



Town of Arlington
FACILITIES DEPARTMENT
Invitation for Bids

IFB#23-60

The Town of Arlington invites sealed bids for:

#23-60 Snow & Ice Removal/Municipal & School Lots

Bids will be received until **10:00 a.m., Thursday, October 5, 2023**, at the Office of the Town Manager/Purchasing Department, Town Hall Annex- 2nd floor, 730 Massachusetts Ave, Arlington, MA 02476, at which time they will be publicly opened and read aloud.

The work under this contract consists of snow removal and salting/sanding of parking lots, driveways, stairways, and sidewalks at three municipal properties (**Group 1**) and snow removal at parking lots and appurtenant paved surfaces at seven school properties (**Group 2**).

Bidders may bid on one or both Groups. The Town will award one (1) contract for a period of one (1) year for all services in each Group to the responsive and responsible bidder offering the lowest total Year 1 price for that Group. The Town will have the option at its sole discretion to renew each contract for a second year and a third year. Contracts will be awarded within thirty (30) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.

Bid documents are available for downloading from the Town's website at www.arlingtonma.gov/purchasing. Bids must be submitted on the forms provided and in a sealed envelope marked on the outside with the Bidder's name, address, and phone number and with the words **Bid #23-60 Snow & Ice Removal/Municipal & School Lots**. No bid will be accepted after the time and date specified.

Modification or withdrawal of bids will be permitted after submission of said bids, provided that clearly written and readily understandable instructions are received by the Town Manager in writing prior to the time established for the opening of bids. No bid may be withdrawn after that time, except as otherwise provided herein or by law.

While the work of the contract is being performed, the Contractor's equipment shall be covered by all types of insurance necessary for the protection of the Town of Arlington, including \$100,000/\$300,000 minimum bodily injury coverage and \$100,000 minimum property damage coverage. The successful Bidder shall be required to submit Insurance Certificates evidencing said coverage. All hired vehicles of the successful Bidder must be specifically identified on said certificates. The successful Bidder must also carry Workers Compensation insurance as required by statute. The Town of Arlington shall be listed as Additional Insured on all liability policies.

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The selected Contractor shall take all precautions for preventing injury to persons or property in connection with the contract and the performance thereof, and shall indemnify and save harmless the Town, the Town Manager and the Town's officers, agents and employees from all claims relating to injuries to any person, corporation or property received or sustained by or from the Contractor or their employees in carrying out the terms of the contract or in consequence of any improper implements of the Contractor or their employees herein.

The selected Contractor shall employ and use only competent people in the performance of the contract. Whenever the Town notifies the Contractor that any person employed by the Contractor for the execution of the contract is incompetent, unfaithful, unsafe, disorderly or otherwise performing in an unsatisfactory manner, such person shall be replaced and not used again without the written consent of the Town.

Questions about this Invitation for Bids may be submitted via email to the Town's Purchasing Agent, Mary Ellen De Natale, at mdenatale@town.arlington.ma.us no later than **10:00 a.m. on Friday, September 29, 2023**. Interpretations or clarification of the bid documents will be made by addendum which will be available for download from the Town's website www.arlingtonma.gov/purchasing. Bidders are solely responsible for obtaining addenda before the bid opening. Failure by a Bidder to acknowledge each and every addendum in their bid may result in rejection of that Bidder's bid.

The Town Manager reserves the right to accept or reject any and all bids, wholly or in part, or to waive minor informalities in any or all bids, if it be in the public interest so to do.

Town of Arlington

James Feeney
Town Manager

Name of Bidder: _____

**Price Sheet - IFB #23-60
GROUP 1 - MUNICIPAL PROPERTIES**

Snow removal and salting/sanding of parking lots, driveways, stairways, and sidewalks at Central School (27 Maple St), 23 Maple St, and Jefferson Cutter House (611 Massachusetts Ave). Enclosed diagrams indicate for each property the areas that must be cleared of snow. Bids must be broken down by the following accumulation categories (in inches).

	PRICE PER EVENT		
	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
1 Salting Only			
Central School	\$ _____	\$ _____	\$ _____
Jefferson Cutter House	\$ _____	\$ _____	\$ _____
23 Maple St	\$ _____	\$ _____	\$ _____
2 Snow Removal 0"-6"			
Central School	\$ _____	\$ _____	\$ _____
Jefferson Cutter House	\$ _____	\$ _____	\$ _____
23 Maple St	\$ _____	\$ _____	\$ _____
3 Snow Removal 6"-12"			
Central School	\$ _____	\$ _____	\$ _____
Jefferson Cutter House	\$ _____	\$ _____	\$ _____
23 Maple St	\$ _____	\$ _____	\$ _____
4 Snow Removal 12"-18"			
Central School	\$ _____	\$ _____	\$ _____
Jefferson Cutter House	\$ _____	\$ _____	\$ _____
23 Maple St	\$ _____	\$ _____	\$ _____
5 Snow Removal over 18"			
Central School	\$ _____	\$ _____	\$ _____
Jefferson Cutter House	\$ _____	\$ _____	\$ _____
23 Maple St	\$ _____	\$ _____	\$ _____
TOTAL PRICE	\$ _____	\$ _____	\$ _____

ADDITIONAL SERVICES	PRICE PER HOUR		
6 Skid Steer/Loader with Operator	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
7 Snow Shoveler	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr

AWARD TO BE MADE BASED ON TOTAL YEAR 1 PRICE FOR GROUP

IFB #23-60 – GROUP 1

List all available snow removal equipment to be utilized for snow removal in the Town of Arlington, e.g., “F250 8’ plow”, “Bobcat 10’ snow pusher”, “Front end loader w/3 yard bucket”.

