

Town of Pomfret Vermont

5218 Pomfret Road
North Pomfret, VT 05053

Request for Proposal Pomfret Elementary School Plowing

The Town of Pomfret Vermont is seeking proposals for a three (3) year period for: plowing, sanding and salting of the Pomfret Elementary School, 1071 Pomfret Road, South Pomfret VT 05067 for the 2014/15, 2015/16, and 2016/17 school years

The front and rear parking lots shall be cleared and maintained by 7 am on school days and 8 am on all other days. When snow or ice accumulates during school days, the front and rear parking lots shall be cleared and maintained by 2:30 pm. No snow removal from the property is required.

A written contract will include the provision to cancel the contract with 24 hours notice for failure to properly maintain the parking lots.

1. Payment schedule will be six (6) equal payments as follows:

- 1.1. November 21, 2014
- 1.2. March 6, 2015
- 1.3. November 6, 2015
- 1.4. March 4, 2016
- 1.5. November 4, 2016
- 1.6. March 3, 2017

2. Proposals must be a single, lump sum price for the 3-year contract.

3. Sealed Proposal(s) shall be clearly marked on the outside of the envelope “*Pomfret Elementary School Plowing*” and shall be received by the Pomfret Town Clerk by 2:30 pm, Wednesday November 5, 2014

Proposal(s) may be:

- 3.1. **Mailed** to the Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053.
- 3.2. **Email** to: clerk@PomfretVT.us and shall be clearly marked in the subject field “Pomfret Elementary School Plowing” and shall be printed and placed in a sealed envelope clearly marked “Pomfret Elementary School Plowing” and marked with the date and time of receipt by the Town Clerk across the envelope seal.
- 3.3. **Delivered** in sealed envelopes during regular business hours, M-W-F 8:30 am – 2:30 pm.

4. Proposal(s) shall include at a minimum:

- 4.1. Cost of proposed service
- 4.2. Any exceptions or planned deviations from the described request
- 4.3. All drawings and diagrams as needed
- 4.4. Three references
- 4.5. Proof of workers’ compensation
- 4.6. Proof of Employer’s Liability Insurance
- 4.7. 24 hour telephone number for the business or individual that the contract will be with
- 4.8. Email address for the business or individual that the contract will be with

5. All Proposals shall be marked with the date and time of receipt at the Town Clerks across the envelope seal and shall remain sealed until the formal opening.

6. Proposal(s) received:

- 6.1. ***By 2:30 pm, Wednesday November 5, 2014, will be*** opened for review and consideration at a regular or special Pomfret Selectboard meeting.
- 6.2. ***After 2:30 pm, Wednesday November 5, 2014, will not be*** considered and will be returned to the bidder.
7. Proposals shall be opened and reviewed at the regular Selectboard meeting on November 5, 2014. The Pomfret Selectboard reserves the right to reject any and all proposals if doing so is deemed to be in the best interests of the Town of Pomfret. The Pomfret Selectboard intends to award the contract at the November 19, 2014 regular Selectboard meeting, but reserves the right to award the contract at any date after Wednesday November 5, 2014.

For more information, please contact the Pomfret Town Office, (802) 457-3861