

BRATTLEBORO HOUSING PARTNERSHIPS

REQUEST FOR PROPOSAL

SR-TC 2023

Snow plowing, removal, sanding & Salting

Three year contract

AT

Red Clover Commons I, Fairground Road
Red Clover Commons II, Fairground Road
A.W.Richards Building, Western Ave, Route 9

Issued by:

Christine Hazzard, Executive Director
Brattleboro Housing Partnerships
P.O Box 2275
Brattleboro, VT 05303

Issued: August 28.2023

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**BRATTLEBORO HOUSING PARTNERSHIPS
REQUEST FOR PROPOSAL – SR-TC2023
Snow Plowing/Removal & Salt/Sand Application
(Red Clover Commons I, Red Clover Commons II, A. W. Richards Building)**

PURPOSE

Purpose; Brattleboro Housing Partnerships (BHP) requests proposals from qualified Snow Removal Companies capable of performing snow plowing, snow removal, application of sand & salt on roadways, parking areas and walkways at three of our residential apartment communities located in Brattleboro, VT. The period of the contract will be 10/3/2023- 4/30/2026.

Properties:

(A separate RFP is issued for Melrose Terrace, Hayes Court, Samuel Elliot Apartments, Ledgewood Heights, and Moore Court – reference SR RAD2023

The five properties where the proposed services of this RFP will be performed are: Red Clover Commons I, Red Clover Commons II, A.W.Richards Building. The contractor shall be responsible for understanding each site including the grounds layout and any potential hazards that may affect the services (e.g. parking blocks, curbs, manhole covers, etc.) **A mandatory walk-through of the sites is scheduled for Sept 12, 2023, 10:30 a.m. at A.W.Richards Building and then move to the other sites.**

Snow removal operations at these sites require that tenants move their cars to a cleared area while parking spots are cleared. It is possible that not all cars will be removed in a timely manner. Patterns of plowing and tenant notifications will be outlined by the Maintenance Manager.

GENERAL INFORMATION

To be considered, proposals must be made in accordance with the requirements in this document. Anyone responding to the RFP is required to examine the RFP so as to be fully informed of the extent and character of the services requested, the requirements of the specifications and the requirements in the Attachments.

All expenses incurred in the preparation and submission of the proposal shall be borne by the Respondent. This includes all expenses incurred if an onsite interview is required.

Contractor Personnel: Employees of the Contractor will not be considered BHP personnel. BHP assumes the proposal of certain personnel to be a statement of their availability to do the work.

Contact with BHP: Except as described in this document, there shall be no contact between the Respondent and BHP staff during the selection process.

Billing: The Contractor will bill at least monthly for services performed during the preceding month. The invoice will list each site, the dates of service, and the agreed upon price of said service. Totals per site and for the total invoice will be provided. As a rule, all invoices will be paid within 2 weeks of receipt, but may be longer due to unforeseen circumstances, however will not exceed 3 weeks unless a dispute arises.

Cancellation: BHP reserves the right to cancel this RFP, or to reject, in whole or part, any and all proposals received in response to this RFP, upon determination that such cancellation or rejection is in the best interest of BHP. BHP further reserves the right to waive any minor deficiencies in any proposal received, if it is the best interest of BHP.

Rejection of proposal: A Respondent's proposal will be rejected at any time during the evaluation process and thereafter if there are any adverse findings that would prevent BHP contracting with the Respondent or any person or entity associated with the Respondent.

Award: A proposal will be accepted from the most qualified, responsive and responsible bidder, unless all submissions are rejected. Proposal will be evaluated on a combination of factors as described in this document. A single Respondent will be selected to provide Snow Contractor Services. Awards will be made to conform to BHP's Conflict of Interest Policy.

Contractor Rules and Regulations: Upon award of the contract Contractor must submit proof of insurance and acknowledgement of general rules. (see attachment A).

Retention: All proposals will be the property of BHP, shall be retained by BHP and shall not be returned to the Respondent.

DEFINITIONS

The following are definitions of phrases, terms and acronyms used in this Request for Proposal:

“BHP”: Brattleboro Housing Partnerships a d/b/a of Brattleboro Housing Authority

“Contractor”: The Respondent that was awarded the contract for the work specified in this RFP.

“HUD” : The US Department of Housing and Urban Development

“Maintenance Manager”: David Dearborn, Maintenance Manager for BHP.

“Owner”: Brattleboro Housing Partnerships

“Respondent”: the Company responding to this RFP by submitting a bid or proposal in the specified format.

