



Brattleboro Housing Partnerships, PO 2275, Brattleboro, VT 05303

Request for Proposal SR2026

Request for Proposal

Companies for Snow Plowing, Removal, Sanding & Salting (3 year contract)

For the Brattleboro Housing Partnerships

At the Following Properties located In Brattleboro, Vermont

Hayes Court

Melrose Terrace

Samuel Elliott Apartments

Moore Court

Ledgewood Heights

Issued by:

Christine Hazzard

Executive Director

Brattleboro Housing Partnerships

P.O. Box 2275

Brattleboro, VT 05303

Issued on August 11, 2026

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PURPOSE/REQUIREMENTS

Purpose - the Brattleboro Housing Partnerships (BHP) requests proposals from qualified Snow Plowing, Snow Removal Companies capable of performing snow plowing, snow removal, applying sand & salt on roadways and walkways at five of our residential apartment communities located in Brattleboro, VT. The period of the contract will be 10/1/2026 to 4/30/2029.

Requirements - To be considered for selection, respondents must have the equipment, personnel, expertise, capabilities, and resources to complete the stated duties at all sites.

REQUIREMENTS

The five properties where the proposed services will be performed are described as follows: Melrose Terrace, Hayes Court, Samuel Elliot Apartments, Ledgewood Heights and Moore Court.

The contractor shall be responsible for visiting each site pre proposal to review the scope of work, including reviewing the grounds layout and any potential hazards that may affect the plowing services (e.g., parking blocks, curbs, manhole covers, etc.). Once contract is awarded then the contractor and appropriate staff will attend an annual site visit each October to review and clarify site maps and scope of work.

The contractor will provide the needed equipment, supplies, salt and vehicles to remove snow, sand and salt as efficiently as possible as required. When snow removal is required, the Contractor must arrive within 2 hours of a storm ending, or if the storm is large and/or ongoing, the snow shall be removed from roadways when it has reached 4" to 6" as measured from the bare ground. The snow shall be removed if it reaches 4" to 6" again within the same storm regardless of the amount. Removal of snow from parking areas will generally only occur when a storm has ended or unless the storm is forecasted to require the snow be removed twice.

Snow removal operations 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. Established patterns of plowing and tenant notifications will be outlined by the Maintenance Director or Assistant Maintenance Director.

Section 1.00

SNOW REMOVAL AND ICE TREATMENT CONTRACT SERVICES

1.01 Definitions

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

"BHP" shall refer to: Brattleboro Housing Partnerships a d/b/a Brattleboro Housing Authority

"HUD" shall refer to: The US Department of Housing and Urban Development

"Snow Removal Companies" shall mean: A company which will provide all services and will have expertise, knowledge, licenses, qualifications, and qualified personnel necessary to perform the work as detailed in this Request for Proposal.

"Owner" or "The Owner" shall refer to: Brattleboro Housing Partnerships.

"Respondent" shall mean: The Company responding to this RFP by submitting a bid or proposal in the specified format.

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“The Work” shall mean: All tasks necessary to remove snow and treat icy surfaces described herein to the highest level of expertise and standards.

“Event” shall mean: The clearing of snow and treatment using salt and sand within the specified parameters. Example: One Event is the clearing of snow from roadways even if the storm is continuing. There may be more than one Event per storm.

1.02 Scope of Work

1.02. A Background

The selected respondent, (Contractor) and the BHP will develop a schedule of snow plowing, removal, sanding & salting designed to ensure that snow is plowed/removed and that surfaces are sanded & salted as described herein. The Contractor will coordinate scheduled activities with the Maintenance Director or Assistant Maintenance Director.

1.02. B Surface Clearing

Road, Driveway and Parking Area surface clearing consists of:

- Monitoring weather and storm to ensure compliance with the following:
 - Communicating with the Maintenance Director or Assistant Maintenance Director 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 Director or Assistant Maintenance Director.
 - Independently determining what special conditions or needs are present (e.g. freezing rain), or as reported by BHP.
 - Communicating the time when residents must be notified by BHP to move vehicles, at least 30 min prior to ETA
- Plowing, Sanding and Salting: Unless otherwise instructed by the Maintenance Director or Assistant Maintenance Director the contractor shall begin snow removal:
 - after 4-6 inches of snow has accumulated; and/or
 - when snow/ice build-up has become hazardous by causing slick conditions; and/or whenever, at BHP’s discretion, BHP deems otherwise necessary.
 - It is required that the contractor complete snow removal and salting/surface treatment of the locations specified as Emergency Egress and address hazardous conditions within 3 hours of notification. It is understood that snow cleanup work will continue throughout the proceeding 12 hours after a storm ends to complete the clearing and surface treatment of all roadways, parking, walks, ADA 2nd egress and trash & recycle areas.
 - 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 sidewalks, and/or as requested by property management staff.

