. The vendor must maintain a satisfactory facility condition, presenting a safe, sanitary, and enhanced environment.

The vendor is to schedule a walk-through at the identified sites (above) prior to providing a final proposal/response for each site separately. Please contact Djumaye Dumay @516.421.2149/ ddumay@nuc.edu for scheduling.



V HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT ("HIPAA"):
Obligations and Activities of Provider

- A. A business Associate Agreement will be required.
- B. The vendor shall not use or further disclose Protected Health Information other than as required by agreement with HHLI or as required by Law.
- C. The vendor shall use appropriate safeguards to prevent the use or disclosure of Protected Health Information not provided by agreement with HHLI.
- D. The vendor shall ensure they follow the same restrictions and conditions that apply through the vendor's agreement with HHLI.
- E. The vendor shall implement and maintain safeguards necessary to ensure that all Protected Health Information is used or disclosed only as authorized under the HIPAA Standards.
- F. The vendor acknowledges that if it violates any of the requirements provided by HIPAA standards or its agreement with HHLI, the provider will be subject to the appropriate civil and criminal penalties.

VI VENDOR AGREEMENT AND CERTIFICATION:

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual/Vendor further acknowledges that all services and products described in this RFP response are immediately available and warrants that the vendor can deliver, install, and complete all expected services within the required timeframes. Furthermore, if it appears or becomes known that information provided in this RFP response is inaccurate, or there are products or services that HHLI has been assured it would receive but do not exist, or additional charges will not be included in the proposal. HHLI reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by HHLI. All signatories to this document agree and warrant that they have made no changes or altered this RFP and are authorized to make all commitments outlined in this RFP response. Representatives signing below also agree that all answers to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between HHLI and the Vendor as an addendum and become legally binding. Representatives signing this document also understand that circumstantial alterations to the original proposal may occur once/if hired.

This response is for the following services and products described in this: Snow Removal



for Harmony Healthcare Long Island: **Response to RFP is due October 12th 2022.**

Name of Company: _____ Date: _____

Signature:

Print Name and Title:

Address:

Telephone number and Email address:

VII EVALUATION AND SUBMISSION INSTRUCTIONS:

HHLI will convene a selection group to review the proposals and information received in response to this RFP. Additional information may be required from the respondent/vendor during this review process. If so, some respondents will be invited to HHLI to clarify any responses and further discuss the vendor's offer. Any contact and questions between respondents and HHLI should be routed through the HHLI point of contact (contact information below). HHLI expects to complete the evaluation process and identify its vendor choice for the required services within the timeframes outlined above. Responses will be evaluated based on price, concept/materials, and experience.

All responses should be sent to the Point of Contact by the Due Date.

HHLI Point of Contact:
Djumaye Dumay, Facilities Project Coordinator
Harmony Healthcare Long Island
1600 Stewart Ave Westbury, NY 11590
Email: ddumay@numc.edu
Telephone: 516.421.2149

Proposals should be provided in electronic format by the Due Date.
Include three references and examples.
Late proposals will not be accepted.
Thank you for your interest in *Harmony Healthcare Long Island*.

