

*Town of East Haven  
Bid # 10-110 Snow Removal  
Board of Education*

***SEALED BIDS** may be submitted to the Office of the Director of Finance, at The East Haven Town Hall, lower level, 250 Main Street, East Haven, CT 06512 until 10:45 a.m., local time on Tuesday, June 15, 2010 at which time they will be opened and publicly read aloud.*

*Bids Must be submitted on Forms an in the manner specified. Specifications and forms on which the Bid Must be submitted may be obtained at the office of the Finance Director, lower level, Town Hall, 250 Main Street, East Haven, CT 06512 on Tuesday, May 25, 2010.*

*All inquires concerning Technical Specifications for this Bid should be directed to Joseph Travaglino, at 203 468-3369*

*One original and two copies of the Bid, along with the Bid Bond in the amount of Five Hundred Dollars (\$ 500.00), source information, samples and references are to be submitted.*

*The Director of Finance reserves the right to reject any and all Bids or to waive defects in same if it be deemed in the best interest of The Town of East Have to do so.*

*It is the sole responsibility of the Bidder to assure The Bid is received by the proper authority prior to The Bid Opening time. Bids received after this time will be considered informal and will be rejected. No Bidder may withdraw their proposal within forty-five days (45) of the date of The Bid Opening.*

***All Bids will be in Adobe format and can be viewed and printed from the following site:***

*<http://www.townofeasthavenct.org>*

*Minority and Female owned concerns are invited to participate and will be afforded full opportunity to submit bids and are encouraged to do so.*

*The Town of East Haven is an Affirmative Action Equal Opportunity Employer.*

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*Thomas Thompson  
Director of Finance*

*To be advertised in legal section of the New Haven Register on Tuesday, May 25, 2010*

## **SPECIFICATIONS**

It is the intent of these specifications to furnish the East Haven Board of Education with **Snow Removal and Sanding Services**. These are minimum specifications and the successful contractor should be able to meet the minimum requirements below. Any deviations should be submitted with this bid package on your company letterhead.

### **1.0 General Conditions**

Contractor must submit three (3) commercial references.

### **1.1 Term of Contract**

The contract will begin October 1, 2010 and expire April 30, 2011.

### **1.2 Option to Renew(not applicable)**

The East Haven Board of Education reserves the right to extend the contract for an additional (1) one year period if both parties are in agreement and the prices remain firm.

### **1.3 Termination**

The East Haven Board of Education reserves the right to cancel this agreement with (15) fifteen days written notice.

### **1.4 Method of Ordering**

Individuals specifically authorized by the East Haven Board of Education will place written orders directly to the contractor. A written purchase order number will be given for each project. This number must appear on the invoice as well as where the work was performed and a brief description of what was actually done.

### **1.5 Invoicing**

Invoices must be accompanied by a signed time slip from a Board of Education designated employee, dated the day of the snow removal.

Invoices shall be mailed to East Haven Board of Education, Attn: Finance Department 35 Wheelbarrow Lane, East Haven, Ct. 06513

### **1.6 Delivery**

All labor will be quoted FOB various East Haven Board of Education locations. Travel time for contractor's personnel will not be included as part of this contract.

### **1.7 Repair and Replacement Parts (not applicable to this bid)**

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturer's (OEM) parts. However, all parts or equipment furnished must be equal or exceed that of the original equipment manufacture.

### **1.8 Performance Terms and Conditions**

**Equipment:** The Contractor shall have adequate equipment to service all areas of this contract. Plow trucks shall be equipped with a plow and sanding unit. Sanders will be capable of uniformly distributing sand on roadway and parking lot surfaces at varying application rates.

**Breakdowns and Other Failures / Backup Equipment:** The Contractor shall keep vehicles and equipment operational at all times throughout the contract period. The Contractor shall notify the Director of Buildings & Grounds immediately to report breakdowns or equipment failure. Backup equipment is to be utilized until repairs are completed.

**Communications:** During the snow removal process the Contractor shall inform the Director of Buildings & Grounds by 5:00 AM if the schools will be ready for students and staff by 7:00 AM. This communication is necessary in order to make the decision to delay or close school.