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1.02.C Trucking & Removal of Plowed Snow

- The bids should include an hourly cost for the loading, transport, and legal disposal of excess snow in the event storage capacity is exceeded. The Contractor must have access to a bucket loader.

1.02. D Equipment, Materials, Supplies and Tools

- The contractor is expected to supply all needed equipment, materials, supplies and tools to efficiently clear roadways, walkways and parking areas.

Section 2.00

SUBMISSION REQUIREMENTS/ INSTRUCTIONS FOR SUBMISSION

Responses to this RFP must include all sections listed below. The instructions below provide guidance for the preparation of proposals. Their purpose is to ensure that all proposals are complete, contain all essential information and can be easily evaluated. This will enable the reviewer to conduct a thorough examination of each proposal. PLEASE COMPLETE "Attachment A – RFP RESPONSE FACT SHEET" TO SUMMARIZE THE INFORMATION DESCRIBED BELOW, WHICH IS REQUIRED.

2.01 References

Please provide a brief summary of the work:

1. The name and address of the company
2. The contact name and phone number and email address

2.02 Fees/ Contract Amounts/ Proposal Format

See Attachment D for Rate Schedule Spreadsheet

2.03 Supplemental Materials

Respondents shall list, on a separate page, by item, any other information or materials to be submitted as part of its response that it believes will be helpful to BHP in evaluating its response to this RFP. BHP reserves the right to invite any or all respondents to submit additional clarifying information.

Section 3.00

EVALUATION CRITERIA

It is anticipated that Respondents to this RFP will be the Snow Plowing, Removal, Salting & Sanding Contractors, (Snow Contractors) specializing in the various skills needed for the type of work described herein. All proposals will be evaluated based on the criteria outlined below. The reviewer(s) will determine a competitive range based on the established criteria and point system for competitors to fall within the zone of consideration. The BHP may reject any or all proposals that are determined not to be in the BHP's best interest. In addition, the BHP reserves the right to waive any informalities or minor irregularities if it serves BHP's best interest in doing so.

All proposals will be initially reviewed to determine compliance with the Format Requirements specified within this solicitation. Proposals that do not comply with these requirements may be rejected without

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further review. 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 persons working at BHP properties will be highly qualified.
- Demonstrated commitment to employ Public Housing residents per Section 3 of the Code of Federal Regulations (CFR 24, 135 section 3).
- The ability to exercise extraordinary care, thoroughness and reliability in performing Snow Plowing, Removal, Sanding & Salting tasks as many of our residents are elderly or disabled.
- The understanding that slip and fall hazards are of special concern.

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 Respondents demonstrate 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 Contractor as evidenced by work with similar properties. (30 points)
3. **Reasonableness of Fee.** The fee is proposed in a format which makes it understandable and includes all requirements as detailed in sub section; 2.02 Fees/ Contract Amounts. (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. (20 points)
5. **Section 3 Employment.** The employment of low-income residents per 24CFR, 135. (5 points)
6. **Minority/ Woman owned business.** (5 points)

Section 4.00

SELECTION PROCESS

All responses to this RFP shall be submitted by the date and time specified in subsection 5.01 of this document. Respondents must agree to conform to the requirements outlined in sub section 2.0 of this document as a subsequent condition to contract award.

To ensure receipt of addenda to this RFP, Respondents must register their interest by electronic mail, or regular mail at the address listed in 5.01 below. Respondents should include an e-mail address, and postal address to ensure receipt of materials distributed by BHP as part of the procurement process.

