

TOWN OF ELLINGTON
DEPARTMENT OF PUBLIC WORKS

FURNISHING SNOW PLOWING SERVICES
FOR THE TOWN OF ELLINGTON

REQUEST FOR PROPOSAL

Sealed proposals for furnishing snow plowing in school parking lots for the Town of Ellington will be received at the office of the Director of Public Works, 21 Main Street, P.O. Box 187, Ellington, Connecticut 06029 until 2:00 PM on October 28, 2011. Proposals received after this time will not be accepted. The proposals will be opened and read aloud publicly. A certified check or bid bond in the amount of five percent (5%) of the total bid must accompany each proposal. Proposal forms and specifications may be obtained at the office of the Director of Public Works from 9:00 AM until 3:30 PM, Monday through Friday.

The right is reserved to reject any and all proposals when such action is deemed to be in the best interest of the Town of Ellington, Connecticut.

Information or questions concerning this RFP should be directed to Timothy M. Webb, Director of Public Works, Ellington Department of Public Works. Telephone (860) 870-3140

Timothy M. Webb
Director of Public Works

**SPECIFICATIONS
SNOW PLOWING AND REMOVAL
TOWN OF ELLINGTON**

SCOPE:

The contract period will be from November 1, 2011 to April 30, 2012

The right is reserved to reject any and all proposals when such action is deemed to be in the best interest of the Town of Ellington, Connecticut.

The successful bidder must carry Workers' Compensation Insurance and minimum motor vehicle liability insurance in the amount of \$1,000,000 Single Limit, or comparable coverages.

All work shall be performed in a safety-conscious manner using quality equipment. The awarded contractor shall provide snow plowing and snow removal services for the Town of Ellington at the following schools:

Windermere School, Ellington High School, Center School and Ellington Middle School

Any additional work will be at the bid price per hour for each piece of equipment needed.

CERTIFICATE OF INSURANCE REQUIREMENTS FOR RFP:

Insurance. The Contractor shall provide documentation at the time of execution of this Agreement, if not previously submitted, that the following coverages and limits of liability are in effect for the time period of the Project through insurers licensed to do business in Connecticut:

A. Workers' Compensation.

1. State: Statutory Coverage
2. Employer's Liability: \$100,000.00

B. Comprehensive General Liability (including Premises and Operations; Independent Contractors' Protection; Products and Completion; Broad Form Property Damage, and Asbestos Liability):

1. Bodily Injury:
\$1,000,000.00 each occurrence;
\$1,000,000.00 available annual aggregate
2. Personal Injury with Employment Exclusion Deleted:
\$1,000,000.00 available annual aggregate

3. Property Damage:
\$1,000,000.00 each occurrence;
\$1,000,000.00 available annual aggregate

C. Comprehensive Automobile Liability:

1. \$1,000,000.00 each person
2. \$1,000,000.00 each accident

D. All policies shall name the Town as additional insureds.

E. All Sub-contractors on this Project shall carry the same coverages as required for the Contractor in A through E of this sub-section, and the Contractor shall determine that such coverage is in effect prior to allowing any Sub-contractor to commence work.

CONTRACTOR'S RESPONSIBILITIES:

Erection of all guide stakes necessary to mark and protect raised structures, curbing, islands, utilities, fuel tank covers and vents.

The awarded contractor shall furnish the Town of Ellington a minimum of two (2) direct telephone numbers with contact names, providing 24 hour access to the awarded contractor's representatives.

The awarded contractor shall submit a list of names of all the contractor's employees along with photocopies of the employee's operator's license to the Director of Public Works prior to the start of the snow removal season.

DAMAGES TO TOWN PROPERTY:

The contractor shall be responsible for the repair or replacement cost of any damage to Town and/or personal property caused by the misuse or negligence caused by the contractor of his employees. This includes but not limited to permanent objects, curbs, fencing, shrubs, trees, and lawn areas. The contractor is responsible for reporting damage to the Town property within seventy-two (72) hours of the occurrence.

RESPONSE TIME:

The awarded contractor shall report within (2) hours of receipt of a call for service with a work crew and equipment sufficient to perform the services requested.

BID PRICES:

Contractors shall submit an hourly rate for equipment and operator in the "Proposal" section of this contract. Contract shall consist of approximately 50 (Fifty) working hours. Additional or fewer hours may be requested and must be billed at the same rate as the awarded bid price. No payments for travel time will be allowed. No overtime rates will be allowed.

PAYMENT FOR SERVICES RENDERED:

Payments will be based on hourly rates submitted by the contractor. Payments will be made after services have been performed. A weekly invoice will be required, accompanied by a copy of the field backup receipt for identifying actual hours worked each day and signed daily by a Supervisor of the Department of Public Works.

ASSESSMENT OF PENALTIES:

In the event the awarded contractor is not providing satisfactory service, or equipment is not in proper working condition, the Town reserves the right to cancel this contract.

REFERENCES:

Contractor will be required to supply the Town of Ellington three (3) references from other municipalities. References will be included on the "Proposal" section of this contract. The municipality's name, contact person and phone number will be required. References will be weighed heavily in the contract award process.

MINIMUM EQUIPMENT REQUIRED: Bid per Hour with an operator.

<u>Quantity</u>	<u>Size</u>	<u>Description</u>
2	3 YD	Wheel Loaders
1	¾ Ton or larger	Pickup Truck with Plow

BID PROPOSAL

The undersigned representative of _____ hereby submits the following bid proposal on the equipment and operator as specified:

1. BID:

Three cubic yard Wheel Loader

Hourly rate \$ _____ Dollars

Additional Three cubic yard Wheel Loader (required per the specifications)

Hourly rate \$ _____ Dollars

Three quarter ton or larger Pickup Truck with Plow

Hourly rate \$ _____ Dollars

Total Hourly rate \$ _____ Dollars

2. FORMULA FOR BID BOND:

Total Bid equals, total hourly rate x 50 (Fifty) hours.

3. BID BOND:

Bid bond to equal 5% of total bid

\$ _____ Dollars

4. EQUIPMENT INFORMATION:

Year _____
Make _____
Model _____

Year _____
Make _____
Model _____

Year _____
Make _____
Model _____

5. OPTIONAL EQUIPMENT:

Description of Equipment _____

Hourly rate \$_____ Dollars

Description of Equipment _____

Hourly rate \$_____ Dollars

Description of Equipment _____

Hourly rate \$_____ Dollars

6. REFERENCES: Three (3) required.

<u>Municipality</u>	<u>Contact Person</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. The undersigned declares that the signer of this proposal is:

- (a) INDIVIDUAL doing business as
- (b) PARTNERSHIP doing business as
- (c) CORPORATION entitled

organized under the laws of the State of _____ and having its

Principal offices at

The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

Signature of Authorized Representative

Print Name and Title

Print Firm Name

Print Street Address

Print City, State and Zip Code

Contact Name

Area Code and Telephone Number

Area Code and Telecopier (Fax) Number