

REQUEST FOR QUOTE

PRIMARY HEALTH NETWORK

Snow Removal Scope of Work

2026-2028

Primary Health Network (Hereinafter referred to as "Owner") invites Contractors to submit a Proposal to provide Snow Removal & Salting Services for the 2026, 2027, 2028 winter seasons. All proposals are due **by 3:00 p.m., Friday, October 16th, 2026**. Prospective snow removal Contractors (Hereinafter referred to as "Contractor") shall submit their proposal via email or USPS first class mail. Proposals shall be emailed only to: Richard Grooms, CFO at finance@primary-health.net, or mailed to Primary Health Network 118 Vine Ave. ATTN: Richard Grooms, Sharon, PA 16146. If emailed, the email subject line shall read "Snow Removal." Owner reserves the right to reject any and/or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities. All Proposals must be submitted on the form provided titled "PRICING," with the price stated as requested. Handwrite the location in the top box for each location you intend to submit pricing. Make multiple copies of the pricing sheet as necessary. All requests must be signed by an authorized officer of the company. Each Contractor submitting a Proposal must agree to enter into a contract and furnish any insurance certificates required by Owner at time of submission of the request. Contractor must have appropriate General Liability, Vehicle and Worker's Compensation Insurance Coverage.

1.0 GENERAL

1.1 Scope of Services

These specifications ("Specifications") establish the scope, service level and frequency under which the Contractor will provide snow and ice removal, and treatment services ("Service") as required herein at the facilities designated in the Proposal. The Service shall be applicable to all storms and / or events ("Event"), resulting in the deposit of snow, ice, sleet, freezing rain, or any combination thereof, that requires plowing, shoveling, salting, sanding, or chemical application, as per the conditions stated below. Bare pavement conditions are the only acceptable result of the Services provided at each location (Site). For the purposes of these Specifications, references to Owner's Representative shall mean the Agent of Primary Health Network.

1.2 Specification Disclaimer

Contractor acknowledges that the Services specified in this document are not intended to express every detail of the Service to be provided by Contractor and Contractor hereby represents that it is experienced and competent in providing Service that meets or exceeds generally accepted practices commensurate with those provided by other companies that provide such Service in region.

1.3 Right of Inspection and Risk Mitigation

Contractor acknowledges that it has inspected or was able to inspect the work sites and that it understands the Service requirements and conditions under which the Service is to be performed. No allowances shall be made due to the Contractor's error, negligence or failure to have adequately inspected the sites where Service is to be performed. Contractor acknowledges, understands and agrees that the cost of the Service is intended to cover foreseeable work, risks, hazards and difficulties inherent to the Service of this nature.

1.4 Maintenance of Service Records and Disclosure

Contractor shall prepare and maintain records for Services provided and chemicals applied to the property in order substantiate charges to the Owner for such Services. Contractor shall retain such records for a period of thirty-six (36) months from the date of performance of the Service. Contractor may be called upon periodically by Owner's Representative to perform work not herein specified. Such work will be classified as contract extras

or extra Service.

1.5 Conflict of Interest

Each Contractor submitting a Proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud, and that no person acting for or employed by Primary Health Network is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.

1.6 Failure to Perform/Unsatisfactory Performance.

If the Contractor's work is deemed unsatisfactory, based upon timeliness, quality of work, or other factors as determined by Owner, the contract may be terminated upon written notification.

1.7 Hold Harmless Clause

In addition to the insurance requirements contained herein, the Contractor shall also defend, indemnify and hold harmless the Owner, directors, administrators, and employees from and against any and all claims, suits, judgments and demands whatsoever, including, without limitation, costs, litigation, expenses, counsel fees and liabilities with respect to injury to or death of any person or persons whatsoever, or damage to property of any kind by whomsoever owned, arising out of, or caused or claimed to have been caused in whole or in part by the acts or omissions of the Contractor, its officers or employees or any other person directly or indirectly employed by the Contractor while engaged in the performance of the contract specifications or any activity associated therewith or related thereto. The Contractor shall, at all times, indemnify and save harmless the Owner of and from all claims for Workmen's Compensation which may be made by any of the employees of the Bidder or by any of the employees to whom the Contractor may have let the performance of any part of the work embraced by this contract and the Contractor shall appear for and defend the Owner against any and all such claims.