Section 5.00

GENERAL CONDITIONS INTRODUCTORY

To be given consideration, proposals must be made in accordance with the following instructions and must be received by BHP not later than the date and time set forth in sub-section 5.01 below. BHP reserves the right to reject any or all proposals and to waive technicalities and informalities. **BHP requires that respondents attend the pre-bid site walk-through at all properties and commit to an annual site walk each October with all appropriate staff. Respondents must address the entire scope of work proposed for all sites.**

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5.02 Questions Regarding the RFP

All questions regarding this RFP must be submitted in written form to Christine Hazzard, Executive Director, by e-mail to chazzard@brattleborohousing.org not later than August 31, 2026, in order to be considered. Answers will be sent via email to all registered recipients of the RFP in the form of an addendum to all vendors selected to receive this RFP. The final addendum will be issued no later than September 4, 2026. No other questions concerning this solicitation will be considered outside of this formal addendum process.

RESPONDENTS SHOULD NOT ATTEMPT TO CONTACT ANY BHP EMPLOYEES OR RESIDENTS REGARDING THE PROPOSAL

5.03 Time table for the RFP Process

Site Walk through:	<u>August 24, 2026</u>
Deadline for Submission of Questions Regarding RFP:	<u>August 31, 2026</u>
Final Response to Questions Regarding RFP (Addendum):	<u>September 4, 2026</u>
Deadline for Proposal: Must be received at BHP by:	<u>September 10, 2026</u>
Notification of Selection of Snow Contractor Company:	<u>September 30, 2026</u>

SECTION 6.00

REQUEST FOR PROPOSAL TERMS

6.01 No Adverse Findings

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. Such adverse findings include, but are not limited to:

- Violation of Federal, State or local laws which resulted or will result in police or judicial action.
- Harassment conviction or pending case.
- In REM foreclosure, sale of tax lien or substantial tax arrears.
- Delinquent on any Federal, State or City obligation for twelve (12) or more months.
- A record of substantial building code violations or litigation against properties owned and/or managed by the Respondent or any entity or individual that comprises the Respondent.
- Conviction for fraud, bribery or grand larceny.

6.02 Retention

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

6.03 No Warranty

Respondent is required to examine the RFP, specifications and instructions pertaining to the services required. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and the

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requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

6.04 Expense of the RFP Submission

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

6.05 Cancellation

BHP reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its 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 in the best interest of BHP to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of BHP.

6.06 Time/Fixed weekly costs

Time, if specified in a number of days, will include Saturday, Sunday, and Holidays, unless otherwise stated herein. Snow and ice Remediation Services are bid at a fixed cost. Should the vendor incur employee overtime costs or other costs meeting the agreed upon schedule, the additional cost is not BHP's.

6.07 Personnel

The procured contractors will not be considered BHP personnel, and the BHP assumes the proposal of certain personnel to be a statement of their availability to do the work.

6.08 Contact with BHP

Except as described above, there shall be no contact between the Respondent and BHP staff or residents during the selection process.

Department of labor Wage Determination for Windham County State of Vermont:

Ensure compliance per the following website

<https://www.wdol.gov/dba.aspx>

6.09 BILLING

The selected vendor will bill at least monthly for Snow Contractor services performed during the preceding month. The invoice will list each site, the dates the snow removal or salt and sand application were performed, and the agreed upon price of said service. Totals per site and for the total invoice will be provided. All invoices will be paid within 2 weeks following receipt of invoice as a rule, but may be longer due to unforeseen circumstances, but will not exceed 3 weeks unless a dispute arises.

Attachments:

Attachment "A" **Contractor Rules and Regulations**

Attachment "B" **RFP Response Fact Sheet**

Attachment "C" **Billing**

Attachment "D" **Rate Schedule**

*Attachment "D" is available as a digital fillable excel spreadsheet by request

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**ATTACHMENT A
CONTRACTOR RULES AND REGULATIONS**

INTENT

The intent of this document is to provide clear direction to the Contractor and Service Provider regarding the Rules and Regulations at BHP properties. The direction provided here will assist the Contractor/Service Provider 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 this document may be of help in the bidding process as compliance efforts may result in administrative or other costs. The Contractor Rules and Regulations do not supersede or preclude requirements as set forth in Federal, State, and Municipal or other jurisdictional laws, regulations and ordinances.

SECTION A1.00

INSURANCE REQUIREMENTS

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 vehicles, hired and non-owned vehicles and employee non-ownership.

Professional Liability:

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

Additionally Insured Language:

The Brattleboro Housing Partnerships is to be listed as additional insured on all the comprehensive general liability and business auto liability policies. The Brattleboro Housing Partnerships 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 mail 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. Please send certificates to the address listed above.

