

TOWN OF LUNENBURG

Request for proposals for snow removal 2025 – 2027

SCOPE OF WORK

Locations: This request is for parking lots, sidewalks and walkways as identified in Section 2 – Proposal Requirements – Locations.

Full Parking Lot Standards: When a parking lot is occupied the contractor shall do the best to clear, treat, and deice the travel lanes, sidewalk, and walkways to the satisfaction of the Town. All locations must be attended to by 7 AM Monday through Friday and 8:00 AM on Saturday and Sunday.

Empty Parking Lot Standards: When a parking lot is unoccupied the contractor shall clear, treat, and de-ice the travel lanes parking areas, sidewalk, and walkways to the satisfaction of the Town. All locations must be attended to by 7 AM Monday through Friday and 8:00 AM on Saturday and Sunday.

PROPOSAL REQUIREMENTS

Locations

1. Lunenburg Post Office Parking Lot
2. All sidewalks in the Town of Lunenburg and Village of Gilman
3. Bernard Park Parking Lot in Gilman
4. Fox Field Parking Lot in Gilman
5. Parking area in front of the Lunenburg Municipal Building
6. Alden Balch Memorial Library Parking Lot

Responsibility of the Contractor

To fulfill the requirements of this contract, the contractor must provide sufficient vehicles, equipment, and operators in a timely manner for the proper removal of snow and ice from parking areas, sidewalks and walkways to the satisfaction of the Town.

Upon award the contractor must supply the following within fourteen (14) calendar days of the award notice:

- Name of operators (2) and proof of CDL (if required)
- Primary and secondary contact information
- Certificate of insurance
- Completed IRS W-9 Form

INSURANCE

Contractor must maintain and provide proof of Workers Compensation, Comprehensive General Liability Insurance, Automobile Liability Insurance and Property Damage Insurance (Minimum of \$2,000,000 aggregate, \$1,000,000 per occurrence). The Town of Lunenburg must be named as additionally insured. The contractor agrees to hold harmless, indemnify and defend the Town of Lunenburg for all liability arising out of the project, except that arising out of sole negligence on the Town of Lunenburg.

Rejection of Proposals

- The Town of Lunenburg reserves the right to reject any or all pro or to award contracts as a whole or in part if it is deemed in the best interest of the Town. In addition, the Town reserves the right to:
- Accept other than the lowest price proposal.
- To amend, modify, or withdraw this Request for Bids.
- To require supplemental statement or information from bidders.
- To extend the deadline for responses to this Request for Bids.
- To negotiate separately with one or more competing bidders.
- To award the bid deemed in the best interest of the Town.

CONTRACT TERM

The term of the contract shall be from the date of the contract award through May 31, 2027

PAYMENT FOR SERVICES

The contractor must submit an invoice for completed services. Invoices will be processed by the Town once a month and the invoice deadline for processing will be on the 10th day of the month. Prepayment of services is not allowed.

INSTRUCTIONS

Proposals must be submitted in a sealed envelope marked "Snow and Ice Removal Proposal". **Deadline for receipt is no later than 3pm on October 23, 2025.** Proposals may be mailed to: Town of Lunenburg, Snow and Ice Removal Proposal, PO Box 54, Lunenburg, VT 05906 or dropped off at 9 West Main Street, Lunenburg, VT 05906. The Town does not consider postmark dates as evidence of receipt date.

Any questions regarding this request, please contact the Town Clerk, Gary Briggs, at 802-892-5959 or via email townclerk@lunenburg-gilmanvt.gov.