BUREAU OF PURCHASES

Department of Finance
City of New Haven
200 Orange Street, Rm 301
New Haven, CT 06510

Malinda M. Figueroa
Purchasing Agent

Shawn J. Garris
Deputy Purchasing Agent

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A - 9a-Exhibit _RFP Standard Form of Agreement - City of New Haven

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D - 07-23-26_ FORMAL SOLICITATION VENDOR PERFORMANCE REPORT-Exhibit

E - Appendix A-Snow Removal Equipment

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G - DPW-Snow and Ice Brochure

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1. Project Summary

1.1. Summary

Project name:FY 26-27 New Haven Public Schools Snow Removal/Control and Ice Treatment/Control - Zone 4

Project #:2027-HYRFP-400

Department:NHPS-Facilities

NHPS is seeking on call vendor(s) to provide the services of qualified, knowledgeable, accountable and effective snow plowing equipment and operators for removal/control of snow and ice treatment/control of driveways, parking lots, and walkways on the grounds of schools, offices, and storage facilities for the 2026-2027 season. Snow removal/control RFP solicitations have been broken up into separate zones.

Interested Contractors may submit a proposal on one zone. However, contractor's proposal must include all facilities within each respective zone. If placing an RFP submission on more than one zone, contractor must show they have sufficient equipment and staff to handle all zones they are proposing. (Bidder to provide equipment list in Appendix A).

Local Preference: Yes

Living Wage Rate: $21.95 or $22.95 without benefits

1.2. Timeline

Release Project Date:	September 14, 2026

Pre-Proposal Meeting (Non-Mandatory):	September 21, 2026, 11:00am On Line via Zoom Video. Zoom information below: Topic: Snow Meeting Join Zoom Meeting https://us06web.zoom.us/j/88195615986?pwd=O4uZd45KwVhySddcatDF4jIIjM7nvUU.1 Meeting chat link https://us06web.zoom.us/launch/jc/88195615986 Meeting ID: 881 9561 5986 Passcode: 967286
Question Submission Deadline:	September 22, 2026, 5:00pm
Response Submission Deadline:	September 29, 2026, 11:00am

1.3. Procurement Contact

Michael Trnik

Procurement Coordinator

54 Meadow Street, 4th Fllor

New Haven,CT,06519

2. Instruction to Respondents

2.1. How to Use OpenGov: Educational Resource

Instructions for the using the City's eProcurement System (OpenGov): The following link will help you Get Started (https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9) and will include vendor guides for using the system. Below are additional screen shots for support.

All Video Guides: OpenGov Procurement Vendor Training

1. New Supplier Account
2. Submit a Bid or Proposal
3. Updating Your Company Designation on a Solicitation
4. Vendor Selection of Category Codes
5. How To Subscribe To Organizations And Find Active RFPs & Bids
6. Login Process
7. How to Edit or Withdraw your Proposal after it's been Submitted
8. How to Submit a Question
9. Viewing Bid Results

Video Trainings

2.2. NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Proposal (RFP) accepted by the City of New Haven (City) shall become the exclusive property of the City. At such time originating department recommends all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the Connecticut Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

2.3. Electronic Submission and Delivery Instructions

Parties interested in responding are required to submit proposals electronically through the City of New Haven's eProcurement Portal no later than 11:00 am on Tuesday, September 29, 2026. Please upload sufficiently early electronically through the City's eProcurement Portal before the time and day listed in the Notice Inviting Proposals. Proposals must be received in the system prior to the deadline.

The Price Proposal if requested must include all costs associated with the Proposal as described in the Price Proposal instructions in Response Submittals

The Proposal should disclose your approach in as much detail as possible, including, but not limited to, the requirements of the proposal instructions. Along with all required forms and submittals (See Attachments)and Response Submittals. No Pricing shall be included in this part.

Proposals received after the Proposal Deadline may not be accepted by the City.https://procurement.opengov.com/portal/newhavenct

2.4. Separation of Proposal and Pricing/ Budget Proposal

Submission Instructions: Two-Part Proposal Requirement

To ensure a fair and objective evaluation, your submission must be divided into two distinct parts: **Part 1: Technical Proposal** and **Part 2: Price Proposal**. Each part must be separate and complete so that the technical evaluation can be conducted independently of the cost analysis.

Part 1: Technical Proposal (No Pricing Allowed)

This section should disclose your project approach in detail. It must address all requirements outlined in the technical specifications and include all required forms found in the **#Attachments** and **Response Submittals** sections.

- **Important:** No pricing, fee information, or hourly rates shall be included in this part. Inclusion of costs in the Technical Proposal may result in disqualification.

Part 2: Price Proposal (Financial Submittal)

The Price Proposal must be submitted through the City's eProcurement Portal as a separate file. It must include the total cost to accomplish all deliverables requested in this RFP.

1. Price Proposal Detail

The proposal must describe both the **total lump-sum price** and a **detailed breakdown** of costs, including:

- Professional time/hourly rates for each staff member assigned to the project.
- Specific costs associated with the completion of each proposed task.
- A detailed list of all materials and supplies.
- **Incidental Costs:** The response must be inclusive of all expenses, including travel and lodging. The City will not separately reimburse any costs not explicitly included in the proposal.

2. Lump-Sum Fixed Pricing

The proposed lump-sum price represents the total compensation for all work called for in the **Scope of Work**. This price shall include, without limitation:

- All labor, materials, equipment, and designs.
- Insurance and bond premiums.
- Overhead, profit, and subcontractor services.
- All taxes, duties, permits, and royalties.
- Costs for obtaining required Government approvals (unless otherwise specified as the City's responsibility).
- Compensation for all risks, liabilities, and contingencies assigned to the Proposer.

3. Reimbursable Costs

If applicable, provide a specific schedule depicting expenditures exclusive to and in support of the scope of services. Only items on the approved reimbursable schedule will be considered for payment.

4. Financial Management Standards (For Federally Funded Projects)

In accordance with **2 CFR Part 200**, a contract will not be awarded to a consultant who does not maintain an adequate financial management and accounting system capable of tracking federal expenditures.

Key Summary for Respondents

Requirement	Technical Proposal (Part 1)	Price Proposal (Part 2)
Content	Project approach, team, and forms	Total cost, breakdown, and rates
Pricing Info	**Strictly Prohibited**	**Required**
Format	Separate file upload	Separate file upload
Purpose	Evaluates capability and quality	Evaluates fairness and reasonableness

2.5. Confidentiality

The City will redact any information clearly labeled and identified as proprietary by the respondent before releasing it in response to a Freedom of Information (FOI) request. City of New Haven staff will not discuss this proprietary material or the review process with anyone outside of the City of New Haven who are directly involved in overseeing the program or project. All inquiries regarding the review process of this project must be directed to the designated City staff in charge of the review

2.6. Alternate Responses

You must **strictly comply** with every element of this solicitation, meaning your bid must meet all **scope of work, specifications, and submission requirements** exactly as written. **Equivalent products** are only acceptable if the solicitation document explicitly says they are permitted; otherwise, **no alternate responses or unsolicited substitutions** will be considered, and any failure to conform to these rules risks your bid being **rejected as non-responsive**.

If alternate responses is allowed Respondents may propose alternative specifications by submitting an **Alternative Specification Form** via the Q&A tab. This must be completed **7–10 days prior to the closing date**.

2.7. Pre-Proposal Meeting

See the "Timeline" in Project Summary. If there is a Mandatory pre-proposal meeting, bidders/proposers are required to attend at the time, date, and location included in the Timeline. If there is a Non-Mandatory pre-proposal meeting, bidders/proposers are not required to attend.

Each bidder/proposer will have the opportunity to clarify and ask questions regarding the Specifications. The Pre-Proposal Meeting will be held at the time, date, and location in the Timeline of this solicitation.

2.8. Bid Bonding

Bid Security and Bonding Requirements1. General Requirement

A bid security in the amount of **five percent (5%)** of the total bid must be submitted for any bid exceeding **$100,000**. Failure to provide the required bid security at the time of the solicitation opening will result in the bid being rejected as **non-responsive**.

2. Acceptable Forms of Security

The City of New Haven accepts the following forms of bid security:

- **Electronic Bid Bond:** (Preferred) Submitted via a digital verification code.
- **Certified Cashier's Check:** Payable to the "City of New Haven."
- **Hardcopy Bid Bond:** Executed by the Bidder and an acceptable surety.

  CRITICAL NOTE: The City of New Haven **does not accept AIA Bid Surety Forms**. Use of an AIA form will result in the immediate rejection of your submission. Vendors must use the specific bid form provided in the submittal section of this solicitation package.

3. Electronic Bid Bonding (Preferred Method)

The Bureau of Purchases utilizes **Surety 2000** and **Tinubu Surety** to validate bid bonds. This internet-based system streamlines the process, protects bid security, and eliminates common disqualification errors.

- **Agent Responsibility:** It is the bonding agent's responsibility to access **Surety 2000** or **Tinubu Surety** to request a bond for each specific project.
- **Timeline:** Agents should begin this process at least **ten (10) business days** prior to the project closing date.
- **Digital Validation:** Once the bond is processed, the agent will receive a **digital validation code**. The vendor must include this code within their electronic bid submittal on the City's procurement portal.

4. Submission of Physical Security

If you choose to submit a **Hardcopy Bid Bond** or a **Certified Cashier's Check** instead of an electronic bond:

- **Physical Delivery Required:** The original physical document must be delivered to and received by the Bureau of Purchases *before* the scheduled solicitation opening date and time. Late physical deliveries will not be accepted, and your bid will be deemed non-responsive and disqualified.
- **Online Upload:** While you may upload a scanned copy of your hardcopy bond or check with your digital portal submission, uploading a copy alone is **not sufficient**. The City must receive the actual physical original document in hand prior to the deadline to consider your bid responsive.

