

RFP 2021-2022 Snow Removal

**COMMUNITY RENEWAL TEAM
INVITATION TO BID**



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INVITATION TO BID

Beginning September 21, 2021, bid package and specifications for CRT Bid# 2021-2022 Snow Removal may be downloaded on the CRT web site: www.crtct.org **OR** from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov/>

WALK-THROUGHS

A mandatory walk-through for contractors who have not participated in the snow removal RFP in the past, must attend in order to submit a proposal. Current contractors or contractors that participated in last year's walk-through do not need to attend.

Walk-throughs are *mandatory* and a representative from each contractor responding to this RFP MUST be present.

The walk-through is scheduled for Wednesday, October 6, 2021 at 9am; we will start at one site and move along to the next, some sites may take longer to view than others. Please refer to Walk-Through Schedule page 15. **YOU MUST CONFIRM YOUR ATTENDANCE by emailing dunbarj@crtct.org Subject line should state Snow Removal Walk-Through.**

SUBMISSION OF COST

- Please submit a bid for each location for which you are submitting a proposal. **Use Attachment I. Bid Pricing Form to submit your cost.**

DELIVERY

BY EMAIL: Proposals will be accepted by electronic mail to crt-bids@crtct.org, however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. The proposal sent by email will have to be received by **Wednesday, October 20, 2021 @ 10:00a.m.**

BY US POST MAIL OR HAND DELIVERY: Sealed proposals will be received at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 until **Wednesday, October 20, 2021 @ 10:00a.m.**

ADDITIONAL INFORMATION

QUESTIONS: Please direct all questions regarding this CRT Bid# 2021-2022 SnowRemoval I to Jeanette Dunbar, Purchasing Manager at dunbarj@crtct.org

Bids must be addressed to:

Jeanette Dunbar
Purchasing Manager
Community Renewal Team, Inc.



555 Windsor Street, Hartford, CT 06120

Proposals must be clearly marked with the bid number and title on the exterior of the sealed envelope. Two hard copies of proposals must be included in the sealed envelope. No responsibility shall be attached to any person or persons for the premature opening of proposals not properly marked.

2. INTRODUCTION

2.1 ORGANIZATIONAL PURPOSE

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley. Head Start, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community Renewal Team Inc. CRT now runs major programs in 75 Connecticut towns, including Meals on Wheels, Early Care & Education, and energy assistance, nutrition, veteran, senior and youth services.

2.2 PROJECT PURPOSE

CRT is requesting pricing for snow removal and ice management quotes for all parking areas, and sidewalks at nine (9) commercial sites and two (2) residential sites that are operated by CRT as identified in Attachment I & Attachment II of this document. Price should include the following work scope:

- Snow plowing/removal of asphalt areas
- Snow blowing/removal of sidewalks
- Snow removal of stairs
- Snow removal from loading dock areas
- Snow removal from decks, stairs and stairwells

The term of the Agreement is for the following time periods:

- November - December 2021
- January – May 2022

2.3 INSTRUCTIONS TO THE BIDDER

Sealed Bids will be received at the Central Office of the Community Renewal Team (henceforth referred to as "CRT"), 555 Windsor Street, Hartford, CT or email to crt-bids@crtct.org until **Wednesday, October 20, 2021 at 10:00a.m.** Due to Covid-19 we will not have a public opening. All results will be posted.

- Late bids will not be accepted – no exceptions.
- Submit the completed bid forms and any necessary attachments in a sealed opaque envelope clearly labeled with the name of the bidder, address, and the words "BID DOCUMENTS".



Clearly mark your envelope with the bid number and bid title as to prevent opening of a sealed bid prior to the opening date.

- Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

2.4 DOCUMENTS TO BE SUBMITTED

- Bid Pricing Form Commercial Sites (Attachment III)
- Bid Pricing Form Residential Sites (Attachment VI)
- Completed Bid Form (Attachment V)
- Name, address, phone number, and email address of firm/person(s) responsible for the project, if different from the Bid Form signatory
- Completed Customer Reference Form (Attachment VI)
- Sample Certificate of Liability Insurance

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify Jeanette Dunbar, which may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at dunbarj@crtct.org. No oral interpretations shall be made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

3. GENERAL CONDITIONS

3.1 BID PRICE

- Please submit a bid for each item for which you are submitting a proposal. **Use Attachments III and Attachments VI Bid Pricing Forms to submit your cost.**

3.2 PROPOSAL COMPLIANCE

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.



