



TOWN OF SOUTHAMPTON

210 College Highway, Suite 5
Southampton, Massachusetts 01073

Town Accountant

Tel: (413) 529-1000 Ex 100 E-Mail: bokscin@townofsouthampton.org

September 17, 2024

RFQ 25-001 Snowplowing Municipal Parking Lots and Clearing Municipal Sidewalks

To all interested parties and individuals;

The Town of Southamptton Highway Department seeks quotes (under M.G.L. c 30 B Procurement Goods and Services) for the Snowplowing of Municipal Parking Lots and Clearing of Municipal Sidewalks. with the attached "Appendix A" specifications. *All quotes must be written on Appendix A*, and must be returned **no later than Monday, October 7th, 2024 at 12:00 Noon** to Bradley Okscin, Town Accountant/Chief Procurement Officer, Southamptton Town Hall, 210 College Highway, Suite #5, Southamptton, MA. 01073 in an envelope plainly marked "**RFQ 25-001 "Quote for Snowplowing Municipal Parking Lots and Clearing Municipal Sidewalks"**". Any and all deviations from the attached specifications must be noted in writing. The Town reserves the right to reject any and all quotes. Award for the contract will go to the lowest responsible quoting company which meets the specifications. The Town of Southamptton reserves the right to reject any and all quotes. Please contact Bradley Okscin, Town Accountant/Chief Procurement Officer concerning any questions with the bid documents or specifications at bokscin@townofsouthampton.org or (413) 529-1000 (extension 100).

Sincerely,

Bradley Okscin

Bradley Okscin
Town Accountant/Chief Financial Officer

“Appendix A”

Town of Southampton Highway Department

Request for quotation: Winter Services - Town of Southampton Municipal properties

The Town of Southampton requests quotation of cost for a one-year term for Winter Services from November 1, 2024 to May 1, 2025, with options of two 1 year extensions. All interested contractors must have been in business five years or longer and possess sufficient experience and resources to complete the tasks required. Contractor must be located within a 5-mile radius of Southampton Town Center in order to provide timely response. All Contractors must provide proof of in force liability insurance for ongoing and completed operations; General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town will be named as an “Additional Insured” by endorsement for Products and Completed Operations. Contractors agree to indemnify and hold harmless the Town of Southampton for any damage or loss whilst in the performance of the services covered. Contractor will arrange to meet with Highway Superintendent to go over all areas expected to be cleared in detail prior to submission of quotation which includes a clear scope of service. Invoices to be submitted in a timely manner following each storm event.

Snow removal and ice control at various Town properties

Please provide cost per visit for each of the following sites (see locus and detail diagrams):

1. clear municipal sidewalk Water Protection land Pomeroy Meadow Road \$ _____ per visit.
2. clear municipal sidewalks Water/Conservation land Glendale Road \$ _____ per visit.
3. clear municipal sidewalk along Rt. 10 Center Cemetery \$ _____ per visit.
4. clear municipal sidewalks Police Department \$ _____ per visit.
5. clear municipal sidewalk along Rt. 10 Conant Park \$ _____ per visit.
6. Town Hall
 - ice melt on stairs, entrances and walks, per bag applied \$ _____ per bag.
 - clear stairs, entrances, walks at \$ _____ per visit.
 - clear municipal sidewalks along Rt. 10 \$ _____ per visit.

See attached site locus and detail diagrams of Town properties to be plowed/cleared (highlighted red). Snow shoveling/blowing will start at 1” accumulation of snow, sleet or ice. Multiple visits to Town Hall site may be required pending snowfall rates/totals. All other sidewalk locations will be cleared once at the end of the storm. Application of ice melt at Town hall stairs, entrances and walks on an as needed basis or as dictated by weather and snowmelt runoff conditions sufficient to ensure public safety. Concrete-safe ice melt shall be used on concrete walks, stairs and asphalt areas adjacent to such.

Snow removal and ice control at William E. Norris Elementary School (site 7 on locus/diagrams)

Please provide cost for services on a per-storm basis:

- 1” to <3” \$ _____ per storm.
- 3” to <6” \$ _____ per storm.
- 6” to <9” \$ _____ per storm.
- 9” to <12” \$ _____ per storm.
- >12” \$ _____ per inch (on top of the 9” to <12” per storm rate).

