

Town of Sharon, VT
Invitation to Bid
2-Season Contract Plowing, Sanding
TH43 (Sharhart Road), Village Sidewalks, Building Entries
November 15, 2023 – April 15, 2025

BID DEADLINE: TUESDAY, OCTOBER 10th, 2023 not later than 5:00PM.

Specifications of Work: The Town of Sharon Selectboard is soliciting proposals from independent contractors for plowing/sanding and winter maintenance as specified below. *Contractors shall provide their own sand, salt, and deicing chemicals.* A 1-ton or ¾ ton truck with plow and sander is sufficient for plowing streets and parking lots. Sidewalk clearing equipment at suggestion of Contractor. Clearing building entries/ramps will require some manual labor.

- **TH43 Sharhart Road:**

Contractor to be responsible for plowing/sanding TH43 Sharhart Road (.14 miles) from Rte. 14 intersection, across railroad tracks, uphill through Wood Lane intersection to turnaround. Contractor to ensure maximum accumulation of 6 inches or less or as conditions require for safe travel. Apply sand/salt as necessary to permit safe travel.

- **TH61 School Street & Parking lots:**

Road must be plowed daily by 6:30AM, then every 3 inches through 5:00PM. School Street (.17 miles) provides access from Rte. 132 to the Elementary School and drop off loop, Old School House Building (Sharon Academy), the Sharon Elementary School parking area and Town Offices. Plowing includes the three parking lots and the asphalt surface around the Old School House building. Parking lots, including the TSA Middle School, the Town Offices and Sharon Elementary, are to be plowed by 7:00AM. Apply sand/salt as necessary to permit safe travel.

- **5114 VT Rte 14 - Baxter Library Access and Parking Lot:**

Plow driveway and parking area by 7:00AM daily then every 6 inches through 5:00PM. This driveway provides emergency access to Sharon Elementary School. The objective is to provide clear access within 12 hours of storm event, contingent upon the State of Vermont's Rte. 14 plowing and storm cleanup schedule.

- **Sidewalks:**

The objective is to keep sidewalks safely accessible during storm events, depending on the rate of and type of precipitation. **Sidewalks should be cleared every 3 inches daily 8:00AM – 5:00PM.** More frequent maintenance will be required during icy conditions. Sidewalks should be bare pavement within 24 hours after a storm event, and contingent upon the State of Vermont's plowing of Rtes. 14/132. Total sidewalk length is estimated at .374 miles (2,000 feet).

- **Town Building Entries, Handicapped Ramps:**

Contractor is responsible for clearing/sanding/deicing entryways and handicapped ramps to ensure they are clear of obstructions or impediments (ice/snow melt from roofs) in order to

provide instant emergency egress. **Contractor will be responsible for clearing Town Offices and Old School House building entryways and ramps by 7:00AM daily, and then as-needed during the following hours of operations:**

Town Offices: 15 School Street; Open Hours: 7AM – 5:00PM (M-Th)
Front & Rear entryways and cement ADA ramp

Old School House: 20 School Street; Open Hours: 7AM – 5:00PM (M-F)
Front & Rear entryways and wooden ADA ramp; two side emergency exits.

Baxter Library: 5144 VT Rte 14 (must be cleared not later than 9AM)
Hours (subject to change)
Monday-Wednesday 2-6pm
Thursday 11am-7pm
Saturday 10am-12pm
Front walkway & Rear porch entry. Front walkway to be cleared within 24 hours of storm event.

Post-Storm Clean Up

1. Town Offices:
Clear access path to the Town Offices Underground Propane Tank and Emergency Generator; clear access to the Ballot Box
2. Historical Society Access:
Contingent on replacement ramp installation in 2023 and building preservation requirements; If needed, would include entryway and ADA ramp.

Requirements for Bidders:

1. Bidders must be at least 18 years old,
2. Bidders must possess and maintain a valid driver's license,
3. Bidders must be able provide and maintain insurance coverages as specified in this RFP for the duration of the contract period,
4. Bidders must be able to provide and maintain equipment suitable for provision of services specified above,
5. Bidders must be able to demonstrate access to winter sand supplies meeting State of VT specifications,
6. Bidders must be able to maintain communication with the Sharon Road Foreman and VT State Police (to report tree damage or ROW obstructions) during weather events and as-needed.

How to Bid: Mail, hand-deliver, or Email Bid Form to: Sharon Town Offices, ATTN: Selectboard, P.O. Box 250, Sharon, VT 05065 or to selectboard@sharonvt.net . *Faxed bids will not be accepted.* For more information concerning this bid opportunity, please contact Sharon Road Foreman Frank Rogers 802-763-7194 (garage). For information about the bidding schedule, contact the Selectboard Assistant (802-762-8168 x 4). Scope and bid form are also available for download at www.sharonvt.net.

Contract Insurance Requirements: The Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that it will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's

operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this Contract. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors, and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

General Liability. Commercial General Liability insurance coverage providing coverage on an “occurrence” rather than on a “claims made” basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Contract), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality’s ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor’s commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

Workers’ Compensation. Workers’ compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer’s liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers’ compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers’ compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status; and (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers’ compensation or employers’ liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain workers’ compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

**Town of Sharon, VT
PO Box 250, 15 School Street, Sharon, VT 05065**

BID FORM
Plowing, Sanding, Winter Maintenance
TH43 Sharhart Road, Village Sidewalks & Municipal Building Entries
NOVEMBER 2023 – APRIL 2025

Contractor Name and Contact information:

Name _____ Business Name _____

Street Address _____

Mail Address _____

Phone: _____ Cell Phone: _____

Email Address: _____

Bid Unit: per occurrence = cost per trip to plow or sand OR cost per visit to clear/shovel.

MUNICIPAL ROADS/SIDEWALKS

- a. Plow/sand Sharhart Road _____
Per occurrence
- b. Plow/sand or salt School Street & parking lots _____
Per occurrence
- c. Plow/sand Baxter Library Access/Parking Area _____
Per occurrence
- d. Sidewalk Plowing/Maintenance: _____
Per occurrence

BUILDING ENTRIES/WALKWAYS:

- a. Baxter Library: clear/shovel 2 entries plus front walkway _____
Per occurrence
- b. Town Offices: clear/shovel 2 entries plus ADA ramp _____
Per occurrence
- c. Old School House: clear/shovel 4 entries plus ADA ramp _____
Per occurrence
- d. Post Storm Clean Up _____
Per occurrence
- e. Bid Alternate:
Historical Society Building _____
Per occurrence

TOTAL BID PER OCCURRENCE (sum all items): _____
Per occurrence

Describe Equipment to be used: _____

List 3 Professional References: Please provide the names, contact information (including working cell phone #), description of work, type of equipment used, dates when work was performed (generally):

- 1.
- 2.
- 3.

Signature of Bidder: _____ Date: _____

Required attachments to bid form:

- 1) Certificate of Insurance Certificate outlining required insurance coverages

Certificate Holder:

Town of Sharon
P.O. Box 250
15 School Street
Sharon, VT 05065

- 2) Copy of valid driver's license for owner and any employee who will be performing services under this contract

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.