5. Support and Contact Information

Surety 2000 and Tinubu are internet-based verification systems developed in cooperation with the surety industry. Contractors and Surety Agents may contact them directly for system support:

Surety 2000 toll-free at: **1-800-660-3263** or visit their website at www.surety2000.com for more information.

tinubu at 1-818-783-3460 or visit their web site at
https://www.tinubu.com/surety

The City of New Haven, CT would like to invite and encourage all bidders to participate in electronic bonding . Please encourage your bonding agent to contact Surety 2000 or tinubu There is no special software or hardware required to use this internet based system.

2.9. Definitions

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of New Haven, Connecticut; (B) the departments therein; (C) the directors of the several City departments; or any of their properly authorized designee ; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

3. City Requirements

3.1. Equal Employment Opportunity

During the performance of an agreement or contract, the Awardee agrees as follows:

a. To comply with all provisions of Executive Order 11246 and Executive Order 11375, Connecticut Fair Employment Practices Act, and the contract compliance ordinance of the City of New Haven, including all standards and regulations which are promulgated by the government authorities who established such acts and requirements, and all standards and regulations are incorporated herein by reference;

b. Not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, physical disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, sex, age, or national origin and physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship;

c. To post, in conspicuous place available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

d. To state, in all solicitations or advertisement for employees placed by or on behalf of the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, physical disability or national origin;

e. To send to each labor union representative of workers with whom it has a collective bargaining agreement, or other contract or understanding, a notice advising a labor union or worker's representative of the contractor's commitments under the equal opportunity clause of the City of New Haven, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor shall register all workers in the skilled trades, who are below the journeyman level, with the Apprentice Training Division of the Connecticut State Labor Department;

f. To utilize labor department and city sponsored manpower programs as a source of recruitment and to notify the contract compliance unit and such programs of all job vacancies;

g. To take affirmative action to negotiate with qualified minority contractors for any work which may be proposed for subletting, or for any additional services, or work which may be required as a result of this contract;

h. To cooperate with city departments in implementing required contract obligations for increasing the utilization of minority business enterprises;

i. To furnish all information and reports required by the Contract Compliance Director pursuant to section 12 1/2 -1, 12 1/2-19 through section 12 1/2-32, 12 1/2-48 through 12 1/2-52 and to permit access to his books, records and accounts by the contracting agency, the Contract Compliance Officer, and the Secretary of Labor for purposes of investigation to ascertain compliance with the program;

j. If such contractor employs three or more employees to refrain from paying such employees dues and related expense for clubs that restrict membership use of their facilities on the basis of race, color, sex, religion, national origin or ancestry;

k. To take such action, with respect to any subcontractor, as the City may direct as a means of enforcing the provisions of sub-paragraphs (a) through (m) herein, including penalties and sanctions for noncompliance, provided however that, in the event the contractor becomes involved or threatened with litigation as a result of such direction by the City, the City will intervene in such litigation to the extent necessary to protect the interest of the City and to effectuate the City's Equal Employment Opportunity Program, in the case of funded directly or indirectly, in whole, or in part, under one or more Federal Assistance Programs, the contractor or the City may ask the United States to enter into such litigation to protect the interest if the United States;

l. To file, along with his subcontractors, if any, compliance reports with the City in the form and to the extent prescribed in the contract by the Contract Compliance Director of the City of New Haven. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors, if any;

m. To include the provisions of sub-paragraphs (a) through (m) of this Equal Opportunity Clause in every subcontract or purchase order so that said provisions will be binding upon each such subcontractor or vendor;

n. That a finding, as hereinafter provided, of a refusal by the contractor, or subcontractor, to comply with any portion of this program as herein stated and described, may subject the offending party to any or all of the following penalties:

1. Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor, or subcontractor, is in compliance with the provisions of the contract;

2. Refusal of all future Bids for any public contract with the City of New Haven, or any of its departments or divisions, until such time the contractor or subcontractor, is in compliance with the provisions of the contract;

3. Cancellation of the public contract;

4. Recovery of specified monetary penalties;

5. In case of a substantial or material violation, or the threat of substantial or material violation of the compliance procedure or as may be provided in for by the contract, appropriate equitable or legal proceedings may be brought to enforce these provisions against contractors, subcontractors or other organizations, individuals or groups who directly or indirectly are not in compliance with the policy herein outlined.

3.2. Non-Collusion Affidavit of Proposer

1. I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and;

2. I am fully informed respecting the preparation and contents of the attached solicitation and of all pertinent circumstances respecting such Proposal;

3. Such Proposal is genuine and is not collusive or a sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, members, representative, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from Proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal prices or the Proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Haven or any person interested in the proposed Contract;

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, members employees, or parties in interest, including this affiant; and

6. That no Alder or other officer or employee or person whose salary is payable in whole or in part from the City Treasury is directly or indirectly interested in the Proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits thereof.

3.3. Ban The Box Agreement

The City of New Haven is subject to Ordinance #1585 (2/17/2009) which prohibits unfair discrimination in City hiring policies against persons previously convicted and provides a mechanism to ensure that persons and businesses supplying goods and/or services to the City of New Haven have adopted and employ fair hiring policies and practices that are consistent with the City’s goal of removing obstacles to the employment of persons with prior convictions.

Accordingly, during the performance of this contract, the Contractor agrees as follows:

(A) Vendors doing business with the City of New Haven shall adopt and employ conviction history policies, practices, and standards that are consistent with City standards further detailed in the attached ordinance. The Vendors' criminal history standards will be part of the criteria to be evaluated by the City as to whether to award a City contract. Further, the City will be able to evaluate a Vendor's execution of the criminal history standards as a part of the performance criteria of said City contract(s); the Awarding Authority, in consultation with the Office of Corporation Counsel and the Community Services Administration, shall consider any

Vendor's deviation from these criminal history standards as grounds for rejection, rescission, revocation, or any other termination of the contract.

(B) Under exigent circumstances, an Awarding Authority, by its highest ranking member, in consultation with the Office of Corporation Counsel and the Community Services Administration, may grant a Vendor a waiver of the criminal history standards on a contract-by-contract basis. A written record of the waiver shall be kept on file by the Awarding Authority, the Community Services Administration and the Office of Corporation Counsel, and shall also be submitted to the City of New Haven Commission of Equal Opportunities. The written record shall include, but not be limited to: (a) a summary of the terms of the contract, (b) the details of the Vendor's failure or refusal to conform to the City's criminal history standards, and (c) a brief analysis of the exigency causing the grant of waiver. No waiver may be considered perfected unless the Awarding Authority fully complies with the provisions of this sub-section.

(C) A Vendor may contact the Community Services Administration to report any problems, concerns or suggestions regarding the implementation, compliance and impact of these sections, and the Community Services Administration shall log every comment received with a summary of the comment and shall keep on file any written comments. Subsequent to logging any comment the Community Services Administration shall refer all complaints to the Office of the Corporation Counsel and shall notify the relevant Awarding Authority of the complaint and any further investigation that the Community Services Administration in consultation with the Office of Corporation Counsel deems necessary or appropriate.

3.4. Certificate of Non-Arrearage

I am the owner, partner, agent, officer, member or representative, of the bidder/proposer of the submitted solicitation and Neither the Bidder/Proposer, nor its subcontractors are in arrears to the State of Connecticut Second Injury Fund.

4. General Requirements

4.1. Sample Contract

A sample of the contract the successful vendor will be required to enter into with the City is attached (Attachments)hereto and by this reference incorporated herein and made part of this solicitation.

4.2. Change Order Management-Amendment

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as a Change Order and approved by the City in writing before work is started.

4.3. Local Preference

The City of New Haven is committed to promoting the economic health and well being of its residents. To this end, contractor agrees to recruit New Haven residents initially and to give them preference, if all other factors are equal, for any new positions that result from the performance of this contract and which are performed within the City.

A. For this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.

B. To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:

1. Proof of payment of City of New Haven Real Estate tax bill(s)
2. A current, long term lease in the City of New Haven
3. Proof of payment of City of New Haven personal Property tax bill(s)

Sec. 2-483. - Preference for city-based businesses.

(a)For the purpose of this section "city-based business" shall mean a business with a principal place of business located within the City of New Haven. A business shall not be considered a "city-based business" unless evidence satisfactory to the purchasing agent has been submitted with each bid to establish that said business has its bona fide place of business in New Haven. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which its place of business is operated, or payment of property taxes on the personal property of the business. A "city-based business" shall maintain such status throughout the term of any contract with the City of New Haven. Failure to maintain such status shall be grounds for the city to terminate said contract.

(b)On any contracts or purchases the lowest responsible bidder shall be determined in the following order:(1)On contracts or purchases involving a total contract price of one million dollars ($1,000,000.00) or less: any city-based bidder that submitted a low bid not more than fifteen (15) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one

(1) city-based bidder has submitted bids not more than fifteen (15) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(2) On contracts or purchases involving a total contract price of more than million dollars ($1,000,000.00) but less than five million dollars ($5,000,000.00): any city-based bidder that submitted a bid not more than ten (10) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than ten (10) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(3) On contracts or purchases involving a total contract price of more than five million dollars ($5,000,000.00): any city-based bidder that submitted a bid not more than six (6) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. If more than one (1) city-based bidder has submitted bids not more than six (6) percent higher than the lowest bid and has agreed to accept the award of the bid at the lowest bid amount, the lowest responsible bidder shall be the city-based bidder that submitted the lowest bid.

(4) The responsible low bidder.

4.4. MBE/WBE Sub-Contractor Utilization

A. Good Faith Efforts - Bidders must objectively demonstrate to the City positive efforts to meet the City's NO VALUE goal for the use of minority and women-owned small businesses (“Targeted Enterprises”) in the project.

B. The Sub-Contractor Utilization ordinance can be found in Section 12 ¼ of the City of New Haven’s Code. Please review for further details.