“Snow Removal Companies”: A company which will provide all services described in this RFP and will have expertise, knowledge, licenses, qualifications and qualified personnel necessary to perform the work as detailed in this RFP.

SCOPE OF WORK

Background

The Contractor and BHP will develop a schedule of snow plowing, removal, sanding & salting designed to ensure snow is plowed/removed and that surfaces are sanded and salted as described herein. The Contractor will coordinate scheduled activities with BHP's Maintenance Manager.

Surface Cleaning:

Road, Driveway and Parking Area surface clearing consists of:

- Monitoring weather and storm to ensure compliance with the following:
 - Communicating with the Maintenance Manager before and during a storm to determine the best approach for surface clearing;
 - Determining an estimated time for surface clearing for each property site with Maintenance Manager;
 - Independently determining what special conditions or needs are present (e.g. freezing rain), or as reported by BHP.
- Plowing, Sanding and Salting: The Maintenance Manager will meet with Contractor to determine schedules and priorities. Unless otherwise instructed by the Maintenance Manager the contractor shall begin snow removal:
 - Within 2 hours of the storm ending if accumulation is under 4 inches, or
 - After 4-6 inches of snow has accumulated as measured from the bare ground; and/or
 - The snow shall be removed if it reaches 4-6 inches again within the same storm, and/or
 - When snow/ice build-up has become hazardous by causing slick conditions, and/or
 - Whenever Maintenance Manager deems it necessary.
- Pre-treatment: Pre-treating is permitted without prior approval by BHP when a snow event of two inches or more is predicted, during threats of severe ice accumulation on roadways and sidewalk, and/or as request by Maintenance Manager.

Trucking and removal of Plowed Snow: \

The Contractor is responsible for the cost of loading, transporting, and legal disposal of excess snow in the event storage capacity is exceeded as determined by Maintenance Manager. To achieve this the Contractor must have access to a bucket loader. This cost must be reflected in the bid. (see Attachment C)

Equipment, materials, supplies and tools:

The contractor is expected to supply all needed equipment, materials, supplies and tools to achieve the above services.

TIME LINE

Issuance of RFP:	August 28, 2023
Site Walk-Through	September 12, 2023
Deadline for Submission of Questions regarding RFP:	September 15, 2023
Final Response to Question Regarding RFP (Addenda)	September 20, 2023
Deadline for Submission – must be received by BHP by:	September 27, 2023, 4:00 p.m.
Notification of Selection of Contractor:	October 3, 2023

Site Walk-Through: The Site walk-through scheduled for September 11, 2023 is **mandatory** for all those submitting a proposal. It will begin at 10:30 on 9/12/23 at A. W. Richard and then move to the other two sites. BHP Maintenance Manager, David Dearborn, will represent BHP.

Questions Regarding the RFP All questions regarding this RFP must be submitted in writing to Christine Hazzard, Executive Director, by e-mail, chazzard@brattleborohousing.org, not later than September 15. Answers will be posted on BHP's website www.brattleborohousing.org in the form of an addendum no later than September 20, 2023. No other question concerning this solicitation will be considered outside of this formal process.

SUBMISSION

Complete proposals must be received by BHP by **4:00 p.m. Wednesday, September 27, 2023**. Incomplete proposals will not be considered. (see Attachments B & C)

One written copy of the proposal is to be submitted by email, postal mail, or in person to Christine Hazzard, Executive Director, RFP# SR-RAD2023, chazzard@brattleborohousing.org Brattleboro Housing Partnerships, P.O Box 2275, 224 Melrose Street, Brattleboro, VT 05303.

EVALUATION CRITERIA

All proposals will be evaluated based on the criteria outlined below. BHP may reject any or all proposals that are determined not to be in BHP's best interest. In addition, BHP reserves the right to waive any information or minor irregularities if it serves BHP's best interest. Minor omissions may, at the sole option and discretion of BHP, be corrected subsequent to the submission due date.

In general BHP is seeking a Snow Contractor that has the following qualifications

- All employees of the Contractor that work at BHP properties will be highly qualified,
- The ability to exercise extraordinary care in performing Snow Plowing/Removal & Salting/Sanding tasks as many of our residents are elderly or disabled,
- The understanding that slip and fall hazards are of special concern to BHP and its residents.

