

**BID SPECIFICATIONS FOR PLOWING, SANDING AND SNOW REMOVAL FOR THE
TOWN OF ALNA: NOVEMBER 2022 – JUNE 1, 2023**

A. SERVICES TO BE PROVIDED

Overview:

The Town of Alna seeks to replace services resulting from the recent cancellation of its plow contract, and is therefore seeking proposals from contractors qualified to provide all or any part of the services described below for the current Winter season. Although preference will be given to contractors able to satisfy the greatest scope of work, bidders unable to satisfy the full scope of work are strongly encouraged to propose a narrower scope (*e.g.*, limited to a specific subset of roads, *etc.*)

The Contractor agrees to remove ice and snow and control ice on all town ways and designated town properties and sites, including approximately 29 miles of roads, parking areas, school bus turn-arounds, and hydrant locations as described below and as further specified by the Alna Road Commissioner and/or the Select Board.

The replacement Contract(s) described here covers only the 2022-2023 snow-removal season. (Bids for a full three-year contract will be solicited early in 2023.) The snow removal season covered under the replacement Contract(s) described here will commence upon contract acceptance, and conclude on June 1, 2023.

The Contractor will carry out plowing and/or sanding at such times and in the manner described in the sections below, as well as when instructed by the Alna Select Board, or any Select Board member, the Lincoln County Sheriff or a deputy, the Maine State Police, the Maine Department of Transportation, the Alna Road Commissioner, or the Alna Fire Chief (limited to safety issues during a fire department emergency response).

It shall be the responsibility of the Contractor to patrol all areas covered by the Contract between storms to discover and correct icing, drifting, and other hazardous conditions.

B. LOCATIONS TO BE SERVICED

In addition to roads described in the table below, plowing services are sought for: the Town Office at 1574 Alna Road, the driveway and parking lots of the Alna Volunteer Fire Department on Route 218 and the Golden Ridge Road, and all school bus turn-arounds and dry hydrants. Dry hydrants are located at the Octagon House on Route 218, Cooper's watering hole on the Rabbit Path, Abbott's Pond on the West Alna Road, the pond across from the railroad on the Cross Road, Pinkham Pond, Bardo Pond on the Egypt Road and Vietze Pond on Route 194, and the pond located near the intersection of Route 194 and Hollywood Blvd. In addition, the Town Office steps and handicap ramp and the AVFD upper and lower accesses & egresses and handicap ramps will be shoveled on every storm. If necessary, the Fire Department truck bay doors and parking lot will be plowed

several times during a storm, to assure rapid and safe equipment egress. Likewise, entrances will be hand shoveled, if necessary, to allow personnel to quickly and safely enter the building. Dry hydrants will be hand shoveled if plowing equipment cannot make them fully accessible.

