

**REQUEST FOR PROPOSAL
SNOWPLOWING ASSISTANCE**

TOWN OF NORWICH, VERMONT

Issued: August 19, 2026

Project Location

The Town of Norwich is requesting proposals for snowplowing assistance for the Town of Norwich, Vermont. The Town of Norwich intends to enter into one-year contract (FY '27) for services beginning on November 16, 2026, and expiring on April 9, 2027.

Project Description

Provide plowing of snow, sanding (gravel roads), and salting (paved roads) from November 16, 2026, through April 9, 2027.

Project Work to be Completed

Area No. 1 – This work will be completed with a one-ton style vehicle(s) with a plow and sander.

- (1) Tigertown Road from the Hartford Town line to the intersection of Mitchell Brook Road to be plowed and sanded. Mitchell Brook Road from the Sharon Town line to Beaver Meadow Road is plowed and sanded by the Town of Sharon. Approximately 2.7 miles of gravel road.
- (2) Both South Chapel Hill Rd and North Chapel Hill Roads are to be plowed and sanded. The South Chapel Hill Road Bridge is now closed, and South Chapel Hill Road is now a turnaround. North Chapel Hill Rd should be plowed to the end of the road (into Sharon Township). Approximately 2.5 miles of gravel road.
- (3) Sugarhouse Road from Beaver Meadow Road to the beginning of the Class 4 Road to be plowed and sanded. Approximately 0.2 miles of gravel road.
- (4) Ruella Rd. (essentially a driveway) to be plowed and sanded. Approximately 0.13 miles gravel drive.
- (5) Sugartop Rd. from the Hartford Town line to the end of the Class 3 road to be plowed and sanded. Approximately 0.13 miles gravel road.
- (6) Podunk Rd. from the Hartford Town line to the end of the Class 3 road to be plowed and sanded. Approximately 0.3 miles of gravel road.
- (7) Joshua Rd. from the Hartford Town line to the end of the Class 3 road to be plowed and sanded. Approximately 0.4 miles of gravel road.

Area No. 2 - This work will be completed with a one-ton style vehicle(s) with a plow and salt spreader/sander.

- (1) In Town:
 - (a) Trumble Lane – 0.07 miles paved
 - (b) Jones Circle Rd – 0.16 miles paved
 - (c) Mill Rd – 0.07 miles paved
 - (d) Main St (Tracy Hall to Turnpike Rd) – 0.68 miles paved. The road is approximately 42 feet wide to Firehouse Lane and 24 feet wide to Turnpike Road. The road has some paved parking, and some are gravel parking.
 - (e) McKenna Rd – 0.38 miles paved
 - (f) Lewiston Rd – 0.09 miles paved

- (g) Carpenter Rd – 0.32 miles paved
- (h) Lary Lane – 0.09 miles paved
- (i) Hazen St – 0.23 miles paved
- (j) Cliff St – 0.27 miles paved
- (k) Police Station/Fire Station parking lots.
- (l) Tracy Hall and Library parking lots.
- (m) Elm St – 1 mile paved
- (n) Hopson Rd – 1.3 miles paved
- (o) Hickory Ridge Rd – 0.4 miles paved
- (p) Dutton Hill and Dutton Hill East Rd – 0.96 miles gravel
- (q) Goddard Rd – 0.3 miles gravel
- (r) Cossingham Rd – 0.3 miles gravel
- (s) Happy Hill Rd – 0.6 miles gravel
- (t) Brookside Dr – 0.028 miles paved
- (u) Hillside Cemetery Rd – 0.18 miles paved
- (v) Pine Tree Rd – 0.21 miles paved

The chosen bidder will be expected to coordinate with the DPW during snowplow events and be ready to respond within an hour of being contacted by the DPW. During a snowplow event, the chosen bidder will be expected to complete all routes above within a reasonable time and be responsive to additional winter plowing needs of the DPW.