4.5. No Purchase Order -No Payment Policy

https://www.newhavenct.gov/government/departments-divisions/purchasing-division/general-information/policies-and-procedures

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

A. All spend shall be supported by an authorized PO prior to requesting the provision of goods/services.

B. Efficient processes are implemented so that goods are delivered when required.

C. The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);

D. Cost control is effective and therefore:

E. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and

F. minimizing transactional costs associated with payment for goods and services.

4.6. E-Invoice Submission

Invoice Submission Portal

The invoice submission process is activated when an invoice is submitted through NHInvoice@newhavenct.gov. Invoices submitted are automatically sent to the department being invoiced for review. Once the city department verifies its accuracy, the department will submit the invoice to Accounts Payable for payment processing. One final review and approval by the department who was invoiced is needed in order for a check to be issued. Checks are issued Friday.

How to submit invoices to the City of New Haven?

Refer to the E-Invoice Submission Portal - for detailed instructions.

4.7. Acceptance of Conditions

By submitting a proposal, each respondent or proposer **expressly agrees to and accepts** the following conditions:

1. Contract Terms

- **Incorporation of Documents:** All sections of the Instructions to Respondent/Proposer and the Specifications will become integral parts of the final contract between the selected firm and the City.

2. City's Right to Due Diligence

- **Financial and Technical Ability:** The City may require any evidence deemed necessary to verify the respondent's **financial stability and ability to successfully complete** the project.
- **Further Information:** The City reserves the right to request additional information from the respondent, either in writing or orally, to confirm any stated qualifications.

3. Final Authority and Judgment

- **Sole Discretion:** The City reserves the **exclusive right** to evaluate the respondent's representations and to determine whether the respondent is qualified to undertake the project based on the criteria set forth in this document.
- **Binding Decision:** By submitting a response, the proposer expressly acknowledges and agrees that the City's judgment regarding qualification to perform the project shall be **final, binding, and conclusive**.

4. Right to Modify or Cancel

- **Reservation of Rights:** The City reserves the right to **reject all proposals**, to **waive any irregularity** in any of the submissions, or to **cancel or delay** the project at any time.
- **No Obligation to Award:** This solicitation process does **not commit the City to award any contract** whatsoever.

5. Cost and Liability

- **No Cost Liability:** The City is **not liable for any costs** incurred by the proposer during the preparation and submission of a response.

4.8. City of New Haven Living Wage Ordinance

If this purchase includes labor within the City, and the contract total is less than $150,000, it is then subject to the City of New Haven Living Wage Ordinance, City of New Haven Municipal Code Section 2-511. The ordinance requires that contractors providing labor or services to the City under yearly contracts in excess of $25,000 pay no less than the City's Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the New Haven Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in New Haven Municipal Code Section 2-514. Questions concerning the New Haven Living Wage Ordinance should be directed to:

Finance Department
Purchasing Division
203-946-8201- phone
purchasing@newhavenct.gov– email

4.9. Wages and Salaries

A. Salary rates and the classification of employees shall be as specified in the Solicitation Documents.

B. The rate of pay set forth in the Solicitation Documents is the minimum that shall be paid during the life of the Contract. Bidders must inform themselves about local labor conditions (*e.g.* the length of work day and the work week, overtime compensation, health and welfare contributions, labor supply and prospective changes and adjustments of rates).

Wages. Salary rates and the classification of employees shall be as specified in the Solicitation Documents and Contract Documents. The rates of pay set forth in the Solicitation Documents are the minimum that shall be paid during the life of the Contract. Bidders must inform themselves about local labor conditions (*e.g. the length of workday and the work week, overtime compensation, health and welfare contributions, labor supply and prospective changes and adjustments of rates).*

<u>**Livable Wage Rates for FY 25/26**</u>

- $21.38 with employee benefits

- $22.38 without employee benefits

Livable Wage Rates for FY 26/27 : effective 7-01-2026

- $21.95 with employee benefits
- $22.395without employee benefits

4.10. General Conditions and Standards

General Conditions can be found on the City's website: General Conditions

Construction Standards can be found on the City's website: Construction Standards

4.11. Error and Omissions

Bidders or Proposers shall not be allowed to take advantage of any errors or omissions in the Instructions to Bidders/General Instructions or Specifications/Scope of Work. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

4.12. Patent Fees; Patent, Copyright; Trade Secret, Trademark Fees

Each PROPOSER shall include in the price proposal any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

4.13. Taxes

Price Proposals shall exclude all federal, state, local and other taxes.

4.14. Request for Taxpayer Identification number and Certification (IRS Form W-9)

The winning proposal will be required to submit a completed and signed IRS Form W-9. Failure to submit this form may result in the response being deemed non-responsive.

Link: https://www.irs.gov/pub/irs-pdf/fw9.pdf

4.15. Limitation on Liability

Respondents acknowledge that they shall. provide the goods and/or services without monetary limitations on liability. If Respondents take exception to this requirement, Respondents shall expressly state any exceptions, including the proposed limits of liability, (a) in detail; (b) as a separate line item; and (c) not part of any form documents submitted. Respondents acknowledge that any exceptions may result in a finding of non-responsiveness

4.16. Insurance Requirements

Proof of insurance is not required to be submitted with your response unless specifically requested, but will be required prior to the City's award of the contract. Refer to the Insurance requirements in the "Insurance Requirements" section of this document.

The City requires all contractual work to be insured as identified in the following sections.

The term “Contractor” and/or “subcontractor” as used in this section, shall mean, and include Contractors and subcontractors of every tier.

Each Solicitation, Agreement and/or Award will include a specific Risk Template which will detail all the insurance requirements for the project.

Any policies maintained by the contractor and its owned and/or rented equipment and materials shall contain a provision requiring insurance companies to waive their rights of subrogation against the City of New Haven (Owner) and all other Indemnities named in the contract.

City of New Haven requires all contractors and vendors whose work or services may bring them into direct contact with youth under the age of 21 years to carry a minimum of $1 million in Abuse and Molestation insurance coverage.

Direct contact refers to situations where vendors directly interact with, supervise, or provide services to youth under the age of 21.

Examples of vendors subject to this requirement include:

Therapists
Medical professionals
Before and after-school program providers

Vendors excluded from this requirement include:

On-call facility-related repair services and construction services (e.g., plumbers, electricians, general contractors, roofers) who do not have direct contact with youth.

This requirement applies to all vendors working on projects within:

City of New Haven facilities
New Haven Public Schools (NHPS) facilities

Subcontractors

All subcontractors must provide General Contractor with a valid COI naming the City of New Haven as Additional Insured with coverage and limits as required by the GC.

Certificates of Insurance

The successful bidder shall provide certificates with a minimum AM Best's rating of "A-"VIII of insurance, showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the State. The certificates shall show the City as an additional name insured. Said certificate should contain the following endorsements.

PLEASE NOTE THAT ALL CERTIFICATES OF INSURANCE MUST INCLUDE:

A. The City of New Haven shall be named as an **additional insured with subrogation.**

B. Endorsement shall include the work description, Contract/Project name and location.

C. Insurance agent contact information, name, email and phone number

D. An endorsement that the insurance company will give at least thirty (30) days written notice to the City prior to any modification or cancellation of any such insurance coverage.

POLICY REVIEW AND APPROVAL

At the discretion of the City, the Contractor may be asked to submit to the City copies of insurance policies for review and approval. The City may, in writing, notify the Contractor of any disapproval of any such policies, and satisfactory policies shall be provided in place of those disapproved.

The Respondent shall submit an insurance certificate in addition to a copy of each policy if requested. The Contractor shall require its subcontractors to obtain policies of similar insurance before each commences work. All such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City and shall be kept in force until the Contractor's work is accepted by the City, which expire before the Contractor's work is accepted by the City shall be renewed and submitted to the City for its approval.

A. Insurance will be required for the entire term of the contract. **The insurance agent contact information(name , email, phone number) must be on the COI**. COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.

B. Renewal Certificates of insurance should email to support@certificial.com

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies, except Professional Liability, should also include a Waiver of Subrogation.

4.16.1. General Liability

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Each Occurrence	$1,000,000	Y	Y
Combined Aggregate	$2,000,000	Y	Y
Products/Completed Operations Aggregate	$2,000,000	Y	Y

4.16.2. Workers' Compensation & Employers' Liability (EL) - Statutory Limits

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)
Workers' Compensation	Statutory Limits		
EL EACH	$500,000	---	Y
EL DISEASE	$500,000	---	Y
EL POLICY	$500,000	---	Y

4.16.3. Auto Liability (includes all owned, hired & non-owned autos)

	Minimum Limits (dollar amount indicates required minimum)	Additional Insured (Y indicates required)	Waiver of Subrogation (Y indicatesrequired)

Combined Single Limit Each accident including endorsements	$1,000,000	Y	Y

4.16.4. Excess/Umbrella Liability

	Minimum Limits (dollar amount indicates required minimum)	**Additional Insured (Y indicates required)**	**Waiver of Subrogation (Y indicatesrequired)**
Each Occurrence	--$1,000,000	Y	Y
Combined Aggregate	--$1,000,000	Y	Y

4.16.5. SNOW PLOW/ CONTRACTOR'S LIABILITY

A form of general liability tailored for snow removal operations, covering third-party injuries or property damage due to plowing. Auto Liability does NOT automatically provide this coverage. If scope of services requires snow plowing this endorsement MUST be listed on the COI.

4.16.6. Additional Information

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven via Certificial prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the polices be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

4.16.7. Notes

- Additional Insured & Waiver of Subrogation boxes must be checked off on the COI.
- If contractor/vendor will be providing a service in proximity or serving youth under the age of 21, Abuse and Molestation coverage must be included.
- City of New Haven is the Certificate holder and the additional insured.

City of New Haven
200 Orange Street Rm 301
New Haven, CT 06510

4.17. Availability of Funds

The provisions of this Contract relating to payment for products or services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to for disbursement. The City shall be the sole judge and authority in determining the availability of funds under this Contract. If any action is taken by the City, any state agency, Federal department or any other agency to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, the City may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, The City shall be liable for payment only for products provided or services rendered prior to the effective date of the termination, provided that such products or services were provided or performed in accordance with the provisions of this Contract.