Alna Roads to Be Plowed

NAME	Begin	End	Section Length	Lane Miles
ALNA RD (RT 218)	TL Alna/Wiscasset	TL Alna/Whitefield	6.55	13.10
HEAD TIDE HILL RD (RT 194)	TL Alna/Whitefield	Int of Head Tide Hill Rd w/Head Tide Rd	1.51	3.02
HEAD TIDE RD (RT 194)	Int of Head Tide Hill Rd w/Head Tide Rd (Rt 194)	TL Alna/Newcastle	1.76	3.52
HEAD TIDE RD	Int of Head Tide Hill Rd w/Head Tide Rd (Rt 194)	Int of Head Tide Rd w/Alna Rd (Rt 218)	0.28	0.56
SHEEPSCOT RD	Int of Alna Rd (Rt 194) w/Sheepscot Rd	TL Alna/Newcastle	0.70	1.40
W. ALNA RD	TL Alna/Wiscasset	Int of Alna Rd (Rt 218) w/W. Alna Rd.	4.90	9.80
BAILEY RD	TL Alna/Dresden	Int of Alna Rd (Rt 218) w/Bailey Rd	2.58	5.16
COLPIT RD	Int of Colpit Rd w/Alna Rd	End of Colpit Rd	0.17	0.34
CROSS RD	Int of Cross Rd w/W. Alna Rd	Int of Cross Rd w/Sheepscot Rd	1.66	3.32
DOCK RD	End of Dock Rd.	Int of Dock Rd w/Alna Rd (Rt 218)	1.03	2.06
EGYPT RD	Int of Egypt Rd w/Head Tide Rd	TL Alna/Jefferson	1.32	2.64
GOLDEN RIDGE RD	Int of Cross Rd w/Golden Ridge Rd	Int of Alna Rd (Rt 218) w/Golden Ridge Rd	1.75	3.50
HEAD TIDE CHURCH RD	Int of Head Tide Church Rd w/Head Tide Rd	End of Head Tide Church Rd	0.070	0.14
HOLLYWOOD BLVD	Int of Head Tide Rd w/Hollywood Blvd	TL Alna/Whitefield	1.49	2.98
LATHROP RD	End of Lathrop Rd	Int of Lathrop Rd w/W. Alna Rd.	0.91	1.82
N. OLD SHEEPSCOT RD	Int of N. Old Sheepscot Rd w/Sheepscot Rd	End of N. Old Sheepscot Rd	0.42	0.85
NELSON RD	Int of Dock Rd w/Nelson Rd	End of Nelson Rd	0.74	1.48
OLD SHEEPSCOT RD	TL Alna/Wiscasset	End of Old Sheepscot Rd	0.12	0.24
RABBIT PATH RD	Int. of Bailey Rd w/Rabbit Path Rd	Int. of Alna Rd (Rt 218) w/Rabbit Path Rd	1.49	2.98
SAND BUILDING RD	Int of Alna Rd w/Sand Building Rd	End of Sand Building Rd	0.28	0.56
TOTAL			14.33	28.66

Proposals should clearly specify whether they cover all locations described above. Proposals that do not cover all locations should clearly specify which locations are included within the scope of the proposal.

In the event of excessive snow build up the Contractor will be required to wing back all snowbanks along roadways and apply special attention to pushing back snow banks around dry hydrants and intersections.

If necessary, snow banks will be pushed back at the Town Meeting location prior to the town meeting at the end of March as part of this Contract.

Upon award of a Contract, the Road Commissioner and the Select Board will conduct a road tour of the town for the Contractor, pointing out the location of all the facilities or sections of roadway requiring attention, as listed and described above.

C. EQUIPMENT & PERSONNEL REQUIREMENTS

The Contractor will be expected to maintain, at their expense, sufficient equipment to open and maintain roads and other facilities per the terms of this contract and shall employ as many qualified operators as necessary. The Contractor will be expected to provide evidence that they have, or have ready access to, necessary supplemental equipment, such as a front-end loader and a grader.

Please fill out Contractor's Bid Proposal, including Equipment and Personnel List to fulfill Contract requirements.

D. INDEPENDENT CONTRACTOR

During the performance of this Contract, the Contractor and its agents and employees, and subcontractors act in an independent capacity and are not officers or employees or agents of the Town. Any personnel needed to fulfill the obligations of this Contract shall be employed or contracted by the Contractor and the Contractor shall be solely responsible for complying with applicable state and federal laws including but not limited to worker's compensation law, employment security law and minimum wage law. As an independent Contractor, the Contractor is also responsible for maintaining its equipment in a safe, operable and legal condition.

E. PLOWING OPERATIONS AND REQUIREMENTS

The Contractor will commence plowing and sanding operations on their own initiative when snow on the pavement has reached a depth of one-half inch if the snow is wet and one inch if dry, as well as any time when ice or slush conditions exist, or when drifting of loose snow narrows previously opened roads.

Operations will continue until highways are cleared of snow to the outside shoulders. During severe storms or drifting, plows will be operated to maintain two-way traffic always. The Contractor agrees to pay attention to the sanding of hills, curves and intersections,

and to apply extra sand and salt to such locations when necessary. Immediately after the extreme conditions have subsided snow will be removed to the outside of the shoulders of the highways. The Contractor must have supervisory personnel or radio and or mobile phone equipped vehicles situated so that messages of urgency can reach the plowing or sanding vehicles immediately.

Work shall continue until all roads, parking lots, and school bus turn-around are safely passable. Work will then commence on the clearing of ditches, widening of intersections, remedial scraping and sanding and winging-back drifts and intersection and shoulder accumulations.

