

**TOWN OF SHARON, VT**  
**Request for BIDS**  
**Winter Maintenance of Sidewalks**  
**& Town Building entrances**

Bid Deadline: 3:00PM Thursday, November 5, 2020

**Services Requested:**

The Town of Sharon is soliciting proposals for winter maintenance of sidewalks, town building walkways, entrances, and handicapped ramps. This work will require a combination of mechanized and manual labor.

**Proposed Contract Period: Two (2) winter seasons: November 15, 2020 - April 15, 2022**

**Who is Eligible to Bid:**

Proposers must be a minimum of 18 years of age and be able to provide, transport, operate, and maintain the equipment necessary to perform the required services. Proposers must possess and maintain a valid driver's license during each contract season. Proposers must also acquire and maintain the insurance coverage as required in this request for proposal. Proposers shall be able to perform strenuous manual labor in extreme weather conditions.

**Detailed Scope of Services:**

**Sidewalks:** Contractor will be responsible for sanding or salting, blowing, plowing or shoveling in order to keep sidewalks accessible daily between the hours of 7:00AM and 7:00PM. The Town does not have a 'bare sidewalk' policy. Sidewalk plowing/blowing to be required upon accumulation of 3 inches or as conditions require.

Sidewalks to be maintained begin at Sharon Town Offices, 69 VT Route 132, continue around the corner by Sharon Trading Post, and end at the corner of Fay Brook Road and Rte. 14 across from Tracy's Midway Station. Total sidewalk length is estimated to be .374 miles or approximately 2,000 feet. ***Contractor to supply sand, salt, and de-icing chemicals as-needed.***

**Buildings:** Contractor will be responsible for keeping all entryways and handicapped ramps to the following locations safely accessible in order to provide emergency exits in case of fire or other emergency from 7:00AM – 7:00PM daily as follows:

Baxter Library: 5144 Route 14  
Town Offices: 69 VT Route 132  
Old School House: 79 VT Route 132

**HOW TO BID: BID DEADLINE: 3:00PM - Thursday, November 5, 2020**

- 1) Submit bid form and required attachments VIA EMAIL to [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) by the bid deadline, OR
- 2) Submit bid form and required attachments VIA US MAIL to Sharon Selectboard, P.O. Box 250, Sharon, VT 05065 by the bid deadline (allow at least 5 days), OR
- 3) Submit bid form and required attachments in a sealed envelope via hand-delivery to the Town Offices, 69 VT Rte. 132, between 9AM – 3PM on Thursday, November 5, 2020. Please call 802- 763-8268 x 4 (Selectboard Office) to provide advanced notice to town staff that you are coming. We will have to meet you at the rear entrance.

**Please DO NOT DEPOSIT your bid envelope in the BALLOT BOX at the rear entry to the town offices.**

**Insurance Requirements:**

Bidder shall agree to provide and maintain the following types and amounts of insurance for each season as specified in this request for proposals. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A-, financial size category VII or greater. [www.ambest.com]

**Commercial General Liability** Insurance including but not limited to Bodily Injury, Personal and Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimum, \$1,000,000 Combined Single Limit for each occurrence. *The Contractor must list the Named Member as Additional Insured's on their Commercial General Liability Policy.*

**Commercial Auto Liability** Insurance covering all Owned & Hired and Non-Owned vehicles, with limits of, at minimum, \$1,000,000 Combined Single Limit for each occurrence. *The Contractor must list the Named Member as Additional Insured's on their Commercial Auto Liability Policy*

**Statutory Worker's Compensation Insurance and Employers Liability** with limits of, at minimum, \$1,000,000 any one occurrence. *The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.*

*The Sharon Selectboard reserves the right to select the most responsive bid, which may not be the lowest bid. The Sharon Selectboard reserves the right to reject any and all proposals, if it deems it is in the public's interest to do so.*

**Town of Sharon  
P.O. Box 250  
Sharon, VT 05065**

**BID FORM**

Bid Deadline: 3PM Thursday, November 5, 2020

**Winter Sidewalk Maintenance 2-Season Contract  
November 15, 2020 – April 15, 2022**

**Proposer Name and Contact information:**

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Business Mail Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Description of Work:** Winter maintenance of sidewalks, town building entrances and ramps.

**1. BID ITEM: SIDEWALK MAINTENANCE**

**Bid Unit: Hourly Rate for Equipment + Operator + Materials\* per Event**  
*\*contractor to supply salt, sand, deicing materials*

**Bid for Sidewalk Maintenance**

\_\_\_\_\_  
**Rate per hour**

**2. BID ITEM: CLEARING/SHOVELING BUILDING ENTRANCES/RAMPS**

**Bid Unit: Hourly rate for Labor + Equipment + Materials\* per Event**  
*\*contractor to supply salt, sand, deicing materials*

**Bid for Buildings/Entrances/Ramps**

\_\_\_\_\_  
**Rate per hour**

**Combined bids:**

\_\_\_\_\_  
**Combined Rate/hour**

**Description of Equipment to be used:**

**List 3 professional references:** Please provide names, contact information (including working cell phone #), type of work performed, period when work was performed.

1.

2.

3.

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Attachments to bid form:**

1. Certificate of Insurance outlining required coverages.

**Certificate Holder:**

Town of Sharon  
P.O. Box 250  
69 VT Rte. 132  
Sharon, VT 05065

2. Copy of valid driver's license for all potential equipment operators (if to be hauling equipment to and from sites)

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