Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.gov

INVITATION TO BID

RFP NO. 2026-16 **DATE: 10/29/2026**

PROJECT TITLE: **Transfer Station Plowing & Sanding**

PROPOSAL DUE DATES: Bid proposals are due by **November 12, 2026**, no later than 3:00pm. See section 5 for specific directions on bid submittal.

PROPOSED TIME PERIOD FOR CONTRACT: Plowing and sanding services are required for the coming winter as follows:

Year	Winter	Contract Period
1	2026 - 2027	11/17/2026 – 4/30/2027

But the Town will entertain proposals for the following two seasons as well:

Year	Winter	Contract Period
2	2027 - 2028	11/15/2027 – 4/30/2028
3	2028 - 2029	11/15/2028 – 4/30/2029

BIDDER ELIGIBILITY:
This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

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1. INTRODUCTION

Proposals are requested for plowing and sanding the Londonderry Transfer Station for the coming winter with an alternate proposal for the following two winters.

2. SCOPE OF WORK

The Town of Londonderry is seeking a qualified contractor to plow and sand the Transfer Station

facility located at **7060** VT Route 100, Londonderry, VT. The Contractor will:

a. Plow and/or sand the Transfer Station yard and associated work areas as needed to maintain access and safe conditions for the public, Transfer Station employees and trucks picking up solid waste and recycling materials. (Areas to be plowed include: the general yard area, the access road to the scrap metal area and tire disposal area, as well as access necessary to remove and replace all roll offs.)

b. Provide these services when weather conditions warrant and also upon request of Transfer Station personnel. (As a general standard, plowing is required when 2" or more of snow has fallen. Sanding is required when the surface is slippery enough to cause walking or driving difficulty or otherwise unsafe conditions.)

c. Provide all equipment and materials necessary to perform this work.

d. Promptly respond to communications from Transfer Station personnel during periods of snow and/or ice.

e. Maintain and provide proof of insurance coverage, including a certificate naming the Town of Londonderry as Additional Insured.

All areas must be plowed and sanded by 7:00 AM, except on Sundays when all areas must be plowed and sanded by 9:00 AM.

Contractors will submit an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.

Additional terms and conditions may be further mutually defined in a formal contract.

3. PRICING

A. Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

4. SUBMISSION OF PROPOSALS

A. Bids should be submitted electronically to the following email address: **townadmin@londonderryvt.gov**. Bids will also be accepted by mail or in-person.

B. Respondents must use the enclosed Bid Proposal Form (see page 6) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.

C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to "**Transfer Station Plowing & Sanding Bid**" in the email subject line, or on the envelope if submitted by mailed or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

D. There will be no public opening of the bids received by the Town, but they will be reviewed by Town staff, and ultimately the Londonderry Selectboard on **November 16, 2026**.

5. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.gov

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator.

However, bidders are encouraged to visit the Transfer Station and/or discuss the scope of work with Transfer Station personnel, if necessary, to help submit an accurate bid.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

E. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

F. Insurance Requirements

1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than $1,000,000 per each occurrence and General Aggregate coverage of at least $2,000,000.
5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least $1,000,000.
6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this

contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

1) Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.
2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

D. Start of Work

Work may commence each year of the contract beginning on November 15, as weather conditions dictate.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: November 12, at 3:00 pm
Complete and submit the following proposal, please write clearly.

1. BID PROPOSAL **Check here [ ] if supplementary documentation is attached.**

	PRIMARY BID	ALTERNATE BID (optional)	
Work Item	**Winter 2026-27**	**Winter 2027-28**	**Winter 2028-29**
Lump Sum Bid for entire season	**$**	**$**	**$**
AND/OR			
Bid for each snow event	**$**	**$**	**$**

Other Information clarifying cost proposal: _____

_____

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

BIDDERS ACKNOWLEDGEMENTS

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is **April 30, 2027**.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____ **Email: _____**

Signature: _____ **Date: _____**