

**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

**1. INTRODUCTION**

Enfield Manor Limited Partnership (EMLP) is soliciting sealed bids for the above-named project. If there are any conflicts between the instructions in these Standard Instructions to bidders and any other bid document(s), these Standard Instructions to Bidders shall prevail.

**2. KEY EVENT DATES**

Advertisement of Invitation for Bid: June 9, 2026

Public Bid Opening: 3 p.m., July 10, 2026

**3. OBTAINING BID DOCUMENTS**

Specifications and bid documents are available visiting by contacting the Enfield Housing Authority's website

<https://www.enfieldha.org/procurement.aspx> ; and by email request to William DuFour at [bdufour@enfieldha.org](mailto:bdufour@enfieldha.org)

**4. BID SUBMISSION INSTRUCTIONS**

One (1) original and one (1) copy of all bid documents shall be submitted in a sealed envelope clearly marked "**2026 – 2029 Enfield Manor Snow and Ice Removal Services**". If forwarded by mail, the sealed envelope must be addressed to "Enfield Manor Limited Partnership, Attn: Bill DuFour, 1 Pearson Way, Enfield, Connecticut 06082". Bids must be at the office by the time of the Public Bid Opening date noticed in Section 2, titled KEY EVENT DATES. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.

- a. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid page.
- b. Responses are considered valid for ninety (90) days after responses(s) are opened. Vendors may not withdraw, cancel or modify their response for a period of ninety (90) days after responses(s) are opened.
- c. Responses must be signed by an authorized person representing the legal entity of the firm submitting the response.
- d. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

**5. PRESUMPTION OF BIDDERS BEING FULLY INFORMED**

At the time the first response is opened, each vendor is presumed to have read and be thoroughly familiar with all bid documents and contract documents for this project. Failure or omission of the vendor to receive or examine any information shall in no way relieve any vendor from obligations with respect to this IFB and their responses.

**6. INTERPRETATION OF ACCEPTABLE WORK, PRODUCTS OR MATERIALS**

The Scope of Work, specifications, responses and contract documents are to be interpreted as meaning those acceptable to the EMLP or its managing agent (EHA). Any substantive changes or interpretations will be issued by the EMLP or its managing agent (EHA) in writing as an addendum.

**7. TAX EXEMPTIONS**

EMLP or its managing agent (EHA) is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions. The EMLP or its managing agent (EHA) will provide approved vendors with Tax Exemption Certificates upon request.

An Affirmative Action Equal Opportunity Employer/Equal Housing Opportunity



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

**8. INSURANCE**

- a. Provider shall agree to maintain in force at all times during the contract the following minimum coverage. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A" VIII. In addition, all Carriers are subject to approval by the EMLP or its managing agent (EHA).  
Minimum Limits:
- b. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. Product and completed operations aggregate of \$2,000,000. General Liability must also include Contractual Liability.
- c. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence. The EMLP or its managing agent (EHA) shall be named as an Additional Insured.
- d. Umbrella/Excess Liability \$5,000,000 and \$5,000,000 Aggregate. General Liability, Auto Liability and Workers' Compensation to be listed as underlying coverages. Umbrella/Excess Liability to follow form with respect to Additional Insured and Waiver of Subrogation.
- e. Workers' Compensation - For all the employees employed on said Work shall be maintained in accordance with Connecticut's Workers' Compensation Act. In case any class of employees engaged in hazardous Work under the contract at the site of the Work is not protected under the Workers' Compensation Act, the contractor shall provide Workers' Compensation Insurance for the protection of its employees not otherwise protected. Waiver of Subrogation to be provided.

**9. FAIR EMPLOYMENT PRACTICES**

The Vendor agrees not to discriminate against any employee or applicant for employment in the performance of this Contract's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions proscribed by State or Federal law.

**10. STANDARD FORM OF CONTRACTUAL AGREEMENT**

EMLP or its managing agent (EHA) intends to enter into a contract with the Vendor. The contract will include and incorporate the provisions of this Invitation for Bids, including the Scope of Work and Qualifications, and the Bid Form submitted by the approved vendor. In the event of any conflict between the IFB documents and the successful vendor's Bid Form, the IFB documents shall prevail.

**11. AWARDING THE CONTRACT**

EMLP or its managing agent (EHA) reserves the right to accept or reject, any, all, or any part of responses, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the EMLP or its managing agent (EHA). The "Contract Awarded" date in Section 2, titled Key Event Dates, is the date the contracts are anticipated to be awarded. It is not a date certain. The lowest priced bid is NOT the sole determining factor when awarding this project.