Snowfall amounts invoiced as recorded by a mutually pre-agreed upon benchmark such as the National Weather Service or Local News Station. Snow shoveling/blowing will start at 1” accumulation of snow, sleet or ice. All lawn areas shall be staked by the contractor and removed in the spring. Snow piles at the ends of parking rows and entrances onto roadways shall be pushed back at the end of each storm so as to preserve number of parking spaces and provide for adequate visibility and lines of sight at roadways.

See attached site locus and detail diagram 7 for lots and walks to be plowed/cleared (highlighted yellow and red, respectively). Sand/salt application to school lots will be performed by the Highway Department.

Contractor must list at least three (3) references from like jobs (Form 3) Yes/No _____

Contractor must be in business under their current business name for a minimum of five (5) years. Yes/No _____

Contractor must be located within fifteen (15) miles of Southampton Center. Yes/No _____

Contract will be awarded to the lowest responsible quoting company which meets the specifications. The Town of Southampton reserves the right to reject any and all quotes for this project if they believe it is in the Town’s best interest to do so.

Any deviation from these specifications must be listed in writing below.

Form A Quotation Form

Name of Company _____

Address _____

Signature of Company officer: _____

Snowplowing Municipal Parking Lots and Clearing Municipal Sidewalks

Snow removal and ice control at various Town properties

Cost per visit for each of the following sites:

	FY 25	FY 26	FY 27
Ice melt on Town Hall stairs, entrances and walks, per bag applied:	\$ _____ per bag.	\$ _____ per bag.	\$ _____ per bag.
Clear stairs, entrances, walks at Town Hall:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.
Clear municipal sidewalks Town Hall:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.
Clear municipal sidewalks Police Station:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.
Clear municipal sidewalk Conant Park:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.
Clear municipal sidewalks Glendale Road:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.
Clear municipal sidewalk Pomeroy meadow Rd:	\$ _____ per visit.	\$ _____ per visit.	\$ _____ per visit.

Snow removal and ice control at William E. Norris Elementary School

Cost per services on a per-storm basis: for each of the following sites:

	FY 25	FY 26	FY 27
1" to <3"	\$ _____ per storm.	\$ _____ per storm.	\$ _____ per storm.
3" to <6"	\$ _____ per storm.	\$ _____ per storm.	\$ _____ per storm.
6" to <9"	\$ _____ per storm.	\$ _____ per storm.	\$ _____ per storm.
9" to <12"	\$ _____ per storm.	\$ _____ per storm.	\$ _____ per storm.
>12"	\$ _____ per storm.	\$ _____ per storm.	\$ _____ per storm.

Return completed “Appendix A” no later than September 30, 2024, by 12:00 Noon in an envelope plainly marked “RFQ 25-001; “Quote for Snowplowing Municipal parking Lots and Clearing Municipal Sidewalks” to:

Bradley Okscin
Town Accountant/Chief Procurement Officer
Southampton Town Hall
210 College Highway, Suite #5
Southampton, MA. 01073

Form 1.0 TAX COMPLIANCE CERTIFICATION

Pursuant to MG c. 62C, §49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigns knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: _____

Name of Bidder: _____

By: _____ (Signature)

Print Name & Title of Person Signing

MUST BE RETURNED SIGNED WITH THE QUOTE PACKET

Form 3.0 CONTRACTOR INFORMATION AND REFERENCES

The undersigned offers the following information as evidence of the Bidder's qualifications to perform the work as bid according to all of the requirements of the specifications.

Please answer the following questions:

Number of years Contractor has been in business under present business name: _____ years

Has Contractor been involved in a Chapter 11 bankruptcy proceeding within the past ten years? _____ Y/N

Has Contractor ever failed to complete any work awarded? _____ Y/N

Has Contractor ever been involved in non-accident related litigation in the past five years? _____ Y/N

List at least 3 references that can be contacted regarding your work.

1. Customer: _____ Contact: _____

Type of Service: _____ Telephone No. _____

2. Customer: _____ Contact: _____

Type of Service: _____ Telephone No. _____

3. Customer: _____ Contact: _____

Type of Service: _____ Telephone No. _____

4. Customer: _____ Contact: _____

Type of Service: _____ Telephone No. _____

Comments/Explanation (Optional):

MUST BE RETURNED SIGNED WITH THE QUOTE PACKET