4.18. Addenda

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this RFP, he/she may submit a question through the City's eProcurement Portal Q&A section for an interpretation or correction thereof. Any written Inquiry for Clarification must be received seven (7) or more business days prior to the Closing Date. Any request received by the City after this deadline will not be given consideration.

We will endeavor to post Addendums regarding Inquires for Clarification, not less than five (5) calendar days prior to the Bid Closing Date and Time.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in this solicitation, above. Addenda (if any) shall be made available on the City's eProcurement system, and sent to each vendor included on the "Followers" list in the City's eProcurement system. A vendor's failure to address the requirements of any and all addenda may result in the response (proposal or bid, or alike) not being considered. If the City determines that a time extension is required for the proposal, the City will issue an addendum that will give the new submission date. The vendor is responsible to register on the City's eProcurement Portal and follow the project named FY 26-27 New Haven Public Schools Snow Removal/Control and Ice Treatment/Control - Zone 4 in order to be included in the "Followers" list in the City's eProcurement system to insure they receive all documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

4.19. Reservations

The City reserves the right to reject any and all proposals and any item or items therein, and to waive any non conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

4.20. Documents to be construed together

The Request for Proposals, the Proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together as one document.

4.21. RFP not Contractual

Nothing contained in this Request for Proposals shall create any contractual relationship between the PROPOSER and the City. The City accepts no financial responsibility for costs incurred by any PROPOSER regarding this RFP.

4.22. Protest

The procedures established hereunder shall be available to contractors with respect to a RFP/RFQ for the purpose of handling and resolving disputes relating to procurements hereunder. A protestor must exhaust all administrative remedies hereunder before pursuing a protest in any court of law. In the event you desire to protest an opening. You must submit by email at: purcashing@newhavenct.gov , Attention: Purchasing Agent your letter of protest within 24 hours of the opening date/time. The letter should include the following information:

- The name and address of the protestor
- The name and number of the procurement solicitation
- A detailed statement of the grounds for the protest, including relevant facts and citations to applicable laws or terms
- Supporting documentation
- The desired relief, action, or ruling sought by the protestor

A written decision will be returned to you from the Bureau of Purchases in a timely manner.

5. Awarding of Contract

5.1. Review and Award

A screening committee will determine which proposals are responsive to City requirements and needs. The technical portions of responsive proposals will be evaluated by a selection panel consisting of personnel from the City. The selection may be based solely on the written proposals submitted.

PROPOSERS may be invited to a meeting to provide additional clarification of the content of their proposal. The City reserves the right to invite all of the PROPOSERS for an oral clarification OR only the top three (3) ranked firms based on the initial written proposal review. The meeting will not alter the selection criteria but will be used to clarify content of the proposal. The final scoring and ranking will be made after the meeting(s). Proposals shall consist of the sections named in the "Contents of Proposal" outlined below.

The weighted scoring in the Evaluation Criteria prioritizes the factors most important for this solicitation. A winner will be chosen based on the Total Average points of all evaluators across all scoring factors.

Once an agreement is reached with a Proposer, originating department will recommend award of a contract. The City reserves the right to select the firm which, in its sole judgment, best meets the needs of the City.

For City Departments:

Any contract resulting from this RFP must meet the following approval requirements:

- **Mayor's Signature:** Contracts valued at **$25,000 or more** require the Mayor's signature to become effective.
- **Board of Alders Approval:** Contracts that **exceed one year in duration** under any of the following conditions must be approved by the Board of Alders:
  - **Initial Term:** If the initial term is longer than one year.
  - **Options/Renewals:** If the combined duration of options and renewals exceeds two years, either consecutively or cumulatively.
  - **Material Alterations:** If any options or renewals significantly change the original terms or conditions of the contract, as determined by the City's Purchasing Agent.

5.2. Contract Duration

The term of the contract is One year All renewals will be at the sole discretion of the City and pursuant to the same terms and conditions. The compensation set forth in the Proposal shall remain valid and in effect during the initial term of the contract.

5.3. Notice to Proceed

Once a contract is formally signed and in effect, the specific City department that initiated the need for the contracted work will then issue a **Notice to Proceed (NTP)**. This official written communication formally authorizes the contractor to commence the contracted services or project. The NTP typically specifies the **start date** of the work and may also include important details such as:

- **Project name and contract number:** For clear identification.
- **Contact information:** For relevant City and contractor personnel.
- **Project schedule and milestones:** Outlining key deadlines and deliverables.
- **Specific instructions or clarifications:** Regarding the execution of the work.
- **Conditions for commencement:** Any prerequisites that must be met before work can begin.

5.4. Payment Policy

https://www.newhavenct.gov/government/departments-divisions/purchasing-division/general-information/policies-and-procedures

5.5. No Purchase Order – No Payment Policy

Policies and Procedures

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

A. All spend shall be supported by an authorized PO prior to requesting the provision of goods/services.

B. Efficient processes are implemented so that goods are delivered when required.

C. The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);

D. Cost control is effective and therefore:

E. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and

F. minimizing transactional costs associated with payment for goods and services.

5.6. Termination of Contract

Termination of Contract** This Contract may be terminated by the City of New Haven ("City") as follows:

1. Termination for Convenience: * The City may, at any time, terminate this Contract, in whole or in part, for its convenience, upon giving twenty one(21) days written notice to the Contractor. * Upon receipt of such notice, the Contractor shall immediately discontinue all work affected (unless the notice directs otherwise) and shall deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract. * In the event of termination for convenience, the Contractor shall be entitled to receive payment for work satisfactorily performed up to the date of termination, as determined by the City, and for reasonable costs incurred in terminating the work. The Contractor shall not be entitled to recover anticipated profits or any other consequential damages. * The City's determination of the amount due to the Contractor shall be final and binding.

2. Termination for Cause/Default: * The City may terminate this Contract for cause or default if the Contractor: * Fails to perform the work in accordance with the terms and conditions of this Contract. * Fails to make satisfactory progress so as to endanger performance of this Contract. * Fails to comply with any applicable federal, state, or local laws, ordinances, or regulations. * Becomes insolvent, files for bankruptcy, or makes an assignment for the benefit of creditors. * Engages in any conduct that is detrimental to the interests of the City, including but not limited to, fraud, misrepresentation, or unethical behavior. * Fails to maintain required insurance or bonds. * Fails to adhere to the city's equal opportunity and non-discrimination policies. * Prior to termination for cause/default, the City shall provide upon the Contractor with five (5) business day written notice of the default and a reasonable opportunity to cure the default, unless the default is of such a nature that it cannot be cured. * In the event of termination for cause/default, the Contractor shall be liable to the City for any and all costs incurred by the City in completing the work, including but not limited to, the cost of procuring substitute services. * Termination for cause/default shall not relieve the Contractor of any liability to the City for damages sustained by the City as a result of the Contractor's breach of this Contract.

3. Termination for Lack of Funding: * In the event that funding for this Contract is not approved or becomes unavailable, the City reserves the right to terminate this Contract without any liability to the Contractor. Upon written notification, the Contractor shall cease all work related to this Contract. Payment will be provided for work acceptably completed up to the point of termination.

4. Notification of Termination: * Notice of termination shall be provided in writing to the Contractor by mail or email.

5. Effect of Termination: * Upon termination of this Contract, the Contractor shall immediately return to the City all property belonging to the City. * The termination of this Contract shall not affect any rights or obligations of the parties that accrued prior to the date of termination. * The rights and remedies provided in this termination clause are in addition to any other rights and remedies provided by law.

6. Governing Law: * This termination clause shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of New Haven.

7. Disputes: * Any disputes related to termination of this contract will be handled according to the dispute resolution portion of this contract.

5.7. Price Adjustments

Pricing with Potential Adjustments

This provision establishes a firm, fixed pricing structure with a limited opportunity for price adjustments. While the initial proposal price must be a fixed, the City may, at its sole discretion, consider adjustments if the cost of specified materials, components, or labor demonstrably fluctuates by more than 20% during the contract term. Crucially, the responsibility to request any such adjustment rests entirely with the awarded respondent, who must provide verifiable documentation to support their claim. To ensure timely consideration, adjustment requests for a new contract term must be submitted at least 60 days before the current term expires; failure to do so allows the City to exercise the next term at the existing price. Requests submitted after a new term begins will not be considered. Furthermore, the City retains the absolute right to reject any requested adjustment or to decline exercising an option term based on the proposed price change, solidifying their control over the contract's financial terms.

Fixed Price with Tariff Adjustments

If vendor experience a new government tax significantly raising the cost of their goods and services in meeting the needs of the City to an awarded project (more than 5% of the total price), a discussion about adjusting the price can take place. But the price can't go up too much – either a maximum of 20% of the original price, or half of the extra cost from the tax, whichever is less.

Guideline for requesting and adjustment:

A. 1. Must be submitted in writing and include a comprehensive cost breakdown detailing how the tariff has impacted the total cost of the finished product.
   2. Must include official importer receipts or customs documentation showing proof of tariff payment and transaction date.
   3.Will only be considered if they clearly demonstrate a direct impact from the tariff on the specific goods or components being purchased under this contract.
   4.Are subject to the City's sole discretion and written approval is required prior to implementation of any price change.

B. In the event the City requests a tariff adjustment, the Contractor shall provide all required supporting documentation, as outlined above, within thirty (30) calendar days of the City's request.

