



Request for Qualifications

Town of Suffield, Connecticut Snow Plowing Contractors

The Town of Suffield is seeking proposals from qualified contractors to provide Snow Removal services to remove and clear snow on Town roads for the upcoming winter seasons.

Contractors who meet the Town's requirements will be kept on the qualified snow plowing contractors list for a period of three years. Qualified Contractors shall be available on-call for snowplowing of town roads and parking lots during snow storms. To be considered for plowing work, return the attached qualification forms (Pages 5-8) to the Highway Department at 42 Ffyer Place by **10 a.m. Thursday November 8, 2018**. Any questions should be directed in writing to Linda Zaffetti at lzaffetti@SuffieldCT.gov

The Town of Suffield reserves the right to waive any informality in any submissions, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment are in the Town's best interest.

Non-Discrimination in Employment; Bidders on this work will be required to comply with the President's Executive Order No. 11246. The Town of Suffield is an affirmative action and equal opportunity employer. Minority/Women's Business Enterprises are encouraged to apply.

INFORMATION FOR BIDDERS

1. **BID BOND** – A bid bond is not required for this project. Any bid may be withdrawn by the bidder prior to the time scheduled for receipt of bids. No bid may be withdrawn within 60 days of the bid opening.
2. **REQUESTS FOR INFORMATION** – Requests for Information (RFI) will be accepted through **Tuesday, November 6, 2018, at 10 a.m.** in writing to Linda Zaffetti at lzaffetti@SuffieldCT.gov, respectively. All addenda will be issued by Wednesday November 7, 2018 at 12 p.m.
3. **CERTIFICATION OF QUALIFICATION** – The Town may make such investigations as it deems necessary to determine the ability of the respondent to perform the work and the respondent shall provide the Town with any information requested for this purpose. The Town

reserves the right to reject any qualifications if the investigation indicates that the respondent is not qualified to complete the project or has previously failed to properly perform or complete on time any contract.

4. **RIGHT TO REJECT BID** - The Town reserves the right to reject any or all respondents. Any response which contains any omissions, alterations of form, additions or alternates not called for, erasures or corrections, or any irregularities may be disregarded or rejected as improper except that the Town may waive any defects or irregularities. **Any proposals that are submitted or received after the scheduled closing time for receipt of proposals will be rejected.**
5. **INSURANCE** - The Town will not enter into Agreement with the Contractor for any work under this project until required insurance as detailed under SCHEDULE OF INSURANCE has been obtained and the Town has received certificates of insurance, nor shall the Contractor permit any subcontractors to commence work until similar insurance has been obtained and the Town has received certificates of insurance. All policies shall hold harmless the Town of Suffield and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon (30) days notice to the Town.
6. **FAILURE TO EXECUTE CONTRACT**- If the successful bidder fails to execute the contract within twenty (20) days after the mailing of the Notice of Award of the Contract, and then the Contractor shall be deemed to have refused to enter into the contract and to have waived all claims to the work. The Town shall then have the right to contract with the next acceptable bidder to perform the work under this contract.
7. **EQUIPMENT**: The Contractor shall supply all equipment, tools, materials and supplies necessary to accomplish the designated tasks called for under this Agreement. The Contractor will use his own equipment i.e. plow trucks, sanders or loaders. The Contractor is responsible for the costs of his own fuel and equipment maintenance. The Highway department will supply all sand or salt as required to accomplish the work.
8. **RATES**- The Contractor shall be compensated by the Town at a rate of: Eighty Dollars (**\$80.00**) per hour for the use of a pickup truck with plow; One Hundred Forty Dollars (**\$140.00**) per hour for the use of a six-wheeled vehicle and sander with a GCWR of 26,001 or more pounds and One Hundred Fifty Dollars (**\$150.00**) per hour for the use of a bucket loader.
9. **PAYMENT**: The Contractor shall submit invoices for all hours worked to the Highway Foreman. Such invoices shall be reviewed and subject to approval by the Highway Foreman who will submit it to the Finance Department for payment. Payments will be made in accordance with the schedule established by the Finance Department.
10. **QUALIFICATION FORMS**: The Contractor shall provide the Town with signed copies of all of the attached forms sufficiently completed.

