



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

REQUEST FOR PROPOSAL

RFP No. 2011-076

Issued : October 12, 2011

Subject : Snow Removal Services for the Board of Education

The Town of Stratford through the Office of the Purchasing Agent, will receive proposals in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 11:00 am November 4, 2011 in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered.

B. INSTRUCTIONS:

Proposals are to be submitted (**FIVE COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

SPECIFICATIONS: See next page.

**TOWN OF STRATFORD
SPECIFICATIONS FOR SNOW REMOVAL
STRATFORD BOARD OF EDUCATION**

INTRODUCTION

The Stratford Board of Education seeking proposals from qualified contractors for the removal of snow from the following locations:

Administration Center	1000 East Broadway
Bunnell High	1 Bulldog Blvd
Center	55 Sutton (parking lot shared w/ Admin Center)
Chapel	380 Chapel Street
Eli Whitney	1130 Huntington Road
Flood	490 Chapel Street
Franklin	1895 Barnum Avenue
Honeyspot	55 Fotch Street
Johnson House	719 Birdseye Street
Lordship	254 Crown Street
Nichols	396 Nichols Avenue
Second Hill Lane	65 Second Hill Lane
Stratford High	45 North Parade
Wilcoxson	600 Wilcoxson Avenue
Wooster	150 Lincoln Street

PROJECT TIMETABLE

The proposed project schedule for this RFP is as follows:

RFP Published:.....Wednesday, October 12, 2011
RFP Questions Due (no later than): Friday, October 21, 2011
RFP Due:..... Friday, November 4, 2011
Contract Negotiation & BOE Approval:TBD

Mr. Michael Feeney, Chief Operating Officer, will serve as proposal coordinator. This individual may be contacted at the Stratford Board of Education, 1000 East Broadway, Stratford, CT 06615. Phone number: 203-386-3149. Technical questions on the procurement process should be directed to Mr. Michael Bonnar, Purchasing Agent. This individual may be contacted at the Stratford Town Hall, 2725 Main Street, Stratford, CT 06615. Phone number: 203-385-4044.

Five (5) copies of all proposals and requested materials must be received no later than 11:00 a.m. on Friday, November 4, 2011. Responses received after this date and time will not be considered.

**Proposals must be sent to
Mr. Michael Bonnar
Purchasing Agent
Stratford Town Hall
2725 Main Street
Stratford, Connecticut 06615**

DESCRIPTION OF SERVICES REQUESTED

It is the Board's intention to award a contract for snow removal services to a single bidder. The following specifications will cover the removal of snow, plowing and/or sanding as required by the conditions. Snow removal will include parking lots, ramps, sidewalks, walkways, playground areas and appurtenances. In addition, handicapped parking spaces and ramps, loading docks and loading areas, bus pick-up and drop off areas, and all dumpsters must have open access.

A storm resulting in a trace to one (1) inch of snow and/or freezing rain will require the salt/sanding of the parking lots and driveways. All sidewalks, ramps, walkways, playground areas and appurtenances shall have snow and ice removed and areas sanded with CaC12/sand mix. All work must be completed by 6:00 AM.

A storm resulting in 1.1 inches or greater of snow and/or freezing rain will require the plowing, sanding and shoveling of parking lots, ramps, platforms, sidewalks, walkways, playground areas and appurtenances. All work must be completed by 6:00 AM.

If the storm is a day storm all driveways must be kept devoid of ice and snow until the close of school.

The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.

Intent of the General Conditions and Specifications are to ensure that all schools within the scope of service will be maintained on a level that is satisfactory to standards set forth within this contract. Details of requirements and services not explicitly stated in these specifications but necessarily attendants thereto are deemed to be understood by the Contractor and included herein. Furnish all material and equipment usually furnished with such service, in accordance with Industry Standards.

All material and equipment furnished shall be new and in excellent condition.

The Stratford Board of Education's interpretation of the General conditions and Specifications shall be final and binding upon the Contractor.

TIME LIMITS

All parking lots, ramps, walkways, sidewalks, bus pick-up and drop off areas and playgrounds must be clean of snow and sand prior to 6:00 AM and be kept clean until 3:00 PM Monday through Friday. During times of thawing and freezing, applications of material would be on an as-needed basis and as required at the direction of the Board. The Board will make payment once a month (December through March) upon receipt and validation of contractor's invoices. Contractor must supply to contact names/numbers and be able to respond within thirty (30) minutes of call.

SPECIAL INSTRUCTIONS

Sand and salt for the parking areas and driveways must be mixed at a rate of seven (7) parts sand to two (2) parts salt (NaC12).

Sand/CAC12 mix at a ratio of three (3) parts sand to one (1) part calcium chloride will be the only acceptable material to be used on concrete platforms, ramps and stairs. Salt (NaC12) is not to be used under any circumstances.

