

TOWN OF ORLAND
SNOW REMOVAL BID INFORMATION

1. **Snow removal and Sanding.** The Contractor or persons acting for him shall plow and remove snow from and apply sand to thirty two and fifty hundred-ths (32.50) miles, more or less, of public ways in the Town of Orland, Hancock County, Maine, consisting of certain Town Ways and State Aid roads within the boundaries of said Town of Orland, and including those sites listed, in accordance with State snow removal laws. Routes, mileage and sites are described in appendix A attached.

2. **Supervision.** As an independent contractor you have the right and duty to supervise and control your own employees, agents and equipment, however, snow removal and sanding shall be performed to the satisfaction of the Road Commissioner and the Municipal Officers of the Town of Orland and the Maine Department of Transportation. The judgment of the Department of Transportation shall be final.

3. **Equipment.** The Contractor shall have available for the performance of this contract the following equipment, of at least the sizes stated:

A. Four trucks and a sand loader.

A-1. Three (3) 10 wheel trucks equipped with hydraulic plows and wings and with power hopper sand spreaders; each shall have hopper capacity of at least ten (10) cubic yards of sand

A-2. The fourth truck is to be equipped with at least plowing headgear and sander for use as an emergency backup unit.

A-3. A sand loader to be equipped with a bucket of at least two (2) cubic yards capacity.

A-4. One (1) 4wd pick-up with plow and sander.

A-5 For the safety and convenience of the public, three (3) trucks shall be used for plowing and/or sanding at all times during a storm and during cleanup.

B. The Contractor shall have available to him, equipment large enough to remove and move snow in blizzard and drifting conditions. ie, a large 4wd loader, bulldozer, and large power grader. Use of additional equipment shall be with the authorization of the Road Commissioner or the Municipal Selectmen. The cost of said equipment will be in addition to the contract.

C. All primary equipment needed in plowing and sanding operations shall be based within a five mile radius of the Town Office.

4. **Labor and Assignment.** The Contractor or persons acting for him shall hire, provide and pay all persons necessary to the operation and maintenance of all equipment required for the satisfactory performance of this contract. You may not sell, transfer or otherwise assign your duties under this contract to any other person or entity without written consent of the Selectmen.

5. **Maintenance.** The Contractor or persons acting for him shall maintain all required equipment in a safe dependable condition so as to insure prompt and satisfactory performance of this contract.

6. **Radios.** The Contractor's operating trucks shall be equipped with mobile radio transceivers for communication with a designated base station acceptable to the parties. A cellular phone system may be used in place of a radio system.

7. **Sand.** On or before October 15th of each contract season the Contractor or persons acting for him shall stockpile at least three thousand (3000) cubic yards of sand in which the Contractor has thoroughly mixed one hundred ninety tons (190) of salt (125lbs/cu.yd.). A charge of **\$100.00** per day will be levied by the Town against the Contractor for sand **not** completed by November 1st of each contract season. The sand shall be screened to a maximum gradation of 1/2" by a power screen using a 1/2" square mesh screen and stockpiled at the Town of Orland sand/salt storage building. The Contractor shall obtain all such, salt and screening equipment; however the town shall purchase the salt. The Contractor shall provide the properly processed salt sand at a cost of: \$9.00/ yard (this includes processing hauling and stockpiling) which shall be paid for by the Town. The salt-sand stock-pile shall become the property of the Town of Orland.

8. **Time of Removal.** The Contractor shall begin plowing and snow removal at any and all times when snow or slush have accumulated on the listed Ways (either from snowfall or drifting) to a depth of 1". Sanding operations may start at the beginning of storm. The Contractor then shall provide continuous plowing and removal until the storm is over and all listed Ways are properly cleared of snow and sanded. All effort will be made to have the roads in plowed and sanded condition by 6:00A.M. to accommodate school buses and other working vehicles.

9. **Snow Removal.** Snow on the listed Ways shall be removed to the outside edges of the shoulders of the road. To minimize drifting and provide storage for future storms, the banks at the outside edges of the shoulders of the road shall be "winged back".

10. **Sanding.** The Contractor or persons acting for him shall sand any and all portions of listed Ways and places that may in the judgment of the Road Commissioner and Selectmen or the Dept. of Transportation require it and such sanding shall be done as soon as possible as these Ways start to become ice-coated or covered with snow. Such sanding shall be made as frequently as the Selectmen or the Dept. of Transportation deem necessary for the safety of the public.

11. **Liability Insurance.** The Contractor shall purchase adequate and appropriate property damage and liability insurance covering both the Contractor and the Contractor's employees and the general public. The minimum coverage will be one million (\$1,000,000) general liability for each occurrence and three hundred thousand dollars (\$300,000) for each occurrence. The Contractor shall provide the Selectmen with the certificate of proof of insurance no later than October 15th of each year of the contract. The Contractor shall instruct his insurance company to notify the Selectmen if insurance is cancelled at any time during the contract period. The Contractor shall provide a copy of this instruction to the Town.

12. **Workers' Comp. Insurance.** The Contractor shall provide adequate Workers' Comp. Insurance coverage in compliance with the requirements of the Industrial Accident Commission of the State of Maine, and furnish the Selectmen proof of coverage.

13. **Payment Schedule.**

- 15% of the total price on December 1.
- 15% of the total price on January 1.
- 25 % of the total price on February 1.
- 25 % of the total price on March 1.
- 10 % of the total price on April 1.
- 10 % of the total price on May 1.

* The May payment will be held back by the Town for the agreed upon performance bond. If there is no reason to retain it, these funds will be released by June 30th.

* Payments will be made the first Town of Orland pay date of the month.