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

12. MODIFICATIONS AND ADDENDA

EMLP or its managing agent (EHA) reserves the right, at its sole discretion and at any time before or after bid opening, to clarify, modify, amend, or cancel this Invitation for Bids (IFB) if it determines that such action is in its best interest. Any clarification, modification, amendment, addendum, or cancellation will be posted on the Authority's website:

<https://www.enfieldha.org/procurement.aspx> It is the responsibility of each bidder to regularly review the Authority's website for any addenda or other updates issued in connection with this IFB. Bidders shall be responsible for ensuring that their submissions comply with all addenda and modifications issued by the EMLP or its managing agent (EHA). Failure to acknowledge or comply with issued addenda may result in the bid being deemed non-responsive.

**End Standard Bidding Instructions**



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**1. Property Location**

Enfield Manor – 1249 Enfield Street

**2. Scope of Services**

The Contractor shall provide comprehensive curb-to-curb snow and ice removal services for all entrances, exits, roadways, parking areas, sidewalks, walkways, and stairways at Enfield Manor. Services shall be provided for all snowfall events exceeding one (1) inch in accumulation and shall ensure safe and unobstructed passage for both vehicles and pedestrians.

The Contractor shall apply appropriate ice control materials as necessary to maintain safe conditions. Parking areas and roadways shall be treated using mechanical spreading equipment. Sidewalks, walkways, and stairways shall be treated with an approved ice-melting product as needed. For snowfall events of less than one (1) inch, the Contractor shall provide ice control services on all pedestrian walk surfaces as conditions warrant.

If a sand/salt mixture is utilized on parking lots, roadways, sidewalks, or walkways, the Contractor shall be responsible for the complete removal and cleanup of all residual materials during the spring season at no additional cost to the EMLP or its managing agent (EHA).

All work shall be performed in a professional, safe, and workmanlike manner. The Contractor shall comply with all applicable federal, state, and local laws, regulations, codes, and safety requirements governing the performance of the work.

Snow shall be piled only in locations designated by the EMLP or its managing agent (EHA). The Contractor shall provide pricing for loader services and snow hauling/removal services that may be required during periods of heavy snowfall or repeated storm events when snow storage capacity is limited.

Except as otherwise provided herein, all snow and ice removal operations shall be completed within twelve (12) hours following the conclusion of a storm event. For snowfall events exceeding twelve (12) inches or unusually severe weather conditions, the EMLP or its managing agent (EHA) may, at its sole discretion, extend the completion deadline; however, under no circumstances shall completion exceed twenty-four (24) hours after the storm has ended.

The Contractor shall return to all sites within twenty-four (24) hours after the conclusion of a storm to clear parking spaces that were previously occupied by vehicles and therefore inaccessible during the initial snow removal operation.

Each crew shall consist of a minimum of two-three (2-3) personnel and all equipment necessary to adequately perform the required services during each storm event.

The Contractor shall ensure continuous access for emergency vehicles, including police, fire, and emergency medical services, to and through Enfield Manor during storm events. During severe storms or storms exceeding eighteen (18) hours in duration, the Contractor shall return to the sites as necessary to maintain emergency access routes.

Under no circumstances shall snow accumulation on parking areas or roadways exceed four (4) inches before the Contractor initiates plowing operations.

An Affirmative Action Equal Opportunity Employer/Equal Housing Opportunity



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

### **2026 – 2029 Enfield Manor Snow and Ice Removal Services**

The Contractor shall promptly return to any property upon request by the EMLP or it's managing agent EHA to correct inadequately cleared areas, missed locations, parking spaces previously occupied by vehicles, or areas requiring additional ice control treatment. Such corrective work shall be performed at no additional cost when resulting from incomplete or deficient performance.

For storms involving intermittent snowfall where snowfall ceases for a period of up to eighteen (18) hours and subsequently resumes, the event shall be considered a single storm for billing and service purposes unless the National Weather Service officially designates the weather event as separate storms. For purposes of determining snowfall accumulation, measurements reported by the National Weather Service at Bradley International Airport shall govern unless an alternative measurement methodology has been mutually agreed upon in writing by the EMLP or it's managing agent (EHA) and the Contractor prior to the storm event.

#### **3. Order of Snow Removal Operations**

Depending upon the severity, duration, and timing of a storm event, the