~ Request for Proposals ~

Outdoor Winter Maintenance

September 7, 2023

Introduction
The Town of Winhall seeks proposals from qualified contractors for the outdoor winter maintenance tasks outlined below. The selected contractor will coordinate all activities through the Facilities Manager.

Scope of Work
Location 1: 113/115 Vermont Route 30 (Town Offices and Police Department)
Plow parking areas and egress routes (front and rear) with two inches of snow accumulation; all parking spaces, including in rear and around dumpster, must remain clear and unobstructed. All plowing should be completed by 6:00AM. Sanding of parking areas and any heavy equipment needed to push back/remove snow banks will be done by the Town Highway Department. Clear (shovel) front and rear entrances of snow and ice accumulation.

Location 2: 107 Vermont Route 30 (Fire Department)
Plow parking areas and egress routes with two inches of snow accumulation; all parking spaces must remain clear and unobstructed. All plowing should be completed by 6:00AM. Sanding of parking areas and any heavy equipment needed to push back/remove snow banks will be done by the Town Highway Department. Clear front entrance of snow and ice accumulation.

Location 3: 3 River Road (Old Town Hall)
Plow parking area and egress routes with two inches of snow accumulation. All plowing should be completed by 6:00AM. It is understood all sanding of parking areas and any heavy equipment needed to push back/remove snow banks will be done by the Town Highway Department. Clear front and side entrances of snow and ice accumulation.

Contractor Prerequisites
Contractors must possess knowledge and experience associated with snow removal at municipally-owned properties. Contractors must be able to thoroughly provide the services listed above as needed during the entire winter season. Subcontracting of any activities shall not be allowed without prior approval by the Winhall Select Board.

The selected contractor will be required to furnish proof of Workers Compensation insurance, professional liability insurance, and documentation of all licensing prior to signing a contract. Contractor will be responsible for all travel, fuel, equipment, insurances, and related expenses associated with undertaking the tasks outlined above. Contractor must ensure that all equipment is in safe, working order, prior to commencing work.

The Contractor shall accept full and exclusive responsibility for the payment of all contributions and/or taxes for any unemployment insurance, medical and retirement benefits, pensions, and annuities now or hereinafter imposed under any law of the United States or any State, which are measured by the wages, salaries or other remuneration paid to persons employed by the contractor on the work to be performed under the agreement or in any way connected therewith.
Response Format
Responses to this Request for Proposals should consist of:
* A cover letter expressing interest in contracting with the Town of Winhall.
* A resume or detailed list outlining the experience and qualifications of the contractor.
* List of names of all employees and list of any subcontractors that may be used to perform the work.
* List of references (minimum of three).
* Proposed fee structure (proposals may indicate a fixed-fee for the entire season for all locations or for each location separately, or based upon a per-plow method; contractor must specify which method he/she is proposing and must only utilize one method.)

Period of Performance
Work associated with this contract shall commence upon the date that the contract is fully executed and shall terminate on April 30, 2024. This contract may be automatically renewed for a one (1) year period upon agreement by both parties.

Submissions
Proposals from interested contractors must be emailed to the Town Administrator no later than 1:00PM on Monday, October 2, 2023 at: townadmin@winhall.org.

Proposals will be evaluated based upon the contractor’s experience, background, and ability to perform the requested services at an affordable price.

The Town of Winhall reserves the right to reject any proposal that does not meet the criteria specified in this Request for Proposals, is received after the deadline, or is not complete. The Town of Winhall also reserves the right to seek clarification from any contractor that submits a proposal once all of the proposals have been reviewed.

E-Mail all submissions and direct all inquiries to:

    Lissa Stark, Town Administrator
    Town of Winhall
    115 Vermont Route 30
    Bondville, VT 05340
    Telephone (802) 297-2119
    E-Mail: townadmin@winhall.org
    Website: www.winhall.org