1.8 Damages from Contractor Operations

Turf, trees, flower/shrubbery areas, ground covers, irrigation equipment, pavement, curbs, curb stop re-installation, parking lot signs, and other site items that are damaged or destroyed due to the Contractor's operations, negligence or misuse of chemicals shall be repaired/replaced at Contractor's expense not later than April 15 of the term year. Repair/replacement work shall be coordinated with the Owner's Representative with no requirement for the Owner's Representative to initiate the request.

1.9 Insurance

Certificates of Insurance certifying the required coverage are to be provided by the successful Contractor within ten (10) days of receipt of notice of award.

The Contractor shall not commence work under this contract until he/she has obtained all insurance, required under these specifications, and such insurance has been approved by OWNER, nor shall the Contractor allow any subcontractor to commence work on his/her sub-contract until all similar insurance required of the subcontractor has been so obtained and approved. The Contractor shall take out and maintain during the life of this Contract Workmen's Compensation Insurance for all of his/her employees employed at the site for the project, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. The Contractor shall acquire and maintain during the life of this contract such public liability and property damage insurance as shall protect his/her company and any subcontractor performing work under this contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages which may arise from operations under this contract, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed by either. The insurance shall be in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person in an amount not less than \$1,000,000 on account of one accident, and property damage insurance in an

amount of not less than \$1,000,000 provided, however, that OWNER may accept insurance covering a subcontractor in character and amounts less than the standard requirements set forth under this paragraph where such standard requirements may appear excessive because of the character extent of the work to be performed by any such subcontractor.

The Contractor shall take out and maintain during the life of this contract public liability and property damage motor vehicle insurance in an amount of not less than \$1,000,000 for public liability and \$25,000 for property damage.

1.10 Staging of Operations

Contractor's employees shall stage their work operations from a location on the site out of the way of the pedestrian and auto traffic. In general, the Contractor's presence on the site shall be as inconspicuous as possible. However, with Owner's Representative's prior consent, Contractor may stage equipment and park vehicles overnight on sites in anticipation of accumulations.

1.11 Communication Protocol.

- 1.11.1 Contractor hereby agrees to meet with Owner's Representative to walk the property to discuss conditions, schedules, and items of concern regarding this agreement at the request of Owner's Representative.
- 1.11.2 It is recommended that current status of the property be documented with Owner's Representative. Digital pictures are recommended to document any concerns or potential issues.
- 1.11.3 Contractor, at the request of Owner's Representative, shall make available weekly logs as to time, date, and type of services performed. Contractor shall provide 24-hour telephone and email contact information.

1.12 Interference with Patients/Patrons/Employees

At the request of Owner's Representative, Contractor agrees to reasonably adjust the times of the day and if feasible days of the week when work is performed to minimize interference with Owner's Patients, Patrons or employees. When workday pedestrian or vehicular traffic inhibits snow plowing during or immediately following a snowstorm, snow shall be plowed and sanded in so far as to maintain open main driveways and walkways during business hours. Snow plowing and salting/sanding is to be completed immediately following the end of the business day. On days of office operation, all parking areas and walkways must be completely cleared and treated by 7:00 am assuming commencement of the event after normal business hours.

1.13 Compliance with Local Ordinances and OSHA

Contractor shall perform snow and ice removal services in accordance with any local ordinances, if any. If the Contractor fails to provide snow or ice removal service in accordance with local ordinances, the Contractor shall be responsible for all fines and citations. The Contractor further agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.

