



## Voluntown/Sterling Transfer Station Snow Plowing Services

The Voluntown/Sterling Transfer Station is issuing this Request for Proposal for the Snow/Salt/Sanding Services for 514 Brown Road, Voluntown, CT.

### Bid Proposal Data:

RFP#: Voluntown-Sterling Transfer Station 2024/2025-1  
Title: Voluntown/Sterling Transfer Station Snow/Salt/Sanding Services  
Issue Date: September 5, 2024

### Bid Proposals Timeframe:

RFP Issued: September 5, 2024  
Responses Due: September 24, 2024, Tuesday @ 12:00 pm

Responses Sent to: Voluntown/Sterling Transfer Station  
PO BOX 382  
115 Main Street  
Voluntown, CT 06384

Questions Sent to: Julie Zelinsky 860-376-5880  
[jzelinsky@voluntown.gov](mailto:jzelinsky@voluntown.gov)

# Voluntown/Sterling Transfer Station Snow/Salt/Sanding Services

The Voluntown/Sterling Transfer Station (hereinafter referred to as Transfer Station) invites interested and qualified parties (hereinafter referred to as Contractor, Respondent, or Proposer) to submit qualifications and fees based on the requirements and work scope detailed in this request to provide "ON-CALL" services for **SNOW/SALT/SANDING SERVICES FOR THE V/S TRANSFER STATION**

All work performed for the Transfer Station in this capacity shall be under the direction of the Transfer Station Foreman or its designee. The information contained herein outlines the intent and scope of this request and the guidelines governing the submission of a proposal.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the V/S Transfer Station and the successful proposer.

## A. PREPARATION OF PROPOSALS

1. One (1) ORIGINAL of your proposal shall be submitted using the forms contained herein. All proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation.
2. Contractors may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements of this request.
3. Additional lines have been left on the bid proposal form to add any additional worker or equipment types that the bidder feels may be applicable.
4. Administration charges shall be embedded in bid rates. Additional administration charges shall not be allowed.

## B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:

**RFP #2024/25-1 SNOW/SALT/SANDING SERVICES FOR THE V/S TRANSFER STATION**

**DUE: SEPTMEBER 24, 2024 @ 12:00PM**

**Attention: Julie Zelinsky**

**Voluntown/Sterling Transfer Station**

**115 Main Street, Voluntown, CT 06384**

2. Proposals must be signed by an authorized principal or agent and the person signing the proposal form must be authorized by the organization to bind that organization with regard to price and related obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

## C. TRANSFER STATION OPTIONS

The Transfer Station reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Transfer Station.

## D. TAXES

All purchases made by the Transfer Station and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Transfer Station Tax Exemption Certificate shall be furnished upon request.

## E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to Julie Zelinsky, [zelinsky@Voluntown.gov](mailto:zelinsky@Voluntown.gov), 860-376-5880. To ensure consistent interpretation of certain items, answers to questions the Transfer Station deems to be in the interest of all proposers will be made available and posted on the [Voluntown.gov](http://Voluntown.gov) website.
2. Additionally, after proposals are received, the Transfer Station reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Transfer Station further reserves the right to request additional information at any time after proposals are opened.

## F. AWARD AND AUTHORITY

The V/S Transfer Station Admin shall issue notification of award in writing along with a contract. .

**G. AWARD AND PRICING**

1. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis designated by the Transfer Station.
2. All pricing quoted shall remain firm fixed for a period of November 1, 2024 to May 1, 2026. There are 2 other seasons which will be at the discretion of the Transfer Station to execute prior to commencement of Snow season. Notwithstanding the foregoing Transfer Station may cancel any agreement at any time.

**H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Transfer Station procurement shall not be permitted without the express written consent of the Transfer Station.

**I. HOLD HARMLESS CLAUSE**

Any contractor or subcontractor of the Transfer Station agrees to indemnify, hold harmless and defend the Transfer Station from and against any and all liability for loss, damage or expense which the Transfer Station may suffer or for which the Transfer Station may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent agreement, whether or not due in whole or in part of any act, omission or negligence of the Transfer Station or any of its representatives or employees.

**J. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Transfer Station in accordance with current Federal, State and Local regulations and labor laws. All services performed shall also conform to the latest OSHA standards and/or regulations.

**K. INSURANCE**

The successful bidder shall provide the Transfer Station Purchasing Agent with a Certificate of Insurance before work commences. The V/S Transfer Station shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker’s Compensation
- Contractor’s Public Liability and Property Damage

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$2,000,000
Property Damage Liability	\$1,000,000	\$2,000,000
Personal Injury Liability	\$1,000,000	\$2,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day’s prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Voluntown/Sterling Transfer Station, 514 Brown Road, Voluntown, CT 06384. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Transfer Station’s Purchasing Department.

**L. ADDENDUMS**

**It is the responsibility of all proposal submitters to verify with the Transfer Station if any addendums or changes to this have been made. All and any addendums will be posted on the Voluntown Station/Sterling Transfer Station – department website. [www.voluntown.gov](http://www.voluntown.gov) .**

**M. CONFLICT OF INTEREST**

“Public officials shall be prohibited from receiving any Transfer Station work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving Transfer Station work Through a bid waiver.

