

TOWN OF HUNTINGTON SELECTBOARD OFFICE

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Edward Renaud Roger Booth, Jr. William Hathaway III
Jennifer Peloquin, Town Administrator

REQUEST FOR QUOTATIONS SNOW PLOWING AND SANDING SERVICES FOR TOWN OF HUNTINGTON, MASSACHUSETTS NOVEMBER 9, 2023 – MAY 1, 2024

DESCRIPTION:

- The Town of Huntington seeks quotations from qualified companies to provide snow plowing and sanding services for town roads on an as needed basis.
- Since services are on an as needed basis, there is no guarantee of work.
- The Town Administrator/Chief Procurement Officer will be the awarding authority and reserves the right to award the contract up to the maximum amount of funds made available through the Town's local appropriation.

SCOPE OF SERVICES:

- A detailed scope of services is listed in Attachment A.

MINIMUM QUALIFICATIONS:

- All applicants must possess the following minimum qualifications in order to be considered. If the minimum criteria are not met, the quotation will be rejected without further review.
 - the ability to provide adequate staffing throughout the entirety of the contract;
 - the equipment to provide services;
 - thorough knowledge of snow plowing and sanding including safe and proper operation of equipment;
 - All vehicles must have a valid inspection sticker, registration, and insurance.

INSURANCE:

- The selected company shall provide a certificate of insurance coverage and keep it in force until the expiration date of this contract. Unless otherwise determined by the Selectboard, the following policies are required (*minimum coverage amounts listed*):
 - Comprehensive General Liability -- \$1,000,000 each occurrence bodily injury, and \$1,000,000 each occurrence property damage. *Town of Huntington* shall be included as additional insured.
 - Workers' Compensation and Employer's Liability – Statutory coverage for Massachusetts.

- Automobile Liability -- \$1,000,000 combined single limit bodily injury and property damage each occurrence.

CONTRACT TERM:

- The term of this contract is from November 9, 2023 to May 1, 2024 (FY2024).
- Quotations must remain valid through the award date of the contract for services herein sought.

SUBMISSION OF QUOTATIONS:

- Quotations must include the following:
 - A completed Quotation Submission Form (Attachment B)
- Quotations must be received no later than Monday, November 6, 2023 by 3:00 p.m.
 - In Person:
Selectboard/Town Administrator Office
Town Hall
24 Russell Road
Huntington, MA 01050
 - By Email:
admin@huntingtonma.us

INQUIRIES:

- For questions regarding this RFQ, please contact:
Jennifer Peloquin - Town Administrator
413-512-5200 - admin@huntingtonma.us

ADDITIONAL INFORMATION:

- If the selected company does not sign an agreement within five (5) days of the notice of award, the Town of Huntington may give notice to such company of its intent to award work to the next most qualified company, or to conduct a new quotation process and proceed accordingly.
- The Town of Huntington may cancel this RFQ, in whole or in part, at any time whenever such an act is deemed in its best interest.
- The Town of Huntington will not be responsible for any costs incurred by a proposer in preparing and submitting a quotation in response to this RFQ.

SELECTION CRITERIA:

- Experience
- Satisfactory references
- Ability to provide timely and efficient service
- Proximity to Town for timely response.
- Meets minimum qualifications
- Price submission
- The Town of Huntington reserves the right to reject any and all quotations if it is deemed in the best interest of the Town.

ATTACHMENT A

SCOPE OF SERVICES

SNOW PLOWING AND SANDING SERVICES FOR TOWN OF HUNTINGTON, MASSACHUSETTS NOVEMBER 9, 2023 – MAY 1, 2024

Reporting to the Highway Department and Town Administrator, the contracting company will provide the following services on an as needed basis:

The Highway Superintendent will contact the Contractor when services are needed for each storm.

The Contractor is responsible for the weight of his vehicle at all times.

Trucks must be equipped with chains, plow frame and plow (minimum width seven and one half [7.5] feet) upon arrival at the Highway garage. When depth of snow or ice conditions make it impossible to plow snow, the vehicles chains must be installed immediately thereafter by the contractor. All vehicles should be a manufacturer's year of 2013 or newer and be in first class condition. Any vehicle year exceptions must be approved by the Highway Superintendent prior to being awarded. It is mandatory that the plow have a trip blade moldboard assembly, or equal type, in excellent condition. Plows that are homemade or too small to do an adequate job will not be acceptable. Equipment offered must meet all the latest requirements and/or regulations of the Registrar of Motor Vehicles of the Commonwealth of Massachusetts, the Federal Government, and O.S.H.A. All vehicles must have a valid inspection sticker, registration, and insurance.

The town will supply sand and salt for the roads. It must be returned at the end of the storm. Your sander must be empty upon end of shift.

As required by law, the Contractor shall provide for the statutory Workers' Compensation and Employee Liability Insurance for all his/her employees to be engaged in any work assigned under the terms of the agreement.

Applicants contracted under this specification are independent contractors. The attention of applicants is directed to the Federal Highway Administration regulation requiring drug/alcohol testing programs for CDL drivers. CDL compliance is the responsibility of the applicant.

All drivers must have a class II high visibility coat or vest to be worn when outside the vehicle, winter gloves, winter hat, and flashlight.

All equipment must be outfitted with a flashing beacon mounted on top of his/her vehicle to insure the vehicle and the operator of safety lighting protection as outlined by the Registry of Motor Vehicles for the operation of on-road construction equipment/plow vehicles. (360-degree visibility is required).

