



**TOWN OF PITTSFIELD**

**REQUEST FOR PROPOSAL**

**FOR**

**2023 Winter Sand Bid**

**August 15, 2023**

# TOWN OF PITTSFIELD

## REQUEST FOR PROPOSAL

### NOTICE TO INTERESTED PARTIES

**August 15, 2023**

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **11:00 AM, Thursday, August 31, 2023**. All quotations shall be submitted in sealed envelopes and be plainly marked "**2023 Winter Sand Bid.**" No quotations will be accepted by facsimile (FAX) or e-mail transmission.
2. Quotations will be opened publicly by the Town Manager or her designated representative at 11:00 AM, Thursday, August 31, 2023.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
  - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
  - b. Comprehensive General Liability insurance policy with the following limits of coverage:
    - Bodily Injury: \$1,000,000
    - Property Damage: \$400,000
    - Aggregate: \$1,000,000 of all claims per occurrence
  - c. Comprehensive Automobile insurance policy with the following limits:
    - Bodily Injury: \$1,000,000
    - Property Damage \$400,000 per occurrence
  - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for the 2023 Winter Sand Bid for the Town of Pittsfield must include the following:
  - a. Detailed Work History;
  - b. Three (3) or more Contract Work References;

- c. Qualifications and experience with providing requested equipment and services in other towns;
  - d. Proof of insurance; and
  - e. A completed bid form detailing the cost to provide services.
6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.
7. The successful bidder will be required to sign the Town's Standard Services Contract.
8. Questions regarding this RFP can be sent to: [townmanager@pittsfield.org](mailto:townmanager@pittsfield.org). Answers will be shared with those who have sent previous questions to this email address.

## TOWN OF PITTSFIELD

### 1. SCOPE OF SERVICES

The Town of Pittsfield is seeking quotations from qualified individuals or firms to provide Winter Sand for the 2023-2024 winter season. The winter sand shall be screened and delivered to the Town of Pittsfield's Public Works Department located at 105 Bow Street in Pittsfield, ME for the 2023-2024 Winter Season. The Winter Sand provided must meet all of the following **WINTER SAND SPECIFICATIONS** and include all of the following:

- The winter sand shall be screened and delivered to the Town of Pittsfield's Public Works Department located at 105 Bow Street in Pittsfield, ME for the 2023-2024 winter season.
- The Town of Pittsfield shall order a minimum of 1,500 to a maximum of 2,000 cubic yards. Therefore, the successful bidder will deliver to the Town of Pittsfield Public Works Department 1,500 – 2,000 cubic yards of screened sand based upon the Town's order.
- Delivery shall occur during regular work hours of the Public Works Department, 7:15 a.m. to 3:15 p.m. Monday - Friday. The Contractor will be notified by the Public Works Director 7 days prior to the required date of delivery so the Town may provide an inspector on the site during the delivery period and to also allow coordination of salt delivery for mixing. All trucks will be measured and each load shall be verified as received by the Town Inspector.
- The Screened material delivered must meet the following gradation:

Sieve Size	Percent Passing
3/8"	100
1/4"	95 - 100
#10	55 - 95
#40	10 - 60
#200	0 – 5

- Unless otherwise mutually agreed upon all work shall be completed by October 27, 2023.
- The successful bidder, **at their cost**, shall provide to the Town of Pittsfield test results showing the proposed material will meet the required gradations, one (1) week prior to the first scheduled delivery of sand.
- The gradation test must be done by a qualified soils testing facility; the name of the facility, the technicians name, material type and material location from which the sample was taken shall be included in the report from the selected testing facility.
- Any material delivered not meeting the gradation listed above shall be removed and replaced at the Contractor's expense.

## Town of Pittsfield

### **2023 WINTER SAND BID FORM**

Please fill in the following:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\$ Per Cubic Yard delivered \_\_\_\_\_

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Note: Site visits are encouraged before submitting proposals. To setup a site visit contact the Public Works Garage at 207-487-6942.

## **PROCEDURE FOR SUBMITTING PROJECT PROPOSALS**

### **A. Time, Place and Format**

Proposals must be received by the Town at the Town Office no later than 11:00 AM on August 31, 2023. Proposals received in the mail or in-person after 11:00 AM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in envelopes, which clearly states "**2023 Winter Sand Bid.**" and identifies the proposer
- The envelope must be addressed as follows:  
Town of Pittsfield  
Attn: Town Clerk  
112 Somerset Ave.  
Pittsfield, ME 04967
- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

### **B. Opening of Responses**

All proposals will be opened on August 31, 2023 at 11:00 AM.

## **3. Data to be submitted with project proposals**

The content and sequence of the information contained in the proposal shall be as follows:

### **A. Letter of Transmittal**

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

### **B. Table of Contents**

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References

Each firm must include the following references:

- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide a cost breakdown for work to be performed and equipment to be delivered including financing if applicable.