

# Town of Pomfret, Vermont



## **REQUEST FOR PROPOSALS**

Removal of Snow, Ice, and Provide Salt/Sanding Service

For the Prosper Valley School

**August 4, 2017**

**Proposals due by Noon, September 6, 2017**

**Mail responses to:**

**Town of Pomfret**

**Attn: Assistant, Pomfret Selectboard**

**5218 Pomfret Road**

**North Pomfret, VT 05053**

**Contact Information:**

**Jonathan Williams, Assistant, Pomfret Selectboard**

**[jonathan.williams@pomfretvt.us](mailto:jonathan.williams@pomfretvt.us)**

**(802) 457-3861**

## Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for the clearing of snow and ice from the Prosper Valley School located at 1071 Pomfret Road, South Pomfret VT 05067. The work shall be for the 2017-2018 school year only. The work shall consist of the following:

- a. Clear snow and ice from the Prosper Valley School front and rear parking lots.
- b. Apply salt as needed to the front parking lot to make it safe for vehicular and pedestrian traffic.
- c. Apply sand as needed to the rear parking lot to make it safe for vehicular and pedestrian traffic.
- d. Complete all snow and ice clearings and applications of sand and salt by 7 AM on school days and 8 AM on all other days.
- e. When snow or ice accumulates during school days, clear and sand/salt the front and rear parking lots by 2:30 PM in accordance with items a, b, and c above.

The Town shall, upon receipt of invoices from the contractor, agree to pay the contractor a specified amount in accordance with a schedule developed by the Pomfret Selectboard and the Town Treasurer in consultation with said contractor.

## Proposal Schedule

Activity	Date
RFP Issue & Publication	08/04/17
Proposals Due	09/06/17, noon
Selectboard Bid Opening	09/06/17
Anticipated Selectboard Decision	09/06/17

## Instructions to Bidders

### A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy, *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Prosper Valley School Snow Removal Proposal” on the outside, **must be received no later than Noon, September 6, 2017** at the following address: Pomfret Town Offices, attn.: Assistant, Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at the subsequent Selectboard meeting.

## B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

*The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.*

## C. Change Orders

*As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.*

## D. Specifications

- All work shall be for the 2017-2018 school year only.

## E. Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name & Company \_\_\_\_\_