First consideration shall be given to Huntington contractors in the selection of all equipment engaged under this agreement.

THE CONTRACTOR MUST PROVIDE Public Liability and Property Damage Insurance to protect their firm and their employees and the Town from all claims for damage which may arise from operations undertaken under the provision of the awarded agreement. All work shall be entirely at the Contractor's risk until the same is fully completed and accepted. The contractor will be held liable to the amount of the owner's interest including Public Liability Insurance in an amount not less than \$1,000,000 for injuries including wrongful death to any one person. Property Damage Insurance is to be in an amount not less than \$1,000,000 for damages on account of any one accident. COPIES OF THE ABOVE STATED INSURANCE CERTIFICATES MUST BE FILED IN THE OFFICE OF THE SELECTBOARD BEFORE ANY WORK IS UNDERTAKEN BY THE ACCEPTABLE APPLICANT(S) UNDER THIS CONTRACT.

The plowing, sanding/salting, hauling time starts when the truck arrives at the Highway garage. The Town of Huntington agrees to guarantee a minimum time payment of two (2) hours when called in. The driver of each truck must sign in and out and/or punch in and out at the Highway garage. No contractor will be allowed to work in excess of sixteen (16) consecutive hours.

Refueling of vehicles and the replacement of windshield wiper blades and snowplow blades will be the responsibility of the contractor.

The contractors must agree to the following: include a reliable emergency telephone or cell phone number in their proposal where 24-hour contact can be made. All vehicles must report within one (1) hour of notification.

When so directed, vehicles will travel to and from their assigned routes. Upon arrival at their destination, contractors will only plow their assigned route unless instructed otherwise.

Drivers must notify the dispatcher and/or section supervisor when leaving and returning to their vehicles for meals or relief. Contractors are asked to:

- instruct operating personnel, if at all possible, to curtail "breaks" until all ways are at least opened.
- report all damages to private property within twenty-four (24) hours to the Highway Superintendent in anticipation of claims against the Town.
- extend proper courtesy to all citizens and refer them to the Highway garage when demands are unreasonable.
- familiarize drivers with special instructions to avoid missing streets, inadvertently piling snow in front of garages and exits and widening corners which require special attention.
- send to the Highway garage, a copy of the registration of each vehicle that you will be using during this plowing season.

It is further stipulated that every contractor must inspect his/her route with his/her drivers at least once prior to the first storm.

The contractor must submit bills on provided forms for snow removal operations so as to comply with the Highway Department's procedures and the Town Accountant's approval for final payment. To expedite payment, strive to have invoices at the Highway Department no later than Monday noon, each week. If Monday is a holiday, then submit by noon on Tuesday.

The Highway Superintendent and Selectboard will thoroughly review each application; the age, type, size and condition of equipment; and the plowing experience of the company and backup

employees that the contractor would have available. After carefully considering all of this information and any other pertinent information furnished and/or requested by the contractor, the Selectboard and Highway Department, following an actual visual inspection, will select the equipment that is determined to be most advantageous to the Town of Huntington for snow plowing operations and to be in the best interest for the Town of Huntington. The Town reserves the right to terminate a contractor for non-compliance with these specifications and commonly accepted safety practices.

The following telephone numbers are available to receive calls at the Highway Department between the hours of 7:00 a.m. and 3:00 p.m. daily and also after these hours during winter storms. 413-667-3504 or cell 413-977-2434

GUIDELINES FOR EVERY STORM

- Do not overload the truck.
- Maintain a reasonable speed at all times.
- Report any and all vehicle mechanical problems to the Superintendent
- Keep Superintendent notified of your location on an hourly basis.
- At the end of each plowing or sanding operation, check your vehicle's oil, fuel, tires and windshield wipers.
- At the end of each plowing operation, check your snowplow condition, particularly for worn blades, missing pins, bolts, etc.

Quotations should be based on the hourly rate per truck.

Hourly rate must include:

- All costs associated with snow plowing and sanding including but not limited to labor, fuel, equipment, and insurance.

IT IS TO BE CLEARLY UNDERSTOOD THAT NO PREMIUM TIME IS TO BE PAID FOR SATURDAYS, SUNDAYS OR HOLIDAYS UNDER THIS CONTRACT.

THIS IS AN ON CALL, AS NEEDED CONTRACT AND WORK IS NOT GUARANTEED.

ATTACHMENT B

QUOTATION SUBMISSION FORM

**SNOW PLOWING AND SANDING SERVICES
FOR
TOWN OF HUNTINGTON, MASSACHUSETTS
NOVEMBER 9, 2023 – MAY 1, 2024**

Name of Company: _____

Address: _____

Phone: _____ Email: _____

Length of Time in Business: _____ Number of Employees: _____

Work References (at least 3):

- Company Name & Address: _____
Phone: _____ Contact Person: _____
Years of Servicing: _____
- Company Name & Address: _____
Phone: _____ Contact Person: _____
Years of Servicing: _____
- Company Name & Address: _____
Phone: _____ Contact Person: _____
Years of Servicing: _____

Truck Year: _____

Truck Make and Model: _____

Truck Equipped with Sander: Yes No

Price per Hour per Truck: _____

I understand that this is an on call, as needed contract and work is not guaranteed.

Name: _____ Title: _____

Signature: _____ Date: _____