

TOWN OF LONDONDERRY

100 Old School Street
South Londonderry, 05155

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2018-4TS

PROJECT TITLE: Transfer Station Plowing and Sanding

PROPOSAL DUE DATES: Proposals are due by October 12, 2018, no later than 4:00 PM. Sealed bids will be opened on October 15, 2018.

ESTIMATED TIME PERIOD FOR CONTRACT: Plowing and sanding service are required from November 15, 2018 through April 30, 2019.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

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1. INTRODUCTION

1.1 Purpose

Proposals are requested for the plowing and sanding of the Town of Londonderry Transfer Station.

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2. SCOPE OF WORK

The Town of Londonderry is seeking a qualified contractor to plow and sand the Transfer Station facility located at 7060 VT Route 100, Londonderry, VT.

The Contractor will:

- **Plow and/or sand the Transfer Station yard and associated work areas** as needed to maintain access and safe conditions for the public, Transfer Station employees and trucks picking up solid waste and recycling materials. (Area's to be plowed include: the general yard area, the access road to the scrap metal area as well as access necessary to remove and replace all roll offs.)
- **Provide these services when weather conditions warrant and also upon request of Transfer Station personnel.** (As a general standard, plowing is required when 2" or more of snow has fallen. Sanding is required when the surface is slippery enough to cause walking or driving difficulty or otherwise unsafe conditions.)
- **Provide all equipment and materials necessary to perform this work.**
- **Promptly respond to communications from Transfer Station personnel** during periods of snow and/or ice.
- **Maintain and provide proof of insurance coverage**, including a certificate naming the Town of Londonderry as Additional Insured.

All areas must be plowed and sanded by 7 AM, except on Sundays when all areas must be plowed and sanded by 9 AM.

Terms and conditions will be further defined in a formal contract.

Contractors will submit an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.

3. GENERAL INFORMATION FOR BIDDERS

3.1 Right to Accept or Reject Proposals

The Town of Londonderry reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

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3.2 Right to Cancel or Postpone the Advertised Work

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

3.3 Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town of Londonderry reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town of Londonderry and the selected firm.

4. PRICING

Proposals will clearly state and explain all costs associated with the services to be provided. The Town of Londonderry will not make advance payments. All work must be satisfactorily completed before being invoiced. Invoices may be submitted monthly beginning no sooner than November 30, 2018.

There is no expressed or implied obligation on the part of the Town of Londonderry to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Londonderry in care of the **RFP Coordinator** and plainly marked "**Transfer Station Plowing and Sanding Bid**"

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. 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 connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

No electronically submitted proposals will be accepted in response to this request.

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5.1 RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this request:

Robert Nied
Town Administrator/RFP Coordinator
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Phone Number 802-824-3356
Email: townadmin@londonderryvt.org

All official communication between the bidder and the town upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. However, bidders are encouraged to visit the Transfer Station and/or discuss the scope of work with Transfer Station personnel, if necessary, to help submit an accurate bid.

5.2 No Obligation to Contract

This RFP does not obligate the Town of Londonderry to contract for services specified herein.

The Town of Londonderry reserves the right to reject all bids and to either withdraw the RFP or reissue a revised RFP at a later time.

5.3 Commitment of Funds

The Town of Londonderry Select Board is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this RFP.

No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

5.4 Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an RFP.

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5.5 Insurance Requirements

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed.

The Contractor's policies shall name the Town of Londonderry as an additional insured.

5.5.1 Liability Insurance

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

5.5.2 Automobile Liability Insurance

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

5.5.3 Workers' Compensation

The Contractor will, at all times, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The town will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

6.1 Evaluation Procedure

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

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6.2 Evaluation and Selection Criteria

The Town of Londonderry will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

6.3 Notification to Bidders

The RFP Coordinator will notify the Apparently Successful Contractor of their selection on, or about, October 16, 2018. The Town of Londonderry will not be responsible for delays in bid review or selection.

6.4 Start of Work

Work will commence on November 15, 2018 as weather conditions dictate.