C. No retroactive adjustments shall be allowed for tariff changes prior to the applicable basis date.

5.8. Vendor Performance Evaluation

- **Mandatory Evaluation:** Contracts valued over $25,000 resulting from formal solicitations (ITB, RFP, RFQ) will be evaluated using the City's formal **Vendor Performance Report (VPR)** attached in the Attachment section as an Exhibit.
- **Evaluation Areas & Scoring:** Project Managers evaluate performance periodically or at project closeout across six core categories:

  A. *Administration & Compliance* (10%)

  B. *Product/Service Quality* (30%)

  C. *Communication* (10%)

  D. *Delivery & Milestones* (20%)

  E. *Customer Service & Support* (10%)

  F. *Scope & Best-Value Adherence* (20%)
- Each factor is graded on an A–F scale (5 points to 1 point). A weighted composite score below 2.5 (or any Grade of D or F) triggers a mandatory Corrective Action Plan (CAP).
- **Rebuttal Process:** If assigned an overall Grade of D or F, the vendor will receive a copy and has **five (5) business days** from receipt to submit **Section VII (Vendor Rebuttal & Response)**. Failure to submit a rebuttal within five (5) business days forfeits the right to appeal. The Purchasing Agent holds final authority on evaluation disposition.
- **Impact on Future Solicitations:** Completed performance scores are logged in the City's vendor management database. Unsatisfactory ratings (Grades D or F) may result in probationary status, rejection of future bids/proposals, or formal debarment review

6. Submittal Instructions

6.1. Early Preparation for submission

Parties interested in responding are required to submit electronically through the City of New Haven eProcurement Portal **prior to** 11:00 am , Tuesday, September 29, 2026. Please upload all required documents as instructed in the section named Response Submittals sufficiently early electronically through the city's eProcurement Portal before the time and day listed in this solicitation. Responses must be received in the system prior to the deadline.

The Specification or Scope of Work included in this Notice shall be considered part of any contract made pursuant thereunder.

6.2. Vendor Registration Instructions & Customer Service information:

Click here to register onto the City's eProcurement Portal hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at procurement-support@opengov.com for help at any time.

Customer Service

For assistance with e-bidding or uploading documents: Contact OpenGov via the blue chat bubble on the lower right hand corner of your screen or email at procurement-support@opengov.com.

Monday through Friday 5 am - 5 pm PST, except statutory holidays-- response time is typically less than ten minutes.

6.3. OpenGov Technical Support

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone**: (650) 336-7167
- **Email**: support@support.opengov.com
- **Issue Log**: https://opengov.my.site.com/support/s/contactsupport/incident
- **Live Chat**: Click on the circle blue icon at the bottom right of the screen.

6.4. Electronic Submission and Delivery Instructions

We value your participation in this solicitation and want to ensure you have every opportunity to present your response in the manner instructed in this solicitation. It is important that you submit **a complete response prior to 11:00 am on** Tuesday, September 29, 2026 through this eProcurement portal**.** We strongly advise

against waiting to within the last three days of the submittal deadline to begin working on your response.
Starting early on your response increases time to:

- Thoroughly review all requirements and the entire solicitation document.
- Gather, organize, and complete the necessary documents for submittal.
- Address any unforeseen technical issues that may arise during the preparation or submittal of your response.

Delaying your response may result in errors, or can cause you to miss the submission deadline. Either of which can negatively impact your submittal or cause your submittal to not be accepted.

6.5. Follow these steps to submit your proposal digitally

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the City's eProcurement Portal to create your vendor profile.

Electronic Submission of Bids

All Proposers are required to submit their bid pricing electronically via the city's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda. In addition, your bid must be submitted via the eProcurement Portal.

Proposers are responsible for submitting and having their bid accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The City will have no responsibility for bids that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Bid, Bid Results will be available on the City's eProcurement Portal.

In the case of a discrepancy between the electronic bid schedule (pricing) and any uploaded Bid schedule document or pricing, the electronic bid schedule will be the accepted bid.

Steps to Submit Your Electronic Proposal:

To submit an offer to the City, vendor must begin by clicking on the green DRAFT PROPOSAL button. This action also allow you access required City forms in the Response Submittal section for FY 26-27 New Haven Public Schools Snow Removal/Control and Ice Treatment/Control - Zone 4.

1. Acknowledge all Addenda

2. Accept City of New Haven Terms and Conditions Message

3. Answer all required vendor questions.

4. Upload all required forms. Proposer may save their work and return.

5. Review your work and submit proposal when ready.

6. You will receive a confirmation email from OpenGov upon receipt of your bid/proposal.

7. Proposer may withdraw their bid at any time **prior to** 11:00 am on Tuesday, September 29, 2026.

Note: If an addenda is issued after a response has been submitted, Proposer or bidder must return to take steps below. Failure to do both steps will result in an invalidated offer.

1- Acknowledge the new addenda; and

2- Resubmit your bid through the City's eProcurement Portal.

Do Not upload a Zip File: Unzip Your Files

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

A. Open File Explorer, and find the zipped folder.

B. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.

C. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

6.6. Withdrawal of Proposal

Any Bidder or Proposer may withdraw their response via the City's eProcurement Portal prior to 11:00 am on Tuesday, September 29, 2026.

7. Project Details

7.1. Proposal Specifications

7.1.1. A. Purpose, Zone and Sites

New Haven Public Schools (NHPS) is seeking a vendor to provide the services of qualified, knowledgeable, accountable and effective snow plowing equipment and operators for snow removal/control and ice treatment/control of driveways, parking lots, and walkways on the grounds of schools, offices, and storage facilities for the 2026-2027 season. Snow removal/control RFP solicitations have been broken up into separate zones.

Interested Contractors may submit a proposal on one zone. However, contractor's proposal must include all facilities within each respective zone. If placing an RFP submission on more than one zone, contractor must show they have sufficient equipment and staff to handle all zones they are proposing. (Contractor to provide equipment list in Appendix A).

Zone 4 Locations

Central Kitchen, 75 Barnes Avenue

Wilbur Cross High School, 181 Mitchell Drive

East Rock School, 133 Nash St.

Clinton Avenue School, 293 Clinton Avenue

Ross Woodward School, 185 Barnes Ave.

Bishop Woods School, 1481 Quinnipiac Avenue

New Haven Academy, 444 Orange St.

FAME, 255 Blatchley Avenue

Fair Haven School, 164 Grand Ave.

7.1.2. Contract Term

Contract Term will be from October 15th, 2026, to April 30th, 2027.

7.1.3. B. Vendor qualifications and pre-award requirements

Equipment and Staffing Requirements

Contractor is required to submit a list of your snow removal/treatment equipment. **See Appendix A** for the blank equipment sheet.

Zone 1 Equipment Requirements

- 4 Trucks w/Plows

- 3 Dump Trucks w/Salt Spreaders
- 3 Snow Blowers
- 2 Bobcats w/Brushes

Previous Experience

As part of their RFP submission, contractor must provide a list of previous experience of providing Snow Removal/Control and Ice Treatment/Control services to previous school districts and municipalities. This list can also include colleges and universities.

References

As part of their RFP submission, contractor must provide a list containing a minimum of three references from clients they previously provided Snow Removal/Control and Ice Treatment/Control services.

All Equipment must be available on hand including rental equipment.

Vendors are required to provide inventory levels (such as volume of ice melt) prior to each storm.

Vendors are required to provide staffing quantity prior to each storm. **Contractor must provide a minimum of eight (8) staff members per zone**. Please note: Contractor may not be awarded more than one zone unless they have the capacity to staff for more than one or more zones.

Equipment Inspection

All equipment and trucks used in the execution of the contract resulting from this solicitation shall be in good condition and must meet all applicable Local, State, and Federal rules and over the road transportation regulations. Each equipment piece shall be subject to inspections by NHPS to determine their condition and compliance with the rules and regulations, as the NHPS deems necessary. NHPS reserves the right to reject the use of any piece of equipment for any reason, including inordinate amount of down time. **Please note: All equipment should be able to handle a minimum 6.1 to 2 feet.**

Please note: In addition to each equipment piece being subject to inspection by NHPS, all equipment must be inspected off site within (7) days of "letter of intent to award" notification

7.1.4. C. Operational Readiness

Registered Equipment, Decal and GPS

All equipment provided by contractor must be legally registered and lawfully permitted to travel on the roadways in the City of New Haven. NHPS will not allow the use of equipment registered with "Repair", "Dealer" or "Farm" plates. "Owner/contractor plates may only be used on rubber tired backhoes, front-end loaders, and road graders used for snow and ice control operation.

Contractors' vehicles may be required to display a City of New Haven decal during snow removal operations or during the duration of the winter storm season. All plow vehicles must be equipped with GPS modules compatible to the City's requirements for tracking purposes during snow events.

Maintain Fleet of Vehicles

The City of New Haven and NHPS reserves the right to inspect the vehicles that will be used by the contractor for Snow Removal/Control and Ice Treatment. **The Contractor must maintain fleet throughout the term of the contract.**

Operator's License

All operators of hired equipment must have a valid and current operator's license and medical certificate issued by the duly authorized Connecticut governmental entity. The failure of an operator to be appropriately licensed will disqualify said operator from the employ of the NHPS and will result in the termination of this agreement as it results to the specific equipment being operated and forfeiture of money owed for operation of said equipment.

Safety Plan

Safety Plan must be put in place by the contractor in case of an injury that's incurred to members of their staff while performing snow removal/control and ice treatment/control service duties for NHPS. NHPS requires a diagram for each zone showing the nearest hospital.

Bell Times of NHPS School Buildings

Contractor needs to be aware of the Bell Times of NHPS School Buildings. High School as well as other buildings will have an earlier start time. **See Appendix B** for the list of Bell Times.

Zone Map

Contractor must familiarize themselves with the map of the Zone they're submitting. **See Appendix C** for the Zone Map. It is also strongly recommended that the awarded contractor map out and pre-inspect each building site prior to the start of the winter season.

7.1.5. D. Snow-event response protocol

Equipment Fleet Prior to Storm/Event

When contractor arrives to the first building in the zone, they must take photos of the equipment that will be used for the entire zone. Photos of the equipment must be sent to the Chief of School Operations or their designee after the storm/event.

1. Pre-Event Preparation

48–72 Hours Before Forecasted Event

• Facilities Department monitors National Weather Service updates.

