



**Ridgefield Housing Authority**  
**Town of Ridgefield**  
**BALLARD GREEN • 25 GILBERT STREET**  
**RIDGEFIELD, CONNECTICUT 06877**  
**TEL 203-438-9845 • FAX 203-438-1845**



## REQUEST FOR PROPOSAL

### Legal Notice

The Ridgefield Housing Authority requests proposals from qualified snow removal companies to perform the sidewalk snow removal for the Ballard Green complex located at 25 Gilbert Street, Ridgefield, CT 06877.

Requests for Proposals can be obtained by contacting the main office of the Ridgefield Housing Authority, 25 Gilbert Street, Ridgefield, CT 06877, (203) 438-9845. Downloadable RFP may also be found on the website at [www.ridgefieldhousing.org](http://www.ridgefieldhousing.org).

Submissions by the qualified snow removal companies shall be received in the above referenced office by 10:00 o'clock, a.m. on Dec. 15, 2009.

Dated at Ridgefield, Connecticut this 1st day of December, 2009.

*Diana Burgos*

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Diana Burgos, Executive Director

RIDGEFIELD HOUSING AUTHORITY

**REQUESTS FOR PROPOSAL  
Snow Removal Services**

1. INTENT AND GENERAL INFORMATION

The Ridgefield Housing Authority requests proposals from qualified snow removal companies to perform the sidewalk snow removal for the Ballard Green complex located at 25 Gilbert Street, Ridgefield, CT 06877.

2. GENERAL REQUIREMENTS

Sealed proposals are hereby being solicited by the Ridgefield Housing Authority requests proposals from qualified snow removal companies to perform the sidewalk snow removal for the Ballard Green complex located at 25 Gilbert Street, Ridgefield, CT 06877.

3. AUTHORIZED CONTACT

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4. EXPECTED DURATION OF CONTRACT SERVICES

Any contract resulting from this RFP is expected to begin immediately and terminate on June 30th, 2010.

5. USE OF SUBCONTRACTORS

The Proposer must identify any subcontractors that will be used on this project and describe the contractual arrangements that will exist with all subcontractors. The Proposer will be considered the prime Contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor.

6. CANCELLATION OF SOLICITATION

The Ridgefield Housing Authority retains the right to cancel this Solicitation at any time prior to the execution and approval of a Contract. If this Solicitation is canceled, all Proposals received in response to this RFP will be rejected. All proposal preparation costs remain the responsibility of the Proposer.

## PROCUREMENT SCOPE

### A. PURPOSE

The Purpose of this Proposal is to seek services from qualified snow removal companies to perform the overall sidewalk snow removal for the Ballard Green complex located at 25 Gilbert Street, Ridgefield, CT 06877.

### B. SCOPE OF WORK

#### **SNOW REMOVAL - sidewalks**

- Ice melt and sand shall be applied on sidewalks, walkways, front and back stoops and stairs in place of sand/salt spreading.
- Season shall be defined as from the first snow and/or ice storm to and including the last snow and/or ice storm in a given year: July 1st to June 30th.
  
- Rate per storm for snow removal:
  - Snow removal/Ice melt placement - under 2 inches
  - Snow removal /Ice melt placement - 2 inches to 6 inches
  - Snow removal/Ice melt placement - 6 inches to 10 inches
  - Snow removal/Ice melt placement - over 10 inches

#### Specific Directions:

1. Bidders should visit the sites to review the areas and the scope of work that will be required.
2. Unless otherwise specifically directed, the snow plowing operation will begin when a minimum accumulation of 1.5 inches has been reached.
3. To provide maximum safety for the residents, employees and visitors, the spreading of salt/sand and/or ice melt product will be done when and where it is needed at the discretion of the successful bidder based on bidder's on-going inspection or the duration of the storm and beyond, or by request of the Maintenance or Site Manager.
4. Immediate re-plowing, re-sanding or ice melt application on a no-charge basis will be a demand of the Site Manager at his discretion if it is felt that the operation was not satisfactorily completed.
5. It is to be understood that clearing of stairs, entrance and egress pads are the responsibility of the bidder. These areas are to be maintained so as to allow full accessibility to the buildings. No snow is to be left blocking any door.
6. Prospective bidders shall note that award and/or rejection of this bid in total or in part will be at the discretion of the Ridgefield Housing Authority and the award will not be based solely on prices bid.

**MISCELLANEOUS REQUIREMENTS**

1. **INSURANCE**

The selected Proposer shall be required to furnish proof of the following insurance coverage within 10 (ten) days of receipt of Notice of Selection. Insurance shall be provided by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, or 7, or better. The Ridgefield Housing Authority must approve any and all exceptions. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions or renewals thereof. Each insurance certificate shall contain 30 (thirty) day notice of cancellation. All renewal certificates shall be furnished at least 30 (thirty) days prior to policy expiration.

**INSURANCE REQUIREMENTS**

1. Workers Compensation Insurance and/or
2. Employer's Liability Insurance and/or
3. Liability Insurance  
    General Liability - at least \$ 1 million

Cancellation of insurance or other termination of insurance policies required without immediate replacement thereof may be considered a default in the terms and conditions of any such agreement.

2. **TERMINATION**

The Ridgefield Housing Authority may terminate the services of the Proposer after sixty (60) days written notice if the Ridgefield Housing Authority in its sole discretion feels that the Proposer has failed to satisfactorily meet the terms under the contract.