



CITY OF TORRINGTON

REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

DATE: October 2, 2013

FROM: CITY OF TORRINGTON

Pennie Zucco
Purchasing Agent
140 Main Street
Torrington, CT 06790

PHONE: (860)489-2225

FAX: (860)489-2547

E-Mail: pennie_zucco@torringtonct.org

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

INQUIRY NUMBER: SCP1017 SENIOR CENTER PLOWING

Contact name _____ Phone # _____
Company name _____ Fax # _____
Address _____ E-mail _____
City, State, Zip _____

To receive consideration your quotation must be received by: October 17, 2013 11:00 AM

Quote price for the following:

SENIOR CENTER PLOWING:

The City of Torrington is seeking quotations for snow plowing, sanding/salting and shoveling at the Edward E. Sullivan Senior Center for the period of November 2013 to April 2014. The sand to salt ratio shall be 5 parts sand to 1-part salt, as routinely available from sand/salt mix suppliers.

Invoices will be accepted in six equal monthly installments. One invoice per month: Nov, Dec, Jan, Feb, March and April. Payment terms are Net 30 days after receipt of invoice.

All Plowing, Sanding/Salting and Shoveling **must be completed** before 7:30 AM, Monday – Friday. Senior Center Staff will make notification if a special event is taking place on a Saturday or Sunday. Contractor is required to clear parking lots and sidewalks of snow prior to special events.

- **Please note:** When school is cancelled, activities at the Sullivan Senior Center are cancelled, but City of Torrington employees and staff report to work on their regular work schedule which is from 8:00 AM – 5:00 PM, therefore all plowing and sanding must be completed by 7:30 AM.

All Parking Lots must be plowed and sanded/salted:

- Front Lot on East Albert Street
- Turnaround on Park Avenue
- Lot between the Garage and Building B (access from Park Ave.)
- Behind buildings on East side (along river)
- Driveway in front of the Garage on Park Ave.
- Perimeter to be staked out, to prevent plow damage to grassy areas beyond parking lot perimeter.

All sidewalks on property and around the perimeter and entries to the senior center buildings must be shoveled and sanded/salted including:

- Front Entrance on East Albert Street
- Nutrition Office on Park Avenue
- Thrift Shop ramp and Main Entrance on Park Ave.
- Door to Exercise Room in Building B
- Door to Billiard Room
- Door to Computer Room
- Door to Craft Room
- Door to Connector
- Door to Kitchen
- Door to Senior Center office from back parking lot
- Doors to Garage from parking lot.

Contractor **will** be responsible to pre-treat all parking lots, driveways and sidewalks as necessary.

Contractor **will** be responsible to repair any damage done to the Senior Center property due to plowing.

In the event of excessive snowfall, the contractor is responsible for the removal of snow from the property when snow piles are blocking useable parking spaces.

Contractor must be licensed and insured and supply at least (4) four references with contact information.

Awarded Contractor to supply list of employees working for contractor and qualifications of staff who will be assigned to this contract. Years of experience will be considered based on the information provided in the proposal.

Furthermore, any operator leaving Senior Center sites in an unsatisfactory condition will be required to return and complete the job.

The contractor shall not assign any interest in the contract and shall not transfer any interest in the same. The Contractor will provide the required services and will not subcontract or assign the services.

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage or contingent fee from the compensation due the Contractor.

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and that, in the city's judgment, will best serve the public interest.

A meeting shall be conducted by the Owner with the successful responder to this RFQ to discuss ways and means for snow removal. Said meeting will take place between October 21st and November 1st. Each individual responsible to operate snow removal equipment shall attend the meeting for instruction on ways and means from the Owner's perspective.

Labor shall be paid at the rates quoted in the bid proposal.

SCOPE OF WORK

- A) The lots are to be plowed when snow accumulates at 1 inch or higher.
- B) **Snow removal will start no later than 5:30 A.M., and be 100% completed by 7:30 A.M., Monday through Friday.**
- C) If the Senior Center has to supply services and/or contract to another vendor, the difference in cost will be charged back to vendor under contract.
- D) Snow must be properly placed to minimize loss of parking spaces.
- E) Prior agreement is necessary before service is to begin.
- F) Salt shall be applied to all Senior Center parking lots and grounds, all entrance and exit avenues to Senior Center parking lots, in sufficient quantities to melt any frozen precipitation, when:
 - 1. Slippery, and/or icy conditions warrant.
 - 2. After any type of ice storm.
 - 3. Any accumulation of ice or snow under a previous agreed upon amount.
 - 4. At the owners' request.

Cost per month _____

Total cost _____

**RFQ #SCP1017
SENIOR CENTER PLOWING**

SIGNATURE SHEET

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ URL/email address

The above individual is authorized to sign on behalf of company submitting proposal.

CITY OF TORRINGTON
SCP1017 SENIOR CENTER PLOWING
BIDDER'S REFERENCES

These forms shall be completed and returned with the Bid Form. Bidders may submit additional sheets as necessary.

Bidder: _____

Address: _____

Building/Company Serviced: _____

Address: _____

Name, phone, email address
of Contact Person _____

Building/Company Serviced: _____

Address: _____

Name, telephone, email address
of Contact Person _____

Building/Company Serviced: _____

Address: _____

Name, telephone, email address
of Contact Person _____

Building/Company Serviced: _____

Address: _____

Name, phone, email address
of Contact Person _____

CITY OF TORRINGTON
RFQ #SCP1017
SENIOR CENTER PLOWING
Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal. Represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.