• Grounds Manager begins vendor readiness checks (equipment, salt, staff availability

24 Hours Before Forecasted Event

• CSO (Chief of Schools Officer) and Facilities Department hold a coordination call.

• CSO authorizes activation of snow vendors based on severity forecasts.

• Building leaders notified of potential early dismissal/late start considerations.

2. Vendor Engagement

Initial Engagement Thresholds

Condition Action

2+ inches forecasted Vendor Alert

4+ inches forecasted Vendor Standby with equipment staged

6+ inches forecasted Vendor standby with equipment staged Vendor fully engaged (pre-plowing/salting)

Engagement Procedure

- Grounds Manager contacts vendors with official start time.
- Vendors confirm equipment, staff totals, and arrival ETA.
- Vendors provide pre-event photos of equipment staged at assigned zones.

3. During Event

- Vendors plow, salt, and maintain access points in real time.
- Building managers update Facilities with on-site status and urgent needs (blocked entrances, drifting snow, black ice).
- Vendors remain in contact with Grounds Manager via text/app with progress photos.

4. Post-Event

- Vendors complete final cleanup and salting within 4 hours of snow event end.
- Vendors send post-event photos to Grounds Manager.
- Grounds Manager confirms sites are clear and safe for school operations.
- Facilities Department provides CSO with final event status report.

Outline Snow Event Response Protocol is also listed via attachment on **Appendix E**.

Images Before Start of Work and After Completion of Work

Also listed above, when contractor arrives to each building site in the zone, they must take a photo of the site prior to start of work. In turn, contractor must take a photo of the same site after the completion of work. Photos of each building site must be sent to the Chief of School Operations or their designee after the storm/event.

Emergency Service/After Hours

The contractor must have the ability to respond to a snow/ice fall twenty-four (24) hours per day, seven (7) days per week. The Contractor must be directly available at all times. Upon request for emergency service, the Contractor shall be reachable by telephone and cell phone including text.

7.1.6. E. Scope of services and performance standards

Scope, definitions and expectations of the snow removal contractor(s):

The contractor shall furnish all labor, materials, and equipment for the removal of snow/ice treating the parking lots, driveways, sidewalks, stairs and ramps. Reminder note: In addition to each equipment piece being subject to inspection by NHPS, all equipment must be inspected off site within (7) days of "letter of intent to award" notification

Plow and remove snow from all parking lots, driveways, and walkways at all NHPS-owned properties in the specified zone.

Push snow to areas that will prevent melt water from draining back onto cleared surfaces and refreezing.

Spread environmentally-friendly, non-corrosive ice melt on icy surfaces as needed to prevent slips and falls. Salt mix; 30% salt. Calcium chloride on sidewalks.

Remove snow piles from sidewalks and driveways within 8 hours of snowfall as necessary

Transport and dispose of snow and ice as needed.

Snow inch totals, on the calculation sheet, must include pricing for all labor and equipment required, including any equipment rentals.

In the event that a Contractor cannot fulfill their responsibility to comply with the contractual requirements, then a second contractor may be directed by the Facilities Department to perform the snow clearing and other services described above and the cost will be back charged to the original Contractor. If the contractor's snow team cannot arrive at time designated, the City of New Haven and NHPS reserves the right to procure from SCD, State Contract and/or cooperative contracts if the awarded Primary Vendor cannot perform the work or cannot arrive within a reasonable amount of to begin the work (Please also see paragraph labeled "Priority of Service" located earlier in this section).

It is the Contractor's responsibility to bring the necessary labor, tools, materials, etc... to the work location. It is expected the contractor to have all the tools necessary to perform his/her trade on a daily basis.

All material and equipment furnished shall be in working order.

All parking spaces must be clear of snow and ice. Contractor will return as necessary for accomplishment.

Ice/snow must not impede traffic including bus loop, drop offs, loading dock, staff parking, handicapped parking

Ice/snow may only be disposed of in locations approved by NHPS

Clearing of all walkways should begin at .5 inch of snow accumulation

The contractor shall supply all labor, snowplows, front-end loaders, dump trucks, shovels, snow brooms, snow blowers, ice melt, /ice melt spreaders, and safety equipment. The contractor shall supply equipment that will not damage pavers, stamped concrete, or any other decorative features.

Ice melt or equipment or vehicles may not be stored at the property unless approved by NHPS.

The contractor shall ensure no snow piles at street driveway entrances, internal parking lot intersections, and parking lot isles for safe driving and clear line of sight..

Maintain access path during storm, widen to full sidewalk within 6 hours of storm completion. Secondary cleanup includes (widening path, sidewalk ramps, hydrants etc…)The contractor shall ensure that snow piles do not hinder the sight of street traffic and safe operation of fire hydrants. All snow is to be cleared away from fire hydrants.

The contractor shall ensure that snow is cleared at all dumpster areas (where applicable).

The contractor shall provide extra ice melt to head custodians at building locations.

The contractor shall agree that additional moving or removing of snow, which will incur additional charges, associated with vendors' use of a pay-loader and/or dump truck must be first approved by the Director of Facilities or designee.

The contract is responsible for repairing/replacing all accidental or intentional damage caused by the work defined within this bid to match the existing construction with no noticeable difference in continuity, appearance, or function.

The contractor shall use a snowblower with a rubber blade edge, a bristle brush, or a shovel with a rubber blade edge for sidewalk snow removal.

The contractor shall use bristle brush for removal of snow on wooden decking

The contractor shall ensure all egress, doors, ramp areas, and walkways around the entire building are shoveled clear.

The contractor shall treat and re-treat for ice as needed, particularly when snow or ice melts and temperatures drop again to re-freeze.

- Day Storms - If the storm is a day storm all driveways must be kept devoid of ice and snow until the close of school. It is the Contractor's responsibility to ensure driveways (entrances and exits) are kept clear of snow during the duration of the storm. Problem areas such as corners and state roads must be given special attention to prevent any space from being "plowed in". Multiple clearings to be included at these locations.
- Damage - contractor is responsible for including but not limited to any curb, grassland, bollard, light pole, fence or other damage that may incur during the course of snow clearing and/ or plowing.
- Separate Storm - For the purposes of this contract, an interruption of six (6) hours between snow falls will constitute a separate storm.
- The snow removal contractor will be responsible for monitoring weather conditions and determining when snow and ice treatment is necessary to ensure the safety of NHPS - owned properties. Once contractor is expected to initiate services based on snowfall accumulation and ice formation, in alignment with the provided scope of work. However, NHPS reserves the right to request additional snow removal or ice treatment services at any time, regardless of the contractor's assessment, to address specific safety concerns or unforeseen conditions. The contractor must remain responsive to these requests to maintain property safety and accessibility.
- A snowfall of one inch or more shall be considered a snowstorm, and the approved agency for judging snow depth shall be the National Weather Service. (weather.gov/source/crh/snowmap.html?).
- By **6:00** a.m. the entire entrance and exit, the entire parking area, and all paved areas must have snow and ice removed. All snow must be removed from the fire lane, sidewalks, and all doors of the buildings
- The Contractor will notify the Grounds Manager or designee when snow plowing/ice removal is completed. As needed, the contractor will provide re-clearing of entrances and exits that are subsequently filled by City of New Haven Public Works plows.

Treating and Pre-Treatment

NHPS reserves the right to request pre-treatment or treatment services at any time, regardless of the contractor's assessment, to address specific concerns or anticipated conditions. The contractor must remain flexible and responsive to these requests to maintain safe, accessible properties.

The contractor is responsible for damage to landscaping, shrubbery, vehicles, utility poles, buildings, and surface damage caused by plowing or treating operations.

Treatment Requirements

Ice treatment, calcium chloride or rock salt blend can be used. **NO SAND CAN BE USED.**

When applying salt, contractor must follow the Industry Standard listed below:

Use approximately 1 to 2 pounds of salt per 1,000 square feet for light snow or ice conditions.

For moderate snow or ice, increase to 2 to 4 pounds per 1,000 square feet.

In severe conditions, apply 4 to 6 pounds per 1,000 square feet.

Adjust salt application based on surface type (asphalt, concrete, etc.) and environmental conditions.

Snow Removal Levels

All Levels of Snow Removal starting with "Snow Removal with a Coating of 0 to 0.5 Inch of Snow" automatically includes Ice Melt or De-Icing agents.

When an inch level is determined and agreed upon by the contractor and NHPS for a Snow Event, no additional inches are to be added on or invoiced beyond that assigned level. If the inch level needs to be changed due to a snow event being higher or lower than what was originally predicted and agreed upon, contractor must seek written approval from NHPS.

Snow Removal Cut-Outs

All levels of Snow Removal are to include:

- Cut-Outs for Bus Stop/Vehicle Stop (Drop Off and Pick Up)
- Cut Outs for Snow Banks
- Cut-Outs for Walkways, Handicapped Entrances and Exits, and Emergency Entrances and Exits Contractors have the option to make an appointment with principals or building managers of any of the buildings in the zone to go over areas in which cut-outs are needed.

7.1.7. F. Reporting, Invoicing, Pricing

Reporting Requirements

It shall be the responsibility of the contractor, or employees of the contractor;

- To provide a storm coordinator, list of employees and cell phone numbers and assigned equipment used for each storm event
- To advise the Chief of School Operations, or their designee of equipment malfunction, vehicle down time, or breaks for meals. In the event of breakdowns, Contractor and contracted employees must

immediately notify the Chief of Schools Operations, or his designee. Equipment down over fifteen (15) minutes will be removed from the clock and will receive a credit only for the hours worked.

- The Contractor shall, on demand of the Chief of Schools Operations, or his designee, remove without delay from his service, under this contract any agent or any employee who is disorderly, quarrelsome, disobedient, incompetent, or suspected to be under the influence of drugs or alcohol as determined by the Chief of Schools Operations.

Storm/Winter Event Pricing Structure

To account for the variable costs associated with different snow events, NHPS is utilizing a tiered pricing structure based on snowfall accumulation. These **per-event** rates allow for an accurate reflection of the work involved based on the total snowfall per each storm.