1.14 Markers

Where needed, Contractor will ensure safety markers around dumpsters, curbing and grass areas are properly located and remain in place. Contractor will install markers no later than November 15 or prior to first snowfall, whichever occurs first, and remove them by March 30. Contractor will ensure that any markers that fall or are damaged during the snow season are removed and replacements are installed.

2.0 FREQUENCY OF SERVICES

- 2.1 Contractor shall automatically dispatch crews when the following conditions are met.
 - 2.1.1 Ice has accumulated or is predicted to accumulate, or an accumulation is expected when the facility will be open for service.
 - 2.1.2 Snow in an amount exceeding 1" has accumulated or is predicted to accumulate, or an accumulation is expected when the facility will be open for service. Snow less than 1" can be chemically treated in lieu of plowing if it will keep the site safe.
- 2.2 Should Contractor receive a call from the Owner's Representative requesting services (within the parameters of this agreement), Contractor shall have 60 minutes from the time of the notification to be on Site to begin operations, with such equipment and operations necessary to service the Site. Under no circumstances does this 'notice to proceed' relieve Contractor of his responsibility to have monitored the Site for the need for such Services.
- 2.3 Contractor shall arrive on the sites in the early morning hours, (5:00 a.m. or sooner at Contractor's discretion) when heavy accumulation is during the night. If an accumulation occurs during the day, Contractor shall arrive on the sites within one (1) hour of its commencement.
- 2.4 Contractor shall communicate with Owner's Representative when ice or snow is predicted to accumulate, or the morning of any such accumulation, regarding the timing of providing services to all affected sites.
- 2.5 An Event is defined as a deposit of snow, ice, sleet, freezing rain, or any combination thereof, over a 24-hour period time. This period is defined as 12:00 AM through 11:59 PM the same day. Once a new day starts at 12:00 AM the following day then a new event begins. For example, a storm may begin at 3 PM and need to be serviced. If the snow continues through midnight a new event will begin at that time.

3.0 SPECIFIC SERVICE REQUIREMENTS

- 3.1 Building Entrances, Exits & Sidewalks
 - 3.1.1 All building entrances and doors, fire and emergency exits, sidewalks and walkways on the Site shall be clear of accumulations of snow, ice, or slush as designated by the Manager for each Site. The Contractor shall assign adequate personnel to maintain acceptable condition at all sites.
 - 3.1.2 Use of snow and ice melting chemicals on concrete and brick paved surfaces shall be restricted to the products listed below. Any additional products shall be evaluated and approved by the Owner.
- 3.2 Roadways and Parking Lots
 - 3.2.1 Contractor shall ensure that employees, patrons and guest vehicles will not be blocked in by snow accumulations. If the Contractor has failed to sufficiently clear such snow or ice accumulations, Contractor may be recalled to the Site to clear such blockage at no additional charge to Owner. This includes entry and access to outside dumpsters.
- 3.3 Plowing and other snow clearing operations shall be completed by 7:00 AM, provided that enough snow has fallen and enough time remains to complete such operations by the 7:00 AM deadline. In the event of a late starting snow event, or daytime snow event, Contractor shall still be expected to provide services as needed to keep the Site safe. Contractor may push snow wherever possible to keep the pavement surfaces clear of snow. Care should be taken to minimize loss of parking spaces. Snow accumulation must not be allowed to impair any driver's vision at intersections, driveway aprons, etc. The Contractor assumes all liability and/or claims that arise from such improper snow placement. Placement of snow piles is always preferred in low lying areas, or near storm inlets in efforts to prevent thaw and re-freeze situations.

3.4 Handicap Ramps-Cut Outs

- 3.4.1 Extra attention must be given to all handicap sidewalk ramp access areas and designated handicap parking spaces during normal business hours. These areas must be cleaned of any snow, slush, or ice down to bare pavement. Acceptable ice control products should be applied to these areas as needed with care to provide a safe environment during normal business hours for handicapped employees, patrons, and guests.