**VOLUNTOWN STATION/STERLING TRANSFER STATION, CONNECTICUT  
SNOW PLOWING/SALT/SANDING FOR TRANSFER STATION  
2024-2026 WINTER SNOW SEASON**

**BID NUMBER 2024/25-1**

**DUE: September 24, 2024 at 12:00pm**

**SPECIFICATIONS**

**GENERAL CONDITIONS**

**ON-CALL SERVICES FOR SNOW PLOWING/SALT/SANDING FOR TRANSFER STATION.**

1. The Voluntown/Sterling Transfer Station is soliciting bids for snow removal services depending on the severity of each particular snowstorm. These services may include one or more of the following:
  - Snow Removal – 2” or more in 4” Intervals
  - Entrance to the Transfer Station and exits must be plowed.
  - Site Map is Included where snow should be plowed to.
  - Contractor shall Meet with the Transfer Station Forman to discuss what needs to be done and where snow shall be pushed to.
  - All Storm removal must be completed by 7am.
  - Lot must be plowed or scraped prior to salt and sanding or safety salt.
  - Plowing should occur every 4” inches of snow
  - De-Icing is required for all accumulation greater than 2”
  - De-Icing on every application with salt/sand mix or Safety Salt
2. Contracts will be awarded to the lowest qualified contractor who can best guarantee the availability of the necessary vehicles and/or equipment. The Transfer Station/ DPW reserves the right to use multiple contractors based on need and availability.
3. Bidder must supply truck with driver, snowplow, sander and chains as necessary.
4. The contractors will be responsible for their own repairs in case of breakdown and must provide one back-up unit to do the job in case of breakdown.
5. Fuel will NOT be provided by the Transfer Station. Contractors must fuel their own vehicles.
6. The agreement can be canceled by the V/S Transfer Station Commission if work performed is deemed unsatisfactory.
7. The Voluntown/Sterling Transfer Station reserves the right to reject any equipment it does not feel will meet its requirements.
8. Indicate in space provided on bid form, number of trucks you have available.

Should it be found that quality of the work being performed is not satisfactory and that the requirements of the General Conditions and Specifications are not being met, the Voluntown/Sterling Transfer Station may terminate the Agreement and employ another contractor to perform the work to establish the satisfactory operating condition of the equipment. .

**DISQUALIFICATION**

If at any time the Contractor's work is found to be unacceptable by the V/S Transfer Station, it reserves the right to disqualify the Contractor from Bidding on future work and projects.

**ASSIGNMENTS AND SUB-CONTRACTING**

The Contractor selected to do the work as set forth herein shall not assign nor subcontract all or any part of said work without prior written notice to the Voluntown Station/Sterling Transfer Station identifying its proposed subcontractor and the task that is to be assigned to such subcontractor. The Transfer Station will direct the Contractor(s) as to how work status is communicated, and Progress is monitored while working for the Transfer Station.

When services are billed, the contractor's invoice must contain the following information

1. a complete description of the work or service that was performed,
2. A clear summary costs per that must match the proposal form,

**PRIMARY CONTACT:**

The primary contact individual that represents the Voluntown Station/Sterling Transfer Station/Board of Education relating to all requirements of this Contract is:

Julie Zelinsky  
Transfer Station Admin  
115 Main St  
Voluntown, CT 06384  
Phone: 860-375-5880

Steve Trahan  
Transfer Station Forman  
514 Brown Rd V/S Transfer Station  
Voluntown, CT, 06384

**CONTRACT TERMS - November 1, 2024 through May 1, 2026**

The term of the contract shall be for a period of November 1, 2024 to May 1, 2026, if needed and if determined by the V/S Transfer Station there may be an option to renew for two additional one year (seasons) terms at the same terms and conditions at the sole discretion of the Voluntown/Sterling Transfer Station.

**METHOD OF SELECTION**

All pricing quoted shall remain firm fixed for a period November 1, 2024 to May 1, 2026 from date of proposal opening. There are 2 other seasons which will be at the discretion of the Transfer Station to execute prior to commencement of Snow season. Notwithstanding the foregoing the Transfer Station may cancel any agreement at any time.

VOLUNTOWN STATION/STERLING TRANSFER STATION, CONNECTICUT  
SNOW PLOWING/SALT/SANDING FOR TRANSFER STATION  
2024-2026 WINTER SNOW SEASONS

BID NUMBER 2024/25-1

DUE: September 24, 2024 @ 12:00 PM

**CONTRACTOR INFORMATION SUMMARY**  
*Complete/Describe In Detail – Attach Additional Sheets If Required*

Name of Company: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Business: \_\_\_\_\_  
*(Limited Company, Limited Partnership, Sole Proprietorship, Etc)*

Years In Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Qualifications of Personnel Proposed to Work on Voluntown/Sterling Transfer Station Contract and List of Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTOWN STATION/STERLING TRANSFER STATION, CONNECTICUT  
SNOW PLOWING FOR TRANSFER STATION ROADS / PARKING AREAS  
2024-2026 WINTER SNOW SEASONS**

**BID NUMBER 2024/25-1**

**DUE: September 24, 2024 @ 12:00 PM**

**PROPOSAL FORM**

The undersigned, in compliance with this request affirms, that it has examined the specifications and related documents contained herein and proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices agreed to.

The undersigned certifies that this proposal meets all the specifications, requirements and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted and attached. Any alternate proposals are presented in similar format as requested and are attached herein. It is understood that the Transfer Station reserves the right to reject any or all proposals.

State "Not Applicable" (N/A) where services are not needed. **List additional categories** the proposer feels necessary for the Transfer Station to completely judge the proposed. (Use additional sheets as necessary)

All prices per hour included must have a licensed with operator/driver

Equipment	Salt/Sanding Per spreading 2024-2025 Season	Rate Per 4" 2024-2025 Season	Salt/Sanding Per spreading 2025-2026 Season	Rate Per 4" 2025-2026 Season
		\$	\$	\$
		\$	\$	\$

\*The extensions years may or may not be executed It's solely up to the Transfer Station, they can be executed before the start of the Snow season.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name (A Duly Authorized Representative)

\_\_\_\_\_  
City / Town /State/ Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Emergency Contact Number