For the pricing portion of this RFP, NHPS will be requiring price per event. Pricing must be submitted in order for RFP submission to be valid.

Per event rate must include all the costs associated with providing snow removal services throughout the entire winter season. "**Seasonal" snow term is defined as October 15, 2026 - April 30, 2027.**

This may include but not limited to:

- **Equipment Costs:** Purchase, lease, or rental of snowplows, ice melt equipment, and other necessary machinery.
- **Equipment Maintenance:** Regular servicing, repairs, and upkeep to ensure optimal performance.
- **Fixed Labor Costs:** If employees are employed for the entire season, their wages and benefits can be included in the base bid. This also includes any fixed benefit costs or fringe benefits such as worker's compensation.
- **Administrative Costs:** Overhead expenses such as office space, utilities, insurance, permits, and licenses.

Pricing for Snow Removal – Coating of 12 to 18 Inches of Snow

If a snow event exceeds more than 18 inches of snow, the pricing levels marked above it are to be used for the additional inches accumulated.

- Ex: If a snow evet exceeds 18 inches of snow by 3 inches, invoice must be billed using the rates for 12 to 18 inches of Snow & 2.5 to 3 inches of snow.

Information must be broken down on vendor invoice.

Change orders/Amendments will not be available due to costs that were not accounted for.

Invoices

Snowfall measurement for the purpose of determining per-event fees will be based on the official National Weather Service (NWS) reading for New Haven, CT. Invoices submitted by the vendor must clearly indicate the total number of inches billed for each snow removal event.

Invoices issue must also have a detailed breakdown. This is including but not limited to

Per-event fees will be invoiced based on actual snowfall accumulation as determined by the NWS for the specified town (weather.gov/source/crh/snowmap.html?). All invoices are subject to review and audit, and the contractor may be required to provide supporting documentation from the NWS upon request.

Validation of Work

As also mentioned in the sections entitled "Images Before Start of Work and After Start of Work", vendors must submit BOTH before and after photos via text to the CFS or their designee and the Grounds Manager.

7.1.8. G. Priority, remedies, and performance management

Priority of Service

The awarded Primary Vendor(s) shall acknowledge and agree that snow and ice removal services for New Haven Public Schools (NHPS) are to be treated as a first priority during all snow and ice events. Vendor shall commit sufficient equipment, materials, and personnel to ensure timely completion of NHPS services before or concurrent with any other contracted obligations the Vendor may hold.

Failure to prioritize NHPS services as required may be deemed a material breach of contract and may result in enforcement actions, including but not limited to:

- Suspension or termination of the contract.

The Vendor's bid submission shall serve as acknowledgement of this requirement and acceptance of the City's right to enforce compliance.

The City of New Haven and NHPS reserves the right to procure from SCD, State Contract and/or cooperative contracts if the awarded Primary Vendor cannot perform the work or cannot arrive within a reasonable amount of to begin the work.

Poor Performance / Quality Penalty

If the Contractor fails to perform services according to agreement specifications—including failing to clear lots, drives, or walkways by 6:00 a.m., failing to re-clear after municipal plows, or failing to salt/ice melt when directed—the District may invoke the following remedies:

A. Progressive Discipline for Repeat Non-Performance:

First Offense: Written warning documented in the vendor file.

Second Offense: Second written warning documented in the vendor file.

Third Offense: Immediate termination of contract.

B. Safety Incidents & Negligence:

If a failure to perform results in a slip, trip, or fall claim reasonably attributable to Contractor negligence, the District reserves the right to seek full reimbursement for damages, insurance deductibles, and associated legal costs.

7.1.9. H. References and attachments

City of New Haven Snow Ordinance

When performing the course of their duties, Contractor must adhere to the *City of New Haven Snow Ordinance.* The Ordinance can be reviewed clicking on the link below:

https://www.newhavenct.gov/government/departments-divisions/public-works-department/streets-division/snow-removal

The Ordinance can also be reviewed on the Snow and Ice brochure located under the Attachments section above.

7.1.10. I. Payment Terms

Payments must be submitted through the City of New Haven payment system. All individual invoices are to be submitted to NHinvoice@newhavenct.gov. Information on the Cities' Payment Terms and Payment policies can be found via the link below:

https://www.newhavenct.gov/government/departments-divisions/purchasing-division/general-information/policies-and-procedures

7.2. Pricing Proposal

NEW HAVEN PUBLIC SCHOOLS SNOW REMOVAL/CONTROL AND ICE TREATMENT/CONTROL – ZONE 4

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
Ice Melt or De-Icing agents without Snow Removal					
1-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
1-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
1-3	East Rock School, 133 Nash St.	1	Per Event		
1-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
1-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
1-7	New Haven Academy, 444 Orange St.	1	Per Event		
1-8	FAME, 255 Blatchley Avenue	1	Per Event		
1-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Salt Treatment for Dusting					
1a-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
1a-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
1a-3	East Rock School, 133 Nash St.	1	Per Event		
1a-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
1a-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
1a-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
1a-7	New Haven Academy, 444 Orange St.	1	Per Event		
1a-8	FAME, 255 Blatchley Avenue	1	Per Event		
1a-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 0 to 0.5 Inch of Snow					
2-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
2-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
2-3	East Rock School, 133 Nash St.	1	Per Event		
2-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
2-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
2-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
2-7	New Haven Academy, 444 Orange St.	1	Per Event		
2-8	FAME, 255 Blatchley Avenue	1	Per Event		
2-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 0.5 to 1 Inch of Snow					
3-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
3-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
3-3	East Rock School, 133 Nash St.	1	Per Event		
3-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
3-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
3-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
3-7	New Haven Academy, 444 Orange St.	1	Per Event		
3-8	FAME, 255 Blatchley Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 1 to 1.5 Inch of Snow					
4-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
4-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
4-3	East Rock School, 133 Nash St.	1	Per Event		
3-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
4-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
4-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
4-7	New Haven Academy, 444 Orange St.	1	Per Event		
4-8	FAME, 255 Blatchley Avenue	1	Per Event		
4-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 1.5 to 2 Inches of Snow					
5-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
5-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
5-3	East Rock School, 133 Nash St.	1	Per Event		
5-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
5-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
5-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
5-7	New Haven Academy, 444 Orange St.	1	Per Event		
5-8	FAME, 255 Blatchley Avenue	1	Per Event		
5-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 2 to 2.5 Inches of Snow					
6-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
6-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
6-3	East Rock School, 133 Nash St.	1	Per Event		
6-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
6-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
6-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
6-7	New Haven Academy, 444 Orange St.	1	Per Event		
6-8	FAME, 255 Blatchley Avenue	1	Per Event		
6-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 2.5 to 3 Inches of Snow					
7-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
7-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
7-3	East Rock School, 133 Nash St.	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
7-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
7-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
7-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
7-7	New Haven Academy, 444 Orange St.	1	Per Event		
7-8	FAME, 255 Blatchley Avenue	1	Per Event		
7-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 3 to 3.5 Inches of Snow					
8-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
8-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
8-3	East Rock School, 133 Nash St.	1	Per Event		
8-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
8-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
8-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
8-7	New Haven Academy, 444 Orange St.	1	Per Event		
8-8	FAME, 255 Blatchley Avenue	1	Per Event		
8-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 3.5 to 4 Inches of Snow					

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
9-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
9-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
9-3	East Rock School, 133 Nash St.	1	Per Event		
9-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
9-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
9-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
9-7	New Haven Academy, 444 Orange St.	1	Per Event		
9-8	FAME, 255 Blatchley Avenue	1	Per Event		
9-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 4 to 4.5 Inches of Snow					
10-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
10-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
10-3	East Rock School, 133 Nash St.	1	Per Event		
10-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
10-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
10-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
10-7	New Haven Academy, 444 Orange St.	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
10-8	FAME, 255 Blatchley Avenue	1	Per Event		
10-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 4.5 to 5 Inches of Snow					
11-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
11-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
11-3	East Rock School, 133 Nash St.	1	Per Event		
11-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
11-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
11-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
11-7	New Haven Academy, 444 Orange St.	1	Per Event		
11-8	FAME, 255 Blatchley Avenue	1	Per Event		
11-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 5 to 5.5 Inches of Snow					
12-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
11-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
12-3	East Rock School, 133 Nash St.	1	Per Event		
12-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
12-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
12-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
12-7	New Haven Academy, 444 Orange St.	1	Per Event		
12-8	FAME, 255 Blatchley Avenue	1	Per Event		
12-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 5.5 to 6 Inches of Snow					
13-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
13-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
13-3	East Rock School, 133 Nash St.	1	Per Event		
13-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
13-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
13-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
13-7	New Haven Academy, 444 Orange St.	1	Per Event		
13-8	FAME, 255 Blatchley Avenue	1	Per Event		
13-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 6 to 6.5 Inches of Snow					
14-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
14-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
14-3	East Rock School, 133 Nash St.	1	Per Event		
14-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
14-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
14-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
14-7	New Haven Academy, 444 Orange St.	1	Per Event		
14-8	FAME, 255 Blatchley Avenue	1	Per Event		
14-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 6.5 to 7 Inches of Snow					
15-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
15-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
15-3	East Rock School, 133 Nash St.	1	Per Event		
15-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
15-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
15-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
15-7	New Haven Academy, 444 Orange St.	1	Per Event		
15-8	FAME, 255 Blatchley Avenue	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
15-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 7 to 12 Inches of Snow					
16-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
16-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
16-3	East Rock School, 133 Nash St.	1	Per Event		
16-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
16-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		
16-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
16-7	New Haven Academy, 444 Orange St.	1	Per Event		
16-8	FAME, 255 Blatchley Avenue	1	Per Event		
16-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
Snow Removal - Coating of 12 to 18 Inches of Snow (Please Note: Pricing levels above are to be used additionally if snow is over 18 inches)					
17-1	Central Kitchen, 75 Barnes Avenue	1	Per Event		
17-2	Wilbur Cross High School, 181 Mitchell Drive	1	Per Event		
17-3	East Rock School, 133 Nash St.	1	Per Event		
17-4	Clinton Avenue School, 293 Clinton Avenue	1	Per Event		
17-5	Ross Woodward School, 185 Barnes Ave.	1	Per Event		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
17-6	Bishop Woods School, 1481 Quinnipiac Avenue	1	Per Event		
17-7	New Haven Academy, 444 Orange St.	1	Per Event		
17-8	FAME, 255 Blatchley Avenue	1	Per Event		
17-9	Fair Haven School, 164 Grand Ave.	1	Per Event		
TOTAL					