Note:

Travel time and fuel costs are to be included in the bid price.

Snow removal must be completed at properties by 7:00 a.m., Monday through Friday. In the event of office closings, completion times may be modified with the approval of the Facilities Director or their designee.

Snowfall totals will be determined by the Town’s third-party meteorological forecasting company as necessary.

The Town, acting through its Facilities Director or their designee, maintains final authority to determine if and when snow removal activities are performed for a given snow event.

Minimum Qualifications

- Bidders must have the necessary equipment and personnel to complete the required snow removal activities at all listed sites within the required timeframe.
- Bidders must have experience performing snow removal activities for at least one (1) year at school and/or municipal properties, or equivalent. **On a separate sheet, please provide a detailed description of the site(s) and scope of services provided.**
- Bidders must provide on a separate sheet **at least three (3) references** for snow removal services performed within the last three (3) years.

Bidder: _____

Address: _____

Telephone/Email: _____

Authorized Signature: _____

Name of Bidder: _____

**Price Sheet – IFB #23-60
GROUP 2 – SCHOOL PROPERTIES**

Snow removal at parking lots and appurtenant paved surfaces at Hardy Elementary (52 Lake St), Brackett Elementary (66 Eastern Ave), Dallin Elementary (185 Florence Ave), Peirce Elementary (85 Park Ave Ext), Gibbs Middle (41 Foster St), Ottoson Middle (63 Action St), and Stratton Elementary (180 Mountain Ave). Enclosed diagrams indicate for each property the areas that must be cleared of snow. **Sanding and/or salting is not included as part of the work of Group 2.** Bids must be broken down by the following accumulation categories (in inches).

		PRICE PER EVENT		
		Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
1	Snow Removal 0"-6"			
	Brackett School	\$ _____	\$ _____	\$ _____
	Dallin School	\$ _____	\$ _____	\$ _____
	Gibbs School	\$ _____	\$ _____	\$ _____
	Hardy School	\$ _____	\$ _____	\$ _____
	Ottoson School	\$ _____	\$ _____	\$ _____
	Peirce School	\$ _____	\$ _____	\$ _____
	Stratton School	\$ _____	\$ _____	\$ _____
2	Snow Removal 6"-12"			
	Brackett School	\$ _____	\$ _____	\$ _____
	Dallin School	\$ _____	\$ _____	\$ _____
	Gibbs School	\$ _____	\$ _____	\$ _____
	Hardy School	\$ _____	\$ _____	\$ _____
	Ottoson School	\$ _____	\$ _____	\$ _____
	Peirce School	\$ _____	\$ _____	\$ _____
	Stratton School	\$ _____	\$ _____	\$ _____
3	Snow Removal 12"-18"			
	Brackett School	\$ _____	\$ _____	\$ _____
	Dallin School	\$ _____	\$ _____	\$ _____
	Gibbs School	\$ _____	\$ _____	\$ _____
	Hardy School	\$ _____	\$ _____	\$ _____
	Ottoson School	\$ _____	\$ _____	\$ _____
	Peirce School	\$ _____	\$ _____	\$ _____
	Stratton School	\$ _____	\$ _____	\$ _____
4	Snow Removal over 18"			
	Brackett School	\$ _____	\$ _____	\$ _____
	Dallin School	\$ _____	\$ _____	\$ _____
	Gibbs School	\$ _____	\$ _____	\$ _____
	Hardy School	\$ _____	\$ _____	\$ _____
	Ottoson School	\$ _____	\$ _____	\$ _____
	Peirce School	\$ _____	\$ _____	\$ _____
	Stratton School	\$ _____	\$ _____	\$ _____
	TOTAL PRICE	\$ _____	\$ _____	\$ _____

IFB #23-60 – GROUP 2

ADDITIONAL SERVICES	PRICE PER HOUR					
6 Skid Steer/Front End Loader with Operator	\$	/hr	\$	/hr	\$	/hr
7 Snow Shoveler	\$	/hr	\$	/hr	\$	/hr

AWARD TO BE MADE BASED ON TOTAL YEAR 1 PRICE FOR GROUP.

List all available snow removal equipment to be utilized for snow removal in the Town of Arlington, e.g., "F250 8' plow", "Bobcat 10' snow pusher", "Front end loader w/3 yard bucket".

NOTE:

Travel time and fuel costs are to be included in the bid price.

Snow removal must be completed at schools by 6:30 a.m. Monday through Friday. In the event of school cancellation, completion times may be modified with the approval of the Facilities Director or their designee.

Snowfall totals will be determined by the Town of Arlington's third-party meteorological forecasting company as necessary.

The Town, acting through its Facilities Director or their designee, maintains final authority to determine if and when snow removal activities are performed for a given snow event.

Minimum Qualifications

- Bidders must have the necessary equipment and personnel to complete the required snow removal activities at all listed sites within the required timeframe.
- Bidders must have experience performing snow removal activities for at least one (1) year at school and/or municipal properties, or equivalent. **On a separate sheet, please provide a detailed description of the site(s) and scope of services provided.**
- Bidders must provide on a separate sheet **at least three (3) references** for snow removal services performed within the last three (3) years.

Bidder: _____

Address: _____

Telephone/Email: _____

Authorized Signature: _____

IFB #23-60

CERTIFICATE OF NON-COLLUSION
(submit as attachment to completed bid form)

The undersigned certifies under the penalties of perjury that this bid is in all respects bond fide, fair and made without collusion or fraud with any other person. As used herein, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of Individual Authorized to Sign (Print or Type)

Authorized Signature

Legal Name of Business Entity (Print or Type)

Certificate of Non-Collusion MUST be submitted with bid form.

STATEMENT OF STATE TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title