On normal work days, the needs of regularly scheduled school bus runs and the morning and afternoon commuter traffic should be given priority. The Select Board and/or School Board members will make route information available to the Contractor and will be responsible for informing the Contractor in the event of a bus schedule or route change.

The Town agrees to provide sufficient sand and salt for operations required by this agreement. The Town will furnish sand and salt mixture at the Sand/Salt Shed, located on Sand Building Road off route 218. Additional salt will be available at this location (at the discretion of the Select Board and Road Commissioner) which the Contractor shall use to increase the concentration of the sand and salt mixture, as conditions dictate, or for straight application.

The Contractor will reimburse the Town for the replacement of guard rail, guard rail posts, signs, sign posts, dry hydrants, or any other components of town property or buildings which are damaged due to snow removal operations, if the Road Commissioner determines that such damage could have been reasonably avoided by the Contractor.

The Road Commissioner will set the priorities in the maintenance of primary and secondary roads, said priority to be followed by the Contractor.

F. PERFORMANCE BOND [RESERVED/NOT REQUIRED]: Performance

A performance bond is not required. Payment of each monthly Contract installment will be contingent upon provisions of good and satisfactory service under the terms of this agreement, and failure to timely perform any, or all of the work in a good and workmanlike manner herein will constitute cause for termination of the Contract.

Bidders must list prior municipal and non-municipal snowplowing contracts and experience and provide references.

G. INSURANCE

The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 for personal injury, death and property damage claims which may arise from snow removal or sanding operations under this Contract. In addition, the Contractor will be required to provide evidence of insurance or financial resources to satisfy the requirements of the Workman’s Compensation Act.

H. BILLS AND CLAIMS

Preference will be given to bids for a fixed rate for the full season. Bids will also be accepted for services provided under this contract at a fixed hourly rate (to be specified in the bid) for each plow and driver, with bills to be submitted monthly on a net 30 basis. As an independent Contractor, the Contractor is responsible for all bills for labor, material (other than Town-supplied sand and salt), equipment and fuel and other items which are incurred in the performance of this Contract.

I. INDEMNIFICATION

The Contractor agrees to hold the Town harmless from any claim for death, injury, property damage or other loss which may result from your performance of road or other facility maintenance under this Contract. In the event that such a claim is made against the Town, the Contractor will defend the Town, and the Contractor will pay any amount (indemnify) for which the Town may be held liable in a legal action for such claims.

J. SUPERVISION AND CONTROL

As independent Contractor, the Contractor has the right and duty to supervise and control its own employees, agents and equipment. The Town’s Road Commissioner and/or Select Board have the right to inspect road maintenance operations, and notify the Contractor of any problems, errors or non-performance. Said town officials may order that work be done in a satisfactory manner, to be determined by them. The Road Commissioner may also determine the priority of roads to be plowed and sanded.

K. NOTICE AND CONTACT

The following persons shall be available and authorized to accept notices (written or oral), calls and orders:

For the Contractor (listed in priority order):

Name: _____ Primary contact number: _____

Name: _____ Primary contact number: _____

Name: _____ Primary contact number: _____

Legal mailing address: _____

L. Contractor Selection Factors:

Among the factors the Select Board will consider in awarding this contract are the following:

1. Quality and completeness of the bid: whether proposal is for all the Work, and if not all the Work, what portions of the Work the proposal includes.
2. Prior experience of the bidder in Alna
3. Prior experience in other area communities (references)
4. Quality of equipment
5. Availability and experience of personnel
6. Price

Bidders should not imply any priority in these factors. The Select Board will make a qualitative selection, weighing all factors. The Select Board reserves the right to request additional information of some or all bidders, to conduct oral interviews, and to negotiate any of the terms of the proposed bid or services.

The Town of Alna is under no obligation to award any contract as a result of this request for proposal process, and may elect to seek proposals again in its sole discretion.

CONTRACTOR'S BID PROPOSAL:

FIXED PRICE FOR FULL SEASON: _____

OR

Equipment and Personnel List

Equipment to be used:

	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Rate/Hour</u> <u>(Including Operator)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Personnel to be used (including subcontractors) and town of residence:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

ADDITIONAL COMMENTS:

(Bidders are encouraged to provide any additional information or propose innovative approaches in support of their proposal, or to enclose other materials they believe to be useful to the Town's decision-making.