The successful bidder will be responsible for all vehicles, materials and equipment needed to perform the work according to these specifications. Bidders shall specify the equipment to be use as part of the bid package.

The contractor's employees are to conduct him or herself appropriately or be removed from the job site at the request of the Director of Facilities, Board of Education. The contractor's employees shall take care not to damage any Town markers, signs, fixtures, curbs, grounds or related items on Town property. The Town must be compensated for any damages. Grounds damaged must be put back to original grading and must be reseeded.

Priorities for snow removal include: high schools; middle schools; elementary schools. Contractor must remove snow so that handicap accessibility and egress from the parking lots are not negatively impacted by snow mounds

If the contractor fails to satisfactorily remove snow within the time limits, the Board may arrange for snow removal at the contractor's expense.

The contractor shall make arrangements to visit the site prior to submission of a bid/proposal to familiarize themselves with the existing conditions. Failure to visit the site shall not relieve the contractor of their responsibility under the terms of any subsequent bid award or contract.

COMPETENCY AND QUALIFICATIONS OF CONTRACTOR

The importance of maintaining the grounds in a safe and satisfactory condition demands that the Contractor, in order to qualify in addition to the requirements herein provided, shall prove to the satisfaction of the Stratford Board of Education, the following:

- a. Each Bidder shall have been established for a minimum of five (5) years in the field of snow removal and have demonstrated the ability to service an account equal in size to the Stratford Board of Education.
- b. Each Bidder must possess trucks, snow plows, snow blowers and Bobcats and other special equipment necessary to ensure complete service. When deemed necessary by the Board of Education, said Contractor will submit a list of all equipment owned by Contractor.
- c. Each Bidder shall submit with their proposal a list of references for previous or current work performed.
- d. All Bidder/Contractor vehicles and/or technicians must have two-way electronic communications for the purposes of contacting a foreman or supervisor of that particular Contractor.

STATEMENT OF QUALIFICATIONS

Statement of Qualifications:

Each solicitation response shall include a Statement of Qualifications in the format provided in this Solicitation upon stationary of the responding entity.

(To be typed upon Company stationary and submitted with this response)

All questions must be answered and the data given must be clear and comprehensive.

The contractor/vendor may submit any additional information he/she desires.

1. Name of Vendor/Contractor
2. Permanent main office address
3. Contact Information: Phone, Fax, E-mail
4. When organized – established?
5. Legal form of ownership. If a corporation, where incorporated.
6. How many years have you been engaged in services, under your present name?
7. Experience in work similar in scope of services and in importance to this solicitation opportunity.
8. List not less than three (3) client references.
9. Have you ever failed to complete any work awarded to you? If so, where and why?
10. Have you ever defaulted on a contract? If so, where and why?

ASSIGNMENTS AND SUB-CONTRACTING

The contractor selected to do the work as set forth herein shall not assign nor subcontract all or any part of said work without prior written notice to the Board identifying its proposed subcontractor and the task that is to be assigned to such subcontractor.

AVAILABILITY OF FUNDS

All contracts are bid with the intention of awarding a contract as a result of the RFP. Any and all awards and actual contract execution by the Board is contingent upon availability of funds. In the event that funding is not available at the time of award and/or execution of the contract the Board reserves the right to cancel the bid.

COMPETENCY AND QUALIFICATION OF CONTRACTOR

INSURANCE REQUIREMENTS

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The Stratford Board of Education shall be named as an additional insured on the contractor's General Liability Insurance Policy.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Board of Education as additional insured.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Board of Education, Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect with this contract.

CONTRACT PERIOD

The successful bidder will be required to enter into a contract to provide snow removal services for the entire season, commencing upon receipt of the required evidence of insurance and ending April 30, 2012. There will be optional second and third years at the decision of the Board. The Board reserves the right to cancel this contract at any time if the work schedule is not met, or the quality of the workmanship is unsatisfactory. Ten (10) days of notification by the Board shall be provided in the event of cancellation.

Bid prices should be submitted as follows on the Cost Proposal Form.

**TOWN OF STRATFORD
RFP 2011-076
COST PROPOSAL FORM**

The following proposal is submitted to the Stratford Board of Education for snow plowing services in accordance with the Board's RFP specifications. This proposal includes all labor, materials, equipment, services and fuel required for snow removal as defined in the **Description of Services Requested** for the Stratford Board of Education facilities described in the RFP.

Per Hour - First Year: \$ _____

Second Year: \$ _____

Per Storm - First Year: \$ _____

Second Year: \$ _____

Per Season - First Year: \$ _____

Second Year: \$ _____

Completion of the Statement of Qualifications as referenced in the RFP document.

The undersigned bidder certifies that his bid is made independently and without collusion, agreement, understanding or planned course of action with any other bidder and that the contents of his bid shall not be disclosed to anyone other than his employees, agents or sureties prior to the official RFP opening

Company Name: _____

Address: _____

Telephone: _____ Date: _____

Printed Name: _____

Signature _____