**Sand and Salt:** Washed sand and salt mixture is to be supplied by the Contractor. Mixture shall be 20% salt / 80% sand.

### **1.9 Insurance**

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) Workers Compensation Statutory
- B) Automobile Liability \$1,000,000 (per occurrence)
- C) Commercial General Liability in the amount of \$1,000,000.00
- D) Medical Professional Liability \$2,000,000 limit or more

### **1.10 Access to Work Area**

East Haven Board of Education personnel will identify project areas, storage areas and parking to be utilized by the contractor.

### **1.11 Suspension of Work**

The East Haven Board of Education reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the East Haven Board of Education. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

### **1.12 Equipment Safety**

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and East Haven Board of Education personnel. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the East Haven Board of Education.

### **1.13 Workmanship**

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local law.

### **1.14 Cleaning**

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each work day unless prior approval has been granted by the East Haven Board of Education. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and East Haven Board of Education personnel.

### **1.15 Hours of Work**

All work under this contract will be coordinated with East Haven Board of Education personnel.

### **1.16 Security**

The East Haven Board of Education does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the East Haven Board of Education.

### **1.17 Final Inspection and Acceptance**

The contractor will request an East Haven Board of Education designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items have been corrected, the contractor will request a final inspection. Final project approval is contingent on the final inspection and written approval by the East Haven Board of Education. This shall include an East Haven Board of Education employee's signature on a valid work order.

### **1.18 Property Damage**

Contractor agrees to repair at contractor's expense any damage that was caused to East Haven Board of Education owned property by contractor.

### **2.0 Scope**

The Contractor shall provide snow removal and sanding for designated parking lots and drives for East Haven Schools as described in this document.

*The snow removal is to begin when snow accumulates at 1 inch or more.*

All drives and parking lots will have snow removed from their entire width and length; snow removal is to be 100% completed by 7:00 AM at the High School, 8:00 AM at the Middle School and Elementary Schools.

Snow must be properly placed to minimize the loss of parking spaces; sand and salt is to be applied to all road and parking areas as needed.

### **2.1 Repair Warranties (not applicable to this bid)**

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of (90) ninety days from date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the East Haven Board of Education including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

## **2.2 Labor Rates**

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The East Haven Board of Education will not accept any travel charges. As is general practice in this industry, subcontractors may be used, providing all other specification's listed are adhered to.

## **2.3 Work Hours/Labor Rates**

Work hours are to be determined on snow accumulation. All labor rates are specified in the bid award.

## **2.4 Response Time**

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the East Haven Board of Education.

## **2.5 Major Repairs (not applicable)**

Before major non-emergency repairs (greater than \$4000.00) are approved, contractor shall provide the East Haven Board of Education with a written quotation detailing parts and estimated labor charges within (3) three business days.

*Bidder must list all equipment that will be used to provide services to the East Haven Board of education and any backup equipment that will be available.*

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**PROPOSAL**

We/I have examined the specifications and agree to furnish the East Haven Board of Education with the services as specified accordingly. Any deviations from the specifications will be submitted on your company letterhead.

**Snow Removal rates:**

<b>High School (one inch to 4 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>High School (four inch to 12 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>High School (12 inch or more)</b>	<b>Hourly rate</b>	<b>\$ _____</b>

<b>Middle School (one inch to 4 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>Middle School (four inch to 12 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>Middle School (12 inch or more)</b>	<b>Hourly rate</b>	<b>\$ _____</b>

<b>Elementary School (one inch to 4 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>Elementary School (four inch to 12 inch)</b>	<b>Hourly rate</b>	<b>\$ _____</b>
<b>Elementary School (12 inch or more)</b>	<b>Hourly rate</b>	<b>\$ _____</b>

Company Name:

Address:

Phone Number: \_\_\_\_\_ Fax:

Emergency Phone Number (24 hours):

Signature: \_\_\_\_\_ Title:

Printed Name:

Contractor Commercial License Number