Operational Requirements - The following is the basic process that will be followed during a snowstorm event:

- (a) Once Norwich DPW is notified of a winter storm call out by police dispatch or determines a snow event requires a response (daytime or evening any day of the week including weekends and holidays), the DPW will text (or call as necessary) the Contractor and discuss when and where to begin snow plowing operations.
- (b) The contractor will provide an adequate level of staff and equipment to ensure an appropriate level of response that can effectively manage each storm event.
- (c) In general, and as needed, the DPW may pre-salt the paved roads prior to requesting the plowing services of the Contractor on the paved sections of roadways. In some cases, the DPW may require pre-salting assistance as needed.
- (d) **All sand and salt materials will be stored at the Norwich DPW and supplied to the contractor for use on the roads. Do not include salt or sand supply in this bid.**
- (e) School bus routes and main thoroughfares will take precedence in the mornings.
- (f) In general, snow removal can begin once enough snow fall has occurred, which often occurs when approximately 1 inch of snow has fallen or is forecasted to fall. Coordination and decisions of all responses will be made with the DPW. The contractor will be responsible for notifying the DPW as to when they respond and how long they were working.
- (g) **A report will be required to be submitted to the DPW (via email) each month detailing the date, times, equipment, staff, materials, and hours used for all responses.**

Bidding Notification

If you are considering entering a bid for this work, please notify Town Manager Brennan Duffy at the following email address: **bduffy@norwich.vt.us**. The Town will use this notification to contact you or your firm in the event that there is an addendum or bid schedule change.

Site Visit

Although a site visit is not mandatory, it is highly recommended due to the nature of the work. Please reach out to Brennan Duffy directly to schedule a visit.

Questions Due Date

Questions may be submitted by email to Brennan Duffy at the following address: **bduffy@norwich.vt.us**. The due date for questions is Thursday, August 27, 2026, at 3:00 PM.

Bid Submission and Due Date

Bids are due by **Thursday, September 10, 2026, at 1:00 PM** (prevailing time). Bids shall be submitted in a sealed envelope addressed to the Town Manager, Town of Norwich at PO Box 376, Norwich VT, 05055 or can be hand delivered to the Town of Norwich at 300 Main St, Norwich, VT 05055. The envelope should be plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bid received after the date and time specified will not be considered and will be returned to the bidder unopened. Any exceptions to the bid specifications or proposed work as described must be noted by the bidder. A bidder submitting a bid certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf with connection with or obligation to any undisclosed person or firm.

Project Schedule

The Town intends to open bids on or around September 10, 2026, at the Town Office; and the Selectboard intends to select a contractor by the end of September 2026.

Bid Information

Please provide:

- A description of proposed approach to the project
- Completed bid tabulation
- A list with descriptions of similar work performed
- Two references, with contact information, who are familiar with similar work performed

Bid Opening

Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head.

Criteria for Bid Selection

In evaluating bids, the Town will consider the following criteria:

- Price
- Bidders' ability to perform the work
- Bidders experience and reputation, including past performance for the Town
- Quality of the equipment and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and/or bond requirements
- Bidder's financial responsibility
- Contract provisions that are acceptable to the Town
- Bidder is not on any debarment list related to goods and services the bidder provides
- Any other factors that the Town determines relevant and appropriate in connection with the project

A low bid does not guarantee award of the contract.

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Norwich as an additional insured. The Certificate must also include Workers Compensation Insurance.

Payment Schedule

Monthly invoices are to be submitted at the end of each month. Invoices will be reviewed and approved by the Town's Town Manager or Public Works Director. Payment is made upon final approval by the Town Selectboard that meets twice monthly.

Town Contact

Questions may be directed to Brennan Duffy at the following address:
bduffy@norwich.vt.us.

BID FORM
Snowplowing Assistance, Town of Norwich

Proposal of _____ (hereinafter called Bidder),
organized and existing under the laws of the State of _____
doing business as _____
(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

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

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

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is _____.

Bidder acknowledges receipt of the following Addenda:

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

	Item	Unit	Price FY27
1	Area 1 Plowing and Sanding	LS	\$ _____
	FY27 Price in Words _____		
2	Area 2 Plowing, Salting and Sanding	LS	\$ _____
	FY27 Price in Words _____		

Total Bid FY2027 (Total of Item No. 1 and 2 above)

\$ _____

The lowest responsive and responsible bidder will be determined by the Total Bid(s).

The Town reserves the right to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work, and the contract length as listed in the Project Description and Bid Form.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor

By

Title

Business Address

City

State

Phone Number

Email Address

Date

ATTEST _____(Signature)