

Central Vermont Solid Waste Management District  
300 Granger Rd  
Berlin, VT 05641  
802-229-9383 ext.100

## **REQUEST FOR PROPOSAL**

### **Snow Plowing, Sanding and Lawn Care**

### **DEADLINE FOR PROPOSALS April 25, 2025**

The Central Vermont Solid Waste Management District (CVSWMD, District) is accepting proposals for snow plowing, sanding and lawn care at its headquarters in Berlin, VT.

The CVSWMD reserves the right to accept and/or reject all proposals.

#### **Scope of Work**

Work will include plowing and sanding parking lots at 300 Granger Rd in Berlin, VT and mowing/brush hogging approximately 1 acre as needed.

See attachment for drawing of plowing/mowing areas.

Site visits may be arranged in advance of submitting a proposal by contacting us at [administration@cvswmd.org](mailto:administration@cvswmd.org).

#### **Plowing/Sanding:**

- Plowing required each time there is a snowfall exceeding three inches.
- Sand should be applied to the parking area if there are icy conditions.
- Additional plowing and/or sanding may be requested by CVSWMD if area is deemed dangerous due to ice accumulation or if continual snowfalls during any 24-hour period cause the accumulation of snow that renders the driveway impassible. If this should occur, contractor must plow or sand within two hours of notification.

#### **Mowing:**

- Mowing the path to the upper field as needed from May through October (will be requested by CVSWMD).
- Trimming around the office building and garage on same schedule as mowing.
- Include hourly rate and estimate for mowing/brush hogging the upper field as needed.

#### **Contract Terms:**

Term of the contract will be for two years with the option to expand for two additional years, with the written agreement of both parties. The contract may be terminated by either party upon thirty days written notice.

The vendor must:

- a. Possess appropriate state business licenses.
- b. Provide all travel.
- c. Provide appropriate equipment in safe and good working condition.
- d. The minimum limits of liability coverage shall be as follows:
  1. Comprehensive General Liability - \$250,000.00
  2. Business Automobile Policy – as required by Vermont law
  3. Worker's Compensation and Unemployment Compensation – as required by Vermont law.

The company will provide CVSWMD with the following prior to the effective date of the contract: W9 and certificates of workers compensation, public liability, and automobile liability (including non- ownership and hired vehicles) and property damage insurance satisfactory to the CVSMWD and in compliance with the law, and in form and amount sufficient to protect the CVSMWD.

- e. Contractor will perform services described above, if it should snow during nighttime hours contractor will plow no later than 7:00 a.m. Monday through Friday. Contractor will perform services no later than 8:00 a.m. on Saturday that our facility will be open (the third Saturday of each month).
- f. Contractor must provide names of all employees or workers.
- g. Contractor must comply with all state and federal labor, employment and business laws.
- h. The chosen vendor must furnish proof of insurance and license before beginning work.
- i. Contractor will invoice the CVSWMD a minimum of once per month.
- j. CVSWMD will pay all invoices provided by the contractor within twenty-one days of receipt.

**PROPOSAL SHEET – Submit proposals to Mona Lutz, Administrative Coordinator, CVSWMD**

Name of Firm, Company or Corporation \_\_\_\_\_

Name of contact person \_\_\_\_\_

Names of additional staff  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Year, Make, and Model of Equipment to be used  
 \_\_\_\_\_  
 \_\_\_\_\_

**Entrance road and parking lot**

Rate for snow removal \$ \_\_\_\_\_ per occurrence

Rate for sanding \$ \_\_\_\_\_ per occurrence

**Note: An occurrence is defined as an occasion of snow in excess of three inches or a request from a CVSWMD staff member.**

**Mowing**

Rate for mowing/trimming around buildings \$ \_\_\_\_\_ per hour

Estimate for time required to mow/trim: \_\_\_\_\_ hours

Rate for mowing/brush hogging field \$ \_\_\_\_\_ per hour

Estimate for time required to mow/brush hog: \_\_\_\_\_ hours

**REFERENCES**

Name	Company	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Property map:  
White outline shows plowing area  
Green outline shows mowing/trimming areas