SPECIAL CONDITIONS:

1. The Contractor, Consultant, or Vendor agrees that if selected as a qualified contractor for the Town that they are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances.
2. Should the Contractor, Consultant, or Vendor be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity.
3. The Contractor shall incorporate the above paragraphs into any sub-contracts or purchase orders.
4. Contractors signature on this contract, or the Vendors order acknowledgement, acknowledge receipt and review of the Suffield Code of Ethics.
5. Contractors, Consultants, and Vendors shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics.
6. PERMITS – Contractor responsible for permits. Permit fees do not apply to the architectural and engineering services.
7. WORKER’S COMPENSATION – The Contractor shall also carry Worker’s Compensation Insurance as required by the State of Connecticut for all employees engaged in this project. Sub-Contractors hired by the Contractor shall comply with this requirement unless their employees are covered by the protection of the Contractor’s Workers Compensation insurance and the certificate of insurance furnished by the Contractor so stipulates.
8. Contractor is responsible for all code and regulatory compliance.

SCHEDULE OF INSURANCE:

• **Commercial General Liability:**

Combined Single Limit \$ 1,000,000 each occurrence
\$ 3,000,000 general aggregate
\$ 3,000,000 product/completed operations aggregate
\$1,000,000 personal & advertising injury
\$300,000 damage to rented premises each occurrence
\$10,000 medical expenses

• **Business Automotive Liability:**

Combined Single Limit \$ 1,000,000 each accident

• **Workers Compensation/Employer Liability:**

\$100,000/\$500,000/\$100,000

• **Umbrella Liability:**

\$ 1,000,000 each occurrence

\$ 1,000,000 aggregate

Acord **Certificates of Liability Insurance**- Form ACORD 25 (2001/08)

The Town will not enter into Agreement with the Contractor for any work under this project until required insurance has been obtained and the Town has received a certificate of insurance. The Town of Suffield is included as additional insured as respects to the insured's general liability operations for this contract.

NOTE: If an Umbrella Policy or Excess Liability Policy is used to meet the minimum limits, it must be at least as broad in coverage as the underlying. Any exceptions should be listed.

NON-COLLUSIVE/NON-CONFLICT STATEMENT FOR RFQ

HR1-1819

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. The contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. No Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Suffield, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. He/she has read the Suffield Code of Ethics, set forth by the Town of Suffield, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she nor his/her firm/company are in violation of the Code with respect to this bid.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Suffield to consider the bid and make an award in accordance therewith.

Signed _____

This _____ day of _____, 2018.

Legal Name of Bidder (Printed): _____

Business Name: _____

Business Address: _____

Suffield Ethics Commission

ACKNOWLEDGEMENT/COMMITMENT FORM

I hereby acknowledge receiving a copy of the Suffield Code of Ethics, dated April 10, 2006, and I hereby commit to exercising my responsibilities, as a part of the town government, commission, agency, or other Suffield official organization, in accordance with the provisions of the Suffield Code of Ethics.

I also understand that this Suffield Ethics Acknowledgement/Commitment Form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's office.

Signed _____

Date _____

QUALIFICATION FORM

**SNOW REMOVAL QUALIFIED LIST
TOWN OF SUFFIELD**

**Town of Suffield
Department of Public Works
230C Mountain Rd., Suffield, CT 06078**

The undersigned declares he has carefully examined the Request for Qualifications to perform snow removal work and is willing to accept said work on an as needed basis at a rate of:

- Eighty Dollars (**\$80.00**) per hour for the use of a pickup truck with plow.
- One Hundred Forty Dollars (**\$140.00**) per hour for the use of a six-wheeled vehicle and/or sander with a GCWR of 26,001 or more pounds.
- One Hundred Fifty Dollars (**\$150.00**) per hour for the use of a bucket loader.

The above price includes the cost of all work to complete the project whether specifically stated or not. The undersigned certifies that he has not colluded with any individual or firm which has a competitive interest in responding to this Bid.

Signature of Contractor: _____ Title: _____

Name and Title (printed): _____

Please state why you are qualified to perform snow removal services for the Town of Suffield:

QUALIFICATION FORM (CONTINUED)

Information about Contractor:

Name of Firm: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Please provide three required References (with phone numbers) that can speak to the quality of your work:

(1) Municipality or Company: _____

Contact Person/Phone No. _____

(2) Municipality or Company: _____

Contact Person/Phone No.: _____

(3) Municipality or Company: _____

Contact Person/Phone No.: _____

Have you previously provided snow removal services for the Town of Suffield? Yes / No

Do you have insurance sufficient to comply with the attached schedule of insurance? Yes / No

I hereby certify that the information contained herein is true and accurate:

Signature of Contractor: _____ Title: _____

Name and Title (printed): _____