3.5 Fire Hydrants and Post Indicators

- 3.5.1 As part of sidewalk clearing operations, the Contractor shall keep all fire hydrants and post indicators clear of snow and ice to assure ease of access. Failure to clear these areas during regular service visits shall result in Contractor returning to the Site to clear these areas at no additional charge to Owner.

3.6 Snow On Site

- 3.6.1 If the accumulated snow must be stored on-site, Contractor pile snow in low lying areas near, near storm water inlets, or off the pavement area in efforts to prevent thaw and re-freeze hazardous situations.
- 3.6.2 Upon written request of the Owner's Representative, Contractor shall remove and/or push back snow banks from premises and properly dispose of said snow. A total equipment / personnel cost per hour must be agreed to in writing (email is acceptable means) prior to performing the service.

4.0 ICE CONTROL REQUIREMENTS

- 4.1 Ice Management hereunder shall include the application of approved ice control products to areas specified by the Owner. Ice control applications shall be available on **continuous twenty- four (24) hour per day, seven (7) day per week** basis in response to the buildup of ice (or generally slippery conditions) on those areas specified by the Owner. Bare pavement conditions are the only acceptable result on these areas after the initial application of ice control materials. It is Contractor's responsibility to check the Site to determine if ice management services are required. Should Contractor receive a call from Owner's Representative, or Site Manager requesting services (within the parameters of this agreement), Contractor shall have (sixty) 60 minutes to arrive on- Site with the necessary equipment and materials to properly Service the Site. Under no circumstances does this 'notice to proceed' relieve Contractor of his responsibility to have monitored the Site for the need for such services.
- 4.2 Chemicals shall be spread evenly using a broadcast style spreader. Hand spreading is discouraged so as to prevent uneven distribution of products and to avoid formation of clumps of material. Contractor shall take care to prevent over-accumulation of chemical product. The Contractor shall be responsible for sweeping excess material away from the side of the building to prevent damage, and away from entrances in order to maintain safe conditions. Contractor shall repair any damage caused by excessive application or the use of harmful chemicals not intended for the use.
- 4.3 Use of snow and ice melting chemicals on concrete and brick paved surfaces shall be restricted to the products listed below. Any additional products shall be evaluated and approved by the Owner's Representative.
- 4.4 If snow has accumulated on top of ice before Contractor has been able to perform any ice removal activity, then Contractor shall use its reasonable judgment to do no work at the site because a layer of snow on top of ice may be less hazardous than removing snow and exposing ice. However, if both the snow and ice may be removed and / or abated, then Contractor shall perform such work.
- 4.5 Sanding shall refer to the application of sand or salt or chemical pellets where applicable to sites,

office parking areas, driveways, walkways/sidewalks.

- 4.6 Contractor shall keep and apply an adequate supply of such materials as reasonably necessary and consistent with local customs.

5.1 Approved Applications

- 5.2 The following are acceptable ice melt products, subject to Contractor's approval in consideration of Section 1.8, and their characteristics, as gathered by Owner. Owner's Representative may exclude any of the listed chemicals and applications at certain facilities by providing written notice to Contractor. Owner makes no warranty regarding these characteristics with use of materials, and it's at the Contractor's sole discretion; however Contractor is responsible for any damage as referenced in paragraph 1.8 that resulted from the use of chemicals, or the Contractor's negligence. Contractor is responsible for compliance with all laws regarding the use of any such chemicals. Contractor may recommend other products.