3.3 RIGHT OF REJECTION

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- The Department Head or designee may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

3.4 METHOD OF AWARD - QUALIFIED BIDDER

- Bids will be awarded to the most responsible, responsive, and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The start date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

3.5 FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

3.6 QUALIFICATIONS OF BIDDER

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.



3.7 ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

3.8 TRADE NAMES OR SUBCONTRACTING

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted “no substitute”. The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models will be considered unless item is noted “no substitute”. The bidder is to clearly state in her/his bid exactly what she/he intends to furnish, and to furnish with her/his bid a cut or illustration or other descriptive matter which will clearly indicate and give specification as to the product she/he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the i) make, ii) trade name, and iii) model number. Samples are to be submitted, if requested, at the bidder’s expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense.
- The Contractor shall not subcontract the work under this project without written approval of the Chief Financial Officer (CFO) or his designee.

3.9 INDEMNIFICATION

The selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers’ compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

3.10 RIGHT OF THE OWNER TO TERMINATE CONTRACT

- Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be



made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.

- If contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

3.11 RISK OF LOSS

Bidders agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid.

3.12 INSURANCE AND WAGE REQUIREMENTS

- Bidder shall provide proof of Commercial General Liability Insurance, Commercial Automobile Insurance, Workers Compensation and Employers Liability Insurance with limits acceptable to CRT and name “Community Renewal Team, Inc. 555 Windsor Street, Hartford, CT 06120” as additional insured on the Certificate of Insurance.

In addition to the coverage’s above the certificate MUST show snowplowing. If snowplowing is included in the General Liability it MUST show “snowplowing included”. If the contractor has a separate snowplowing policy the description needs to have the following along with the language above. “CRT is included as additional insured for General Liability with regard to snow plowing.”

- As a substitute for Workers Compensation Insurance, the Contractor may provide CRT with a “Certificate of Solvency” issued by Connecticut Workers' Compensation Commission for self-insurers.

3.13 EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

3.14 CONFIDENTIAL INFORMATION

During the course of its contract with CRT, bidder may encounter confidential agency and/or client information. Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

3.15 LIQUIDATED DAMAGES

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would



be the sum of One Hundred and Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.



ATTACHMENT I
SCOPE & SPECIFICATIONS – COMMERCIAL SITES

The contractor shall:

- a. Install and maintain snow stakes at all strategic areas as maybe agreed upon in advance between the Contractor and the Owner, including but not limited to corners, roadway entrances, sidewalk entrances, fire hydrants, etc.
- b. Clear all paved roads, aprons, parking surfaces, sidewalks, loading dock areas as outlined in this proposal as agreed to by both parties.
- c. Plow all paved parking areas and garage entrances, areas as much as possible. Please notify Owner of problem areas immediately.
- d. Push back snow as close to the pavement as possible to promote safe walking and driving conditions; remove snow mounds which may create such safety hazards as determined by Owner.
- e. Commence snow removal operations upon accumulation of one inch (1”) of snow, or as otherwise indicated by Owner, on the paved surface. Snow operations will continue unimpeded until the property has been completely cleared in accordance with the guidelines as stated and upon approval of the Owner.
- f. Provide sanding and salting of paved surfaces as conditions warrant and at the direction of the Owner. Determining factors shall include the nature of a storm, other weather conditions which may affect build-up, such as melting snow or ice followed by freezing conditions. If the surface is slippery or is expected to become slippery, the Contractor will be notified immediately and return to apply another treatment of sand/salt.
- g. Perform all work in a professional manner and workmanship equal to industry standards.
- h. Contractor shall provide all labor and materials and use proper equipment to perform the duties as described in this request for quote.
- i. Contractor must notify Owner within sixty (60) minutes of any equipment failure and further agrees to supply back-up equipment or a sub-contractor to complete the work, at no additional cost to Owner, and within a mutually agreed upon time frame acceptable to both parties.
- j. All work must be completed by 6:30 a.m. or earlier, with a priority given to the Early Childhood Education Centers.



ATTACHMENT II
SCOPE & SPECIFICATIONS – RESIDENTIAL SITES

The contractor shall:

- a. Install and maintain snow stakes at all strategic areas as maybe agreed upon in advance between the Contractor and the Owner, including but not limited to corners, roadway entrances, sidewalk entrances, fire hydrants, etc.
- b. Clear all paved roads, aprons, parking surfaces, sidewalks, decks, steps and stairwells as outlined in this proposal as agreed to by both parties.
- c. Plow all paved parking areas and garage entrances, provided unit owners move their vehicles. If vehicles are not moved, snow should be cleared in paved parking areas as much as possible. Please notify Owner of problem areas immediately.
- d. Push back snow as close to the pavement as possible to promote safe walking and driving conditions; remove snow mounds which may create such safety hazards as determined by Owner.
- e. Commence snow removal operations upon accumulation of one inch (1”) of snow, or as otherwise indicated by Owner, on the paved surface. Snow operations will continue unimpeded until complex has been completely cleared in accordance with the guidelines as stated and upon approval of the Owner.
- f. Provide sanding/salting of paved surfaces as conditions warrant and at the direction of the Owner. Determining factors shall include the nature of a storm, other weather conditions which may affect build-up, such as melting snow or ice followed by freezing conditions. If the surface is slippery or is expected to become slippery, the Contractor will be notified immediately and return to apply another treatment of sand/salt.
- g. Perform all work in a professional manner and workmanship equal to industry standards.
- h. Contractor shall provide all labor and materials and use proper equipment to perform the duties as described in this request for quote.
- i. Contractor must notify Owner within sixty (60) minutes of any equipment failure and further agrees to supply back-up equipment or a sub-contractor to complete the work, at no additional cost to Owner, and within a mutually agreed upon time frame acceptable to both parties.
- j. All work must be completed by 6:30 a.m. to ensure the safety of the residents.



**ATTACHMENT III
BID PRICING FORM – COMMERCIAL SITES**

Location	Pricing Cost Per Storm			Sand and Salt Price per Application	Additional Cost
	1.0 - 3.99 inches	4.0 - 7.99 inches	8.0 – 12.0 inches		
170 Douglas Street, Hartford, CT *					
395 Wethersfield Avenue, Hartford					
1921 Park Street, Hartford					
1443 Main Street, Hartford, CT					
555 Windsor Street, Hartford, CT*					
565 Windsor Street, Hartford, CT					
385 Main Street, East Hartford					
22 Colt Street, East Hartford					
44 Hamlin Street, Middletown					
Additional Cost: Trucking per hour/truck					
Additional Cost: Loader per hour					

EARLY CHILDHOOD EDUCATION CENTERS

Both Sand & Salt will be needed at all sites

1. Please provide pricing as ‘cost per storm’ by level of snowfall; all boxes should be filled.
2. ‘Additional Cost’ is related to the use of a Truck and Loader to remove/ transport snow.



**ATTACHMENT IV
 BID PRICING FORM – RESIDENTIAL SITES**

Location	Pricing Cost Per Storm			Sand and Salt Price per Application	Additional Cost
	1.0 - 3.99 inches	4.0 - 7.99 inches	8.0 – 12.0 inches		
711 Garden Street, Hartford					
35 Clark Street, Including Grandfamilies Campus					
Additional Cost: Trucking per hour/truck					
Additional Cost: Loader per hour					

EARLY CHILDHOOD EDUCATION CENTERS

Both Sand & Salt will be needed at all sites

3. Please provide pricing as ‘cost per storm’ by level of snowfall; all boxes should be filled.
4. ‘Additional Cost’ is related to the use of a Truck and Loader to remove/ transport snow.



**ATTACHMENT V
 BID FORM**

AUTHORIZATION AND EXECUTION OF BID

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.

3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Email	
Print Name & Title of Authorized Agent	
Signature	



**ATTACHEMENT VI
REFERENCE FORM**

Vendor Name: _____

Reference #1:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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Reference #2:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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Reference #3:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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**ATTACHMENT VII
MANDATORY WALK-THROUGH SCHEDULE**

Walk-throughs are schedule for Wednesday, October 6th, 2021 starting at 9am. We will start at the first location – 170 Douglas Street and move on to the other sites in order – some sites may take longer to view.

Please email dunbarj@crtct.org and reference “Snow Removal” to confirm your attendance. **YOU MUST CONFIRM YOUR ATTENDANCE AHEAD OF TIME, PLEASE LET ME KNOW WHAT SITES YOU ARE INTERESTED IN.**

In order to submit a proposal for a site, you must attend the walk-through or attended in the past.

Walk-throughs will begin with the first location and we will move down the list.

- ✓ 170 Douglas Street, Hartford
- ✓ 395 Wethersfield Ave, Hartford
- ✓ 1921 Park Street, Hartford
- ✓ 1443 Main Street, Hartford
- ✓ 711 Garden Street, Hartford
- ✓ 35 Clark Street, Hartford (Generations Complex)
- ✓ 555 Windsor Street, Hartford
- ✓ 565 Windsor Street, Hartford
- ✓ 385 Main Street, East Hartford
- ✓ 22 Colt Street, East Hartford
- ✓ 44 Hamlin Street, Middletown

~Please make sure to sign in~