The above criteria shall be used in making the point determinations for each element below:

1. **Understanding of the Scope of Work.** Degree to which the Respondent demonstrates an understanding of the scope of work, familiarity with the tasks as presented (25 points)

2. **Experience and Qualifications.** The experience and qualifications of the Respondent as evidenced by work with similar Scope of Work. (30 points)
3. **Reasonableness of Fee.** The fee is proposed in a format which makes it understandable and includes all requirements as detailed in Attachment B. (35 points)
4. **Quality of References.** The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Respondent's competence (25 Points)
5. **Minority/Women owned business.** (5 points)

SELECTION PROCESS AND NOTIFICATION

After review and evaluation of all proposals, the one that is the most qualified, responsive and reasonable will be offered a contract (unless all submissions are rejected). Each Respondent will be notified of the decision whether or not they are awarded a contract. The notification will be made by October 3, 2023. It will be by email.

ATTACHMENT A CONTRACTOR RULES AND REGULATIONS

INTENT

The intent of this document is to provide clear direction to the Contractor regarding the Rules and Regulations at BHP properties. The direction provided here will assist the Contractor in maintaining a safe, efficient and civil environment appropriate to working in residential neighborhoods where families, elderly persons and persons with disabilities may reside.

The Rules and Regulations as set forth in the document may be of help in the bidding process as compliance efforts may result in administrative or other costs. They do not supersede or preclude requirements as set forth in Federal, State and Municipal or other jurisdictional laws.

INSURANCE REUQUIREMENTS

Worker's Compensation

The Contractor shall carry Worker's Compensation insurance for all employees engaged in work at the site, in accordance with State of Vermont Worker's Compensation Laws.

Comprehensive General Liability

Coverage shall have minimum limits of \$1,000,000. Per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and completed operations and contractual liability.

Automobile Liability

Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include – owned vehicle, hired and non-owned vehicles and employee non-ownership.

Professional Liability

\$1,000,000 per occurrence (if applicable)

Additionally Insured Language

Brattleboro Housing Partnerships is to be listed as additional insured on all the comprehensive general liability and business auto liability policies. BHP shall be named as the Certificate Holder using the following name and address:

Brattleboro Housing Partnerships
224 Melrose Street
Brattleboro, VT 05301

Renewal certificates shall be sent to BHP via fax or aml (to the above address) 30 days prior to any expiration date. In addition, there shall be a 30-day notification to BHP in the event of cancellation or modification of any stipulated insurance coverage.

SAFETY

Any person operating a mot vehicle must observe posted speed limits and other notices

Materials must not be used or left in a manner as to impeded, create a tripping hazard or present other potentially unsafe conditions. If questions arise the Maintenance Manager will be consulted.

DAMAGE

Contractors must report any damage caused by them, their employees or subcontractors, within 24 hours, to the Property Manager or Maintenance Manager so that the situation can be addressed proactively. Non-disclosure resulting in an investigation could result in contract termination.

COMPLIANCE

The Contractor shall be in compliance with all federal, state, and local codes and ordinances, including but not limited to those set forth by OSHA, EPA, DOT, EEP, Town of Brattleboro, Brattleboro Fire Department and Health Officer.

HAZARDOUS MATERIALS

HAZCOM standards will be enforced. Material Safety Data Sheets, MSDS, must be provided for all coating, solvents, adhesives, cleaning supplies, ice melt products and any and all other materials and chemicals as identified in the OSHA Hazardous Communication Standards. All products must be stored and dispensed in original containers or in containers with an affixed label with information as prescribed by OSHA. Contractor must provide a copy to BHP and keep their own MSDS in approved binders in the required format and kept per OSHA regulations.

All chemicals and other hazardous materials must be removed from the property and disposed of properly. They cannot be poured into drains, poured/dumped on the ground or thrown in the trash.

ATTACHMENT B
RFP SUBMISSION SHEET
SR-TC 2023

Red Clover Commons I, Red Clover Commons II, A.W.Richards Building

Company Name: _____

Address: _____

For each of the contacts below provide Name, Phone number, email address:

Primary Contact: _____

Billing Contact: _____

On-Ground Contact during storms: _____

Women/minority owned business Yes No

Describe your understanding of the scope of work and your familiarity with the services to be provided. Describe how your company and personnel have the skills, experience and expertise to provide these services in a quality and timely manner at the sites listed above. Use additional pages if needed.

**ATTACMENT C
CONTRACT FEES & REEFERNCES**

Surface Cleaning

Estimated time to provide all required services (based on 4 inch storm):

Red Clover Commons I _____
Red Clover Commons II _____
A W Richards Building _____

Hourly Rate:

Aggregate for combined jobs/tasks _____
(breakdown optional)

Excess Snow Removal from sites:

Cost per load (all costs included) _____
Load size – truck bed capacity _____

REFERNCES

Name: _____ : _____ Company _____

Phone _____ email _____

Name: _____ Company _____

Phone _____ email _____