5.3 Calcium Chloride

- Melts ice down to -45 F.
- Unsafe for new concrete or grass. (Concrete must be at least 6 months old)
- Leaves oily residue
- Can be harmful to handle
- Limited "Open" life if exposed to moisture

5.4 Urea

- Melts ice down to +11 F.
- Will not harm grass, floors, or carpet
- Safe to handle
- Unlimited shelf life

5.5 Potassium Chloride

- Melts ice down to +28 F.
- Will not harm grass, carpets, floors, or concrete
- Will leave some residue
- Safe to handle

5.6 Sodium Chloride (Rock Salt)

- Melts ice down to +6 F.
- Unsafe for grass or concrete, but will not harm carpets or floors
- Safe to handle
- Unlimited shelf life

5.7 Gravel

LOCATIONS:

- Green Street (2000 Green St. Farrell, Pa. 16121)
- Park Place (350 Sharon New Castle Rd. Farrell, Pa. 16121)
- PNC Bank building and drive thru, all day clearing (62 East State St. Sharon, Pa. 16146)
- Mercer Primary Care (737 Greenville Rd. Mercer, Pa. 16137)
- Sandy Lake Community Health Center (5344 Franklin St. Sandy Lake, PA. 16145)
- Sheakleyville Health Center (3339 Perry Highway Sheakleyville, Pa. 16151)
- Petrolia (296 Church St. Petrolia, Pa. 16050)
- New Castle Primary Care (1112 South Mill St. New Castle, Pa. 16101)
Also includes new parking lot across the street and will also include the sidewalk on Phillips Street back to the alley.
- Transfer Health Center (225 Edgewood Rd. Transfer, Pa. 16154)
- Greenville (348 Main St. Greenville, Pa. 16125) Back to the house, move snow from the front of the house, also the back lot and driveway.
- Andover (5594 St. Rt. 7 Andover, Oh. 44003)
- Jacksonville (29 Saltsburg Rd. Clarksburg, Pa. 15725)
- Beaver Falls (1302 7th Ave. Beaver Falls, Pa. 15010)
- Rochester (176 Virginia Ave. Rochester, Pa. 15074)
- Aliquippa (99 Autumn St. Aliquippa, Pa. 15001)
- Clarion (30 Pinnacle Dr. Clarion, Pa. 16214)
- Tri-County (1555 Shawna Rd. Cherry Tree, Pa. 15724).
- Punxsutawney (200 Prushnok Dr. Punxsutawney, Pa. 15767) driveway also
- Fox Chase Plaza (2807 Wilmington Rd. New Castle, Pa. 16105)
- Ellwood City (304 Evans Dr. Suite 201 Ellwood City, Pa. 16117)
- Lewistown (106 Derry Heights Blvd. Lewistown, Pa. 17044)
- Dayton Way Behavioral Health (1 Dayton Way Sharon, PA. 16146)
- Sharon Medical Group (63 Pitt St. Sharon, Pa. 16146) Also includes parking lot across from building on Silver St.)

PRICING/QUOTE

Contractor, please handwritten each location you intend to supply a quote for. If needed, make a copy of this page to quote more locations than the below table provides.

Date: _____

Business Name: _____

Contact Person, Cell Phone #, email address: _____

	Location	Location	Location	Location	Location	Location	Location	Location
Cost per plow of Parking Lot when greater than 2"								
Cost of Sidewalk Snow Removal								
Cost of Ice/Snow Melt Parking Lot								
Cost of Ice/Snow Melt sidewalks, steps, ramps, or walkways from parking area etc.								

Authorized Representative Signature:

Print: Name/Title

Date: _____

NON-COLLUSION

State of _____

County of _____

I state that I am (Title) _____ (Name of Firm) _____
and that I am authorized to make this Affidavit on behalf of my company, and its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, contractors, or potential contractors.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor(s) or potential contractor(s), and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. (Name of Company) _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on contracts, except as follows:

I state that (Name of Company) _____ understands and acknowledges that the above representations are material and important and will be relied on by Primary Health Network in awarding the contract(s) for which this proposal is submitted. I understand and my company understands that any misstatement in this Anti-Collusion document is and shall be treated as fraudulent concealment from Primary Health Network of the true facts relating to the submission of proposals for this contract.

(Name and Company Position)