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SECTION A2.00

GENERAL RULES AND REQUIREMENTS

- Neither the BHP nor any BHP employees will provide, supply or lend for use by a service provider, contractor or any other non BHP personnel, equipment, tools, ladders, meters or chemicals. Contractors are required to supply all of the above.
- All tools and materials must be stored in a neat, orderly and secure manner.
- All chemicals and other hazardous materials must be removed from the property and disposed of properly. Hazardous materials, including gasoline, paint, oil and adhesives, cannot be poured into drains, poured/ dumped on the ground or thrown in the trash.

A2.01 Safety

Drivers, equipment operators and others operating motor vehicles in occupied or partially occupied neighborhoods must observe posted speed limits.

- Tools, materials, electrical cords or other items used in common areas, sidewalks, corridors or public ways must not be used in such a manner as to impede, create a tripping hazard or present other potentially unsafe conditions. Precautions must be taken when performing overhead work, using snow blowers, saws or other equipment to prevent injury from falling or impelled/projected objects.
- Flammable or toxic materials and other harmful substances must not be accessible to people or animals and must be stored in approved, closed containers and in fire rated cabinets. Paint brushes cannot be left to soak in paint thinner, unattended or inside of a structure.

A2.02 DAMAGE

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

A3.00

COMPLIANCE

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

Special attention will be paid to regulations that may affect the health and safety of BHP residents and employees including HAZMAT, HAZCOM and Fire Codes.

A3.01 Hazardous Materials Communication- NA

The Contractor/ Service Provider must be aware that HAZCOM standards will be enforced. Material Safety Data Sheets, MSDS, must be provided for all coatings, 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. The contractor must provide a copy to BHP and keep their own MSDS in approved binders in the required format and kept per OSHA regulations.

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Attachment B –
RFP Response Fact Sheet

Respondent's Company Name_____

Primary Contact: Name, Address, Telephone, e-Mail

Billing Contact: Name, Address, Telephone, e-Mail ☐ Check if same as Primary Contact

On the Ground Contact during storms: Name, Telephone ☐ Check if same as Primary Contact

Please list two references who can describe your performance completing work similar in nature to the work/environments described herein.

Company Name_____

Contact Person _____ Phone _____ e-Mail_____

Address _____ Town_____ State_____ Zip_____

Brief description of the services performed

Company Name_____

Contact Person _____ Phone _____ e-Mail_____

Address _____ Town_____ State_____ Zip_____

Brief description of the services performed

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Please describe related qualifications of your Company, Management & Staff as they related to the work and nature of the responsibilities described, herein.

Please describe your demonstrated commitment to employ Low Income Residents.

The ability to employ extraordinary care, thoroughness and reliability in performing Snow Removal – Sanding and Salting as many of our residents are elderly or disabled.

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Attachment C - Billing

BILLING

The selected vendor will bill at least monthly for Snow Contractor services performed during the preceding month. It is preferred for Snow Contractor to bill after each storm. The invoice will list each site, the dates the snow removal or salt and sand application were performed, and the agreed upon price of said service. Totals per site and for the total invoice will be provided. All invoices will be paid within 2 weeks following receipt of invoice as a rule, but may be longer due to unforeseen circumstances, but will not exceed 3 weeks unless a dispute arises.

* The respondent selected will meet occasionally, on-site, with the Maintenance Director or Assistant Maintenance Director, within reason, to discuss issues, concerns and special projects. It is expected that the respondent will not bill for such meetings.

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Attachment D – Rate Schedule

Site	Task	Area	Hourly Rate	Per Event Hour Estimate	Equipment Costs	Material Costs	Per Event Estimate	Total
Hayes Court								
	Plowing/pushing	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Applying Sand & Salt	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Hand Shoveling	Walks & utility access paths						
	Snow Trucking							
Moore Court								
	Plowing/pushing	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Applying Sand & Salt	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Hand Shoveling	Walks & utility access paths						
	Snow Trucking							

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Ledgewood Heights								
	Plowing/pushing	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Applying Sand & Salt	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Hand Shoveling	Walks & utility access paths						
	Snow Trucking							
Sam Elliot Apt.								
	Plowing/pushing	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Applying Sand & Salt	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Hand Shoveling	Walks & utility access paths						
	Snow Trucking							

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Melrose Terrace								
	Plowing/pushing	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Applying Sand & Salt	Driveways & Emergency Egress						
		Parking Areas						
		Walks & utility access paths						
	Hand Shoveling	Walks & utility access paths						
	Snow Trucking							