7.3. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)

1.	**Technical and Operational Capacity** **Equipment and Staffing (20 points)** • **Equipment List (10 points):** The proposal must include a complete and detailed list of all snow removal equipment (including that of what's listed Zone 1 Equipment Requirements) for the proposed zone(s), as required in Appendix A. A higher score is given for a fleet that is well-maintained and appropriately sized to handle the specified locations and snowfall depths (6.1 to 18 inches). • **Staffing Plan (10 points):** The proposal must clearly demonstrate the availability of a minimum of eight (8) staff members per zone. Higher scores are awarded for a detailed staffing plan that shows how the vendor will manage a storm of any size and respond within the one-hour arrival window. **Operational Plan and Logistics (25 points)** • **Response Plan and Communication (10 points):** The vendor's proposal will be evaluated on its detailed plan for responding to a snow event, including how they will meet the one-hour arrival time requirement, their communication strategy (photos, text, app), and their ability to be available 24/7 for emergency service. • **Safety and Preparedness (10 points):** Points are awarded for a comprehensive safety plan, including a diagram of the nearest hospital for each zone, and a clear description of how they will ensure equipment and staff are in compliance with all regulations. The plan must also	Points Based	60 *(60% of Total)*

	demonstrate how the contractor will monitor weather and ensure timely and proactive service. • **Quality of Service and Compliance (5 points):** The proposal is scored on the vendor's understanding and acknowledgment of the specific service requirements, such as using rubber-bladed shovels for sidewalks, disposing of snow in approved locations, and ensuring clear sightlines and hydrant access. **Business and Legal Compliance (15 points)** • **Licensing and Registration (10 points):** The vendor must provide proof that all equipment is legally registered and that all operators have valid licenses and medical certificates. The proposal must confirm that "Repair," "Dealer," or "Farm" plates will not be used. • **Priority of Service (5 points):** The vendor's written acknowledgment and demonstrated commitment to prioritizing NHPS services over other obligations will be evaluated. This shows a clear understanding of the contract's critical nature and the potential penalties for non-compliance.		

2.	**Prior Experience and References** This section evaluates the vendor's track record and reputation based on past performance and client feedback. • **Previous Experience (10 points):** The vendor must submit a list of previous snow removal contracts with school districts, municipalities, colleges, or universities. Points are awarded based on the relevance, scale, and duration of this experience. More points are given for experience with similar-sized institutions or those with similar logistical challenges. • **References (10 points):** A minimum of three references must be provided. The score will be based on the feedback received from these references regarding the vendor's reliability, quality of work, responsiveness, and adherence to contractual terms.	Points Based	20 *(20% of Total)*
3.	**Financial Proposal** This section evaluates the vendor's proposed costs. The pricing is a crucial component, but it's important to note that the lowest price is not the sole determinant of the winner. The pricing must be fair, competitive, and clearly broken down according to the specified tiered pricing structure. • **Pricing Structure (20 points):** The vendor's bid will be scored based on its adherence to the per-event, tiered pricing model and how it reflects all-inclusive costs (labor, equipment, and administrative overhead). A proposal that is both competitive and transparent, with all costs accounted for, will receive a higher score.	Points Based	20 *(20% of Total)*

7.4. Response Submittals

1. Is there any supplemental information you would like to add?

2. Will you be using the On-line Notary feature or Public Notary for the Disclosure Form*

The City needs you to have the Disclosure Form notarized. We are offering you a convenient way to do this online through Notary Online (https://notarylive.com) . However, you don't *have* to use this online service. If you do choose to use it, it will cost you $25 each time you use it for a notarization. You can explore other ways to get your document notarized if you prefer not to pay this fee, click "No".

☐ Yes

☐ No

*Response required

When equals "Yes"

*2.1. Disclosure Form for Online Notary **

An online third party notarization option will be provided for you when responding.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

- 2_1421DiscloseEForm_Rev._03...

*Response required

When equals "No"

*2.2. DISCLOSURE & CERTIFICATION AFFIDAVIT**

A. **Download the Disclosure & Certification document:** This is a digital document that you'll need to fill out.

B. **Complete the document:** Fill in all the required information on the document.

C. **Notarize the document:**

  - **Take the completed document to a public notary:** A notary public can notarize your signature in person.

Important: If you don't have the document notarized, your response will be disqualified.

In essence, you must legally verify your identity and the authenticity of your signature on the document.

Click here to go to the form

*Response required

3. Current Workforce Demographic*

Please download the below documents, complete, and upload.

- 3-Employee_Demographic_Form...

*Response required

4. Statement of Qualifications for City

Statement of Qualifications:

Each solicitation response shall include a Statement of Qualifications in the format provided in this Solicitation upon stationary of the responding entity.

All questions must be answered, and the data given must be clear and comprehensive. The respondent may submit any additional information he/she desires.

*4.1. Permanent Main Office Address**

*Response required

*4.2. When Organized**

*Response required

*4.3. Legal form of ownership. If a corporation, where incorporated.**

*Response required

*4.4. How many years have you been engaged in services, under your present name?**

*Response required

*4.5. Have you ever failed to complete any work awarded to you? If so, where and why?**

*Response required

*4.6. Have you ever defaulted on a contract? If so, where, and why?**

*Response required

*4.7. Describe any pending litigation or other factors, which could affect your organization and it's ability to perform this agreement.**

*Response required

*4.8. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including the officers. Indicate which individuals are authorized to bind the organization in negotiations with the City of New Haven.**

*Response required

*4.9. Name, title, address, email and telephone number of the individual to whom all inquiries about this Proposal should be addressed.**

*Response required

*4.10. Will you, upon request, fill out a detailed financial statement and furnish any other information or sign a release that may be required by the City of New Haven?**

Upon the City of New Haven's request, the Business will be obligated to:*

- **Complete a detailed financial statement**, providing a thorough overview of its financial position.
- **Furnish any additional information** deemed necessary by the City to evaluate its financial stability. This may include, but is not limited to, bank records, tax documentation, and credit references.
- **Sign a release** if required, authorizing the City to independently verify the provided financial information from relevant third parties.

This comprehensive financial review is a necessary step for the City of New Haven to ensure the respondent possesses the financial capacity to successfully undertake and complete the proposed project. Your affirmative response confirms your understanding and willingness to comply with these requirements if requested.

☐ Yes
☐ No

*Response required

When equals "No"

*4.10.1. If you answers no ,**

Briefly describe your reason for answering no.

*Response required

*4.11. Tax Identification number(s)**

*Response required

*4.12. Do you Qualify for Local Entity Preference ?**

☐ Yes
☐ No

*Response required

When equals "Yes"

*4.12.1. Proof of Local Preference**

Acceptable documents to submit are Lease agreement, Local deed, Personal Property tax bill.

*Response required

*4.13. Are you able to receive Credit Card Payments for your services rendered?**

☐ Yes

☐ No

*Response required

*4.14. Attached in section 3 "City Requirements" of this solicitation are Policy Agreements for Ban the Box, Certificate of non-arrearage, Equal Opportunity Agreement and the Non-Collusion Affidavit your review..**

By submitting a response to this solicitation, you acknowledge and accept the terms and condition of each individual policy.

☐ Please confirm

*Response required

*4.15. Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request**

As a bidder or proposer, any document you submit to the City of New Haven may be a public record and be open for personal inspection or copying by any person. In Connecticut 's public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 1-210, CT. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Connecticut law. Answer No if : No part of your proposal is exempt from disclosure under the Connecticut public record law.

☐ Yes
☐ No

*Response required

When equals "Yes"

*4.15.1. By answering Yes, you are agreeing to the following**

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify, and hold the City of New Haven, its officers, employees, and agents free and harmless from and against all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the City of New Haven and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

*Response required

When equals "Yes"

*4.15.2. If you claimed yes, (i.e., you do claim an exemption), explain which part/s are exempt below**

The following parts of the bid or proposal submitted are exempt from disclosure under the Connecticut public records law because: (list exempt parts and legal justification - e.g., trade secret):

*Response required

*4.16. Conflict of Terms & No External Links**

Respondent expressly acknowledges that the submission of a response, purchasing agreement, or any supporting documentation shall not contain embedded hyperlinks to external terms and conditions. Any terms and conditions intended to be part of the contract must be provided in full, physical or digital text within the formal submission. Furthermore, any respondent terms that conflict with the City's Standard Terms and Conditions shall be deemed secondary; the City's terms shall prevail unless a specific exception is negotiated and signed by both parties.

☐ Please confirm

*Response required

*4.17. The City of New Haven has provided the complete contract details for your thorough examination. While the standard contract terms allow for minor modifications with the City's written approval, it is critical to understand that you will be strictly required to adhere to every term and condition as presented in the attached documents unless such minor changes are formally approved by the City of New Haven**

By submitting a response to this solicitation, you acknowledge and accept this requirement as a condition of award."

☐ Please confirm

*Response required

*4.18. References**

Please provide 3 reference contacts with your submission in the following format.

Reference

- **Company/Client Name:**
- **Contact Person & Title:**
- **Phone Number:**
- **Email Address:**
- **Dates of Service:**
- **Brief Description of Services Provided:**

Justin Elicker
Mayor

Malinda M. Figueroa
Shawn J. Garris

*Response required