

# TOWN OF ADDISON REQUEST FOR PROPOSALS

## Snow Removal Services for Addison Community Center

### 1. Introduction

The Town of Addison Community Center hereafter referred to as "The Town" is seeking proposals from qualified contractors to provide professional snow and ice removal and salting/sanding as needed. The intent of this RFP is to establish a contract with a reliable, responsive, and cost effective service provider to ensure safe and accessible conditions for staff, visitors and the public during winter hours.

### 2. Scope of Services

The selected contractor shall provide snow and ice removal, and salting/sanding services at the Addison Community Center, 121 VT Route 17W, Addison, VT. Services include:

- Snow Plowing: Clearing of all parking lots, driveways and asphalt areas at the rear of the Building.
- Sidewalk and Pathway Clearing: removal of snow from all sidewalks, entryways and designated pedestrian areas.
- Ice Control: Application of sand, salt or an environmentally approved de-icing agent as needed.
- Snow Hauling/removal: If accumulation exceeds on-site capacity, the contractor shall haul and dispose of snow at approved off-site locations.

### 3. Service Requirements:

- Services shall commence automatically upon accumulation of 3" of snow or when icy conditions exist.
- Contractor must ensure that all primary entrances, sidewalks and parking areas are cleared by 7AM during or following a snowfall.
- Continuous clearing shall occur during prolonged or heavy snow events. Contractor shall assign a single point of contact for communication.

### 4. Contract Term:

The Town intends to award a contract for an initial period of 1 (one) year (November 1-April 30, renewable annually), with the option to extend based upon performance and funding availability.

### 5. Insurance and Compliance:

The contractor must provide proof of the following before the contract is executed:

- General Liability Insurance (Minimum \$500,000)
- Automobile Liability Insurance (State Minimum)
- Workman's Compensations as required by state law

### 6. Proposal Submission Requirements:

Interested contractors must submit proposals including:

- Work Plan: Description of response procedures, communications process and service approach.
- Pricing Structure: Detailed cost proposal (price per event, salt/sand, clearing walkways and doorways).
- References (at least 3)
- Proof of Insurance (or ability to obtain prior to contract)
- Preferred payment intervals.

### 7. Proposal Submission Deadlines:

- Mandatory On-Site Meeting: September 23, 2025, 6:30PM
- Deadline for Submissions: October 1, 2025
- Submission Method: Email (addison05491@gmail.com, mail: Town of Addison, 65 VT Route 17W, Addison, VT 05491, or drop off at Town Clerk's office
- Contact Person: Jeff Kauffman, Sr., 802-349-9380, addison05491@gmail.com
- Bids will be opened at the monthly Selectboard Meeting, October 7, 2025. Late submissions will not be accepted.

### 8. Questions and Clarifications:

All inquiries must be submitted in writing to Jeff Kauffman, Sr., at addison05491@gmail.com, not later than September 28, 2025. Responses will be provided to all interested bidders.

### 9. Reservation of Rights:

The Town reserves the right to:

- Reject any and all proposals.
- Waive informalities or irregularities in the proposals.
- Negotiate contract terms with the selected contractor.
- Terminate the RFP process at any time.