

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #997-01/11/12**

**RFP**

**ON-CALL EMERGENCY SNOW REMOVAL SERVICES**

**INVITATION TO BID**

The Town of Vernon seeks to engage a Maintenance Services firm to provide On-Call Emergency Snow Removal Services from Town-owned buildings. Should snow loads reach or be forecast to exceed design criteria, manual clearing of snow from effected roofs may become necessary and the on-call contractor will be mobilized to remove such snow as necessary to return to safe snow loads. The total roof surfaces involved may be as much as 600,000 square feet and are predominantly flat and low pitch roofs, including but not limited to Rockville High School, Vernon Center Middle School, Center Road School, Lake Street School, Skinner Road School, Northeast School, Maple Street School, and Center 375.

The Maintenance Services firm will be evaluated and selected based on technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State and Town of Vernon procedures, approximately weighted in descending order of importance. The services fee will be negotiated on a time and material basis.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town of Vernon, State and Federal affirmative action and equal employment opportunity practices including OSHA requirements for edge and fall protection.

The following are required as part of the proposal:

- A letter of interest, together with general information on the firm and proposal sub-contractors
- A detailed statement including the organizational structure under which the firm proposes to conduct business
- The firm's brochure
- Experience of the firm
- Resume of key personnel
- Proposed fee approach including hourly labor rates, equipment rates, and supervision costs

Proposals should be addressed to John D. Ward, Town Administrator, 14 Park Place, Vernon, CT 06066. Additionally, all interested firms must submit proof of Workers Compensation Insurance and General Liability Insurance specifically endorsed to cover the work involved. Proposed sub-contractors should be clearly identified. The Town reserves the right to reject any and all proposals.

Questions about this request for qualifications are to be submitted electronically to Robert Kleinhans, Director of Public Works, at [rkleinhans@vernon-ct.gov](mailto:rkleinhans@vernon-ct.gov). All questions and answers will be on the Town of Vernon Website. Questions will be accepted until 5:00 P.M. on January 3, 2012; answers will be submitted by 5:00 P.M. on January 6, 2012. All letters of interest must be postmarked by a U.S. Post Office (if mailed) or received in the Office of the Town Administrator (if hand delivered) no later than 12:30 PM on January 11, 2012. Responses received or postmarked after this dated will not be considered.

The Town of Vernon is an Affirmative Action Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

John D. Ward, Town Administrator