

**SCARBOROUGH
MAINE**



REQUEST FOR PROPOSALS

092025

Snow Plowing for the Town Hall and Public Safety Building

Town of Scarborough

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on October 3, 2024

Proposals Due on October 17, 2024

Request for Proposals

Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00 am on October 17, 2024** from parties interested in providing a submittal package.

The proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent
Request for Proposal (RFP) Number: 092025
Snow Plowing for the Municipal Building
259 US Route One
PO BOX 360
Scarborough, ME, 04070-0360

The Town reserves the right to accept or reject any and all proposals.

These proposals will not be publicly opened.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist
Email – kmorrison@scarboroughmaine.org
Phone 207-730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Prospective bidders are responsible for registering and attending the mandatory pre-bid meeting.

Overview

The town of Scarborough, Community Services Department, is seeking bids from qualified vendors to provide snow plowing and ice removal services at the Town Hall and Public Safety Building for the 2024-2025 winter season.

Scope of Work

The Scarborough Town Hall and Public Safety Building are located at 259-275 US Route One in Scarborough Maine. Snow plowing will consist of the shared front parking lot of each building, the rear parking lot for Town Hall, the public safety access road, the FD rear access & apron, the shared front access and apron, the employee parking lot and the small parking area next to the skatepark.

Required Scope of Services:

1. Prior to beginning snow and ice removal operations under the contract, the successful bidder shall inspect the areas where snow removal operations will be conducted, and place delineation stakes to identify areas of meandering pavement edges or locations of obstacles that may be visually obscured by accumulated snow.
2. Each snow event that results in the accumulation of one and one half (1.5) inches or more of snow on the designated areas shall be removed by the Contractor. Snow accumulation may also occur as a result of wind conditions causing drifting in excess of one and one half (1.5) inches requiring additional snow removal operations. Ice of any depth shall also receive deicer application. The contractor shall coordinate with the Facilities Supervisor prior to forecasted weather events to determine the need and timing of plowing.
- 2.5 Due to the nature of the Public Safety Building, snow removal operations of key access and egress routes for both the public and emergency vehicles will take presidency. Town Hall parking will be the second priority.
3. Snow removal operations following any snow event shall be completed within a deadline as follows: Priority 1 should be cleared of snow within 6 hours of the weather event being over.
4. Snow shall not be pushed, blown or otherwise deposited on the adjacent public roads.
5. Any damage to pavement surfaces, curbs, shrubs, trees, sod, buildings, benches, light poles, trash receptacles or other site furnishings on the property shall be repaired and corrected by the Contractor to the complete satisfaction of the town, prior to the final Contract payment at the end of the snow removal season.
6. It is expected that the contractor will be available to provide these services from November 15th through April 15th.

7. Portions of parking lots that are covered by ice or hard-pack snow shall receive an application of deicer, on an as-needed basis, sufficient to keep sidewalks free of ice. The contractor shall supply all deicing material.

Required Proposal Contents:

Proposals submitted in response to this RFP shall include the following information:

1. Description of Means of Providing Service: Submit a written description of:
 - a. the number, types, sizes and ages of equipment that will be used to provide the required snow removal services.
 - b. the number of personnel assigned to respond to a snow removal event.
 - c. the name and contact information for the person who will have oversight responsibility for providing services under the Contract.
2. Provide a list of any governmental, school, church or other institutional clients for whom you currently provide or have provided services similar to those requested in this RFP.
3. Provide a list of three references from current or past clients for whom you have provided similar services, including names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.

Contract Pricing

This agreement includes (5) plowable events. A plowable event is considered any snowstorm requiring mechanical clearing up to 12" of accumulation or duration of 24 hours. Larger storms beyond the defined threshold shall be considered double or triple events relative to the threshold limits. The bidder will provide a cost for additional work beyond the defined threshold.

Bidders shall provide two prices, one for plowing and one for ice removal.

Contract Period

The contract will last 1 year from November 2024 to April 2025 with the option to extend an additional 1 year by mutual agreement between the Town of Scarborough and the contractor.

Selection Process

Award of the contract will be based on the proposal that best fits the needs of the Town. Relevant experience, approach, available equipment, and cost will be considered.

Selection of the winning proposal will be made by the following staff:

- Director of Community Services

- Facilities Supervisor
- Purchasing Agent

Clarification on proposals may be requested by Town staff to enable the most cost-effective and thorough proposal selection process.

A mandatory pre-bid site visit will be held on Thursday, October 10th, 2024 at 9am at the Scarborough Public Safety Building class room.

Vendors shall provide detailed pricing including quantities and cost of materials and labor for work proposed in the RFP. Pricing should include all costs returning the work site to the pre-work condition found.

The Town of Scarborough is exempt from Maine Sales Tax which should not be included in the proposal.

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date.

All amendments and additional information will be posted on the Town website:

www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

The Town of Scarborough is exempt from all Federal Excise Taxes.

The Town of Scarborough is exempt from all State of Maine Sales Taxes.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s). Commercial General Liability \$2,000,000.00 Automobile Liability \$1,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$1,000,000.00 Umbrella Coverage \$2,000,000.00

Bidder List (plus posting on the town's website):

Dearborn	info@dearbornconstruction.com
Greencare Landscape Maintenance	info@gclandscape.com
Maine Turf & Greenery	afraser@meturf.com
Prime Cut	info@primecutlandscaping.net
TA Property Maintenance	info@tacompanies.com