



TOWN OF ASHFIELD

OFFICE OF THE TOWN ADMINISTRATOR

412 Main Street
PO Box 560
Ashfield, MA 01330
Phone: 413-628-4441 x7
Fax: 413-628-0228
townadmin@ashfield.org

Town of Ashfield Invitation for Bids (IFB) Snow Removal Contract, 2021-2022

General Information and Bid Submission Requirements

Town Background

The Town of Ashfield is a small municipality in Franklin County, Massachusetts. Our year-round population is approximately 1,695 people. The Ashfield Town Hall and Fire Station are staffed 5 days a week, year-round (except during occasional gaps due to schedules).

A. Services Sought – Town Hall & Fire Station Complex

Snow removal and treatment at the Ashfield Town Hall/Fire Station Complex will consist of the following areas:

- a. The eastern side of the Fire Station parking lot. Snow mounds must be sufficiently pushed back to allow for normal parking. Mounds must not be created at the south-eastern corner of the fire station, which is used by the Fire Chief to access the building.
- b. Path to Propane Tank. A path from the eastern side of the Fire Station Parking Lot to the propane tank behind the building must be cleared. The Chief will take care of creating a path from that to the building steps.
- c. In front of the Fire Station. Snow must be adequately removed to allow for fire apparatuses to leave the building in an emergency.
- d. Paved area between the Fire Station and Town Hall. This is a non-parking area, but still a high-traffic walking area. It is also the ADA parking space as well.
- e. Walkway to town hall door. The main door needs to be accessible to town hall staff.
- f. Pathway to Police Grate, Police Grate Clearing: A path needs to be cleared from the parking area to a grate above the Police Department's egress windows. The grate is approximately 25-30 feet from the paved lot. The grate and the area in front of it must also be cleared of snow to allow for emergency exit by the police department.
- g. Driveway in front of town hall. The Police Department uses this space to park cruisers year-round.
- h. West side parking space, ramp, and landing: There is a space on the west side of the building that needs to be cleared, along with a handicapped ramp and landing at the top.

- i. Door steps and landings to: Town Administrator's office (east side), two emergency exits on south side, door to utility room (south side) and door to Collector's office (south side). Only the steps need to be cleared, and only enough to open the door for emergency exit.

Treatment of these spaces includes the use of sand or salt, as appropriate, to prevent slipping/falling of visitors/employees, and to eliminate the risk of vehicular damage due to sliding. Materials will be purchased by the vendor.

Treatments will be required as follows:

Weekday snow removal/treatments for all areas (A-I) shall be completed during regular daytime hours (7:00 AM – 5:00 PM, Monday-Friday) whenever accumulation exceeds three (3) inches.

Snow/removal treatment for Police areas (D, E, F, G) will be cleared from 7:00 AM – 10:00 PM whenever accumulation exceeds three (3) inches.

All areas (A-H) will be cleared during weekday off hours (5:01 PM – 6:59 AM between Monday-Friday) and on weekends (All day both Saturday and Sunday) whenever accumulation exceeds six (6) inches.

B. Services Sought – Old DPW Garage & Hydrants

The old DPW Garage (69 Main Street) is to be plowed during daytime hours (6:00 AM – 6:00 PM) when accumulation exceeds six (6) inches.

Hydrants (and paths leading to them) located at 101 West Road, behind Decker Machine Works (215 Main Street), and on Buckland Road (between town lake entrance and Ashfield House Property, across from 118 Buckland Road), are to be cleared whenever accumulation exceed six (6) inches. If needed, additional information can be obtained from the Fire Chief (413-628-4441).

Bid Requirements:

Bids must contain the following:

- Total amount per snow removal session for each of the following grouped tasks:
 - Weekday Treatments (Town Hall & Fire Station Complex)
 - Off-Hour/Weekend Treatments (Town Hall & Fire Station Complex)
 - Old DPW Garage & Hydrants
- Contact information, including phone, email, and a secondary contact person in case the primary contact cannot be reached
- Copies of existing liability insurance, drivers' licenses for workers, proof of vehicle insurance if not covered under liability, and your company's W-9 form, OR a signed statement committing to providing this information upon award of a contract.

Timeline

- Questions must be submitted no later than Monday, December 6th at 4:00 PM. Questions and answers are public record and must be shared with other potential bidders.

- Bids must be delivered by Monday, December 13th at 4:00 PM.
- Withdrawals must be received by Wednesday, December 15th at 12:00 PM.

Legal

- The Town of Ashfield reserves the right to reject any bids if the Town determines that rejection serves the best interests of the town.
- The Town of Ashfield reserves the right to cancel this IFB if the Town determines that cancellation serves the best interests of the town.
- All service bids must remain firm for the life of the contract.
- The Town of Ashfield reserves the right to cancel a contract if the Town determines that the terms of the agreement are not being met.
- The Town of Ashfield reserves the right to change the minimal accumulation requirements of the agreement to stay within the town’s financial appropriation. The town is prohibited by law from spending over its initial appropriation.

Awarding Authority

The Ashfield Selectboard or their designee will be the final authority on awarding any contracts for services.

Awards will be made based on the lowest responsible bidder based on the following totals:

- Thirty-six (36) weekday treatments for the Town Hall/Fire Station Complex
- Six (6) off-hour treatments for the Police Areas
- Six (6) off-hour treatments for the Town Hall/Fire Station Complex
- Twelve (12) treatments for the old DPW Garage and Fire Hydrants

Reporting Authority

The Town Administrator will be the primary point of contact for the Town of Ashfield.

Bid Submissions

Bids must be delivered in writing, either by email or in hard copy, by 4:00 PM on December 13, 2021 to:

Email	Mail	Hand-Deliver
townadmin@ashfield.org	Town Administrator P.O. Box 560 Ashfield, MA 01330-0560	Ashfield Town Hall 412 Main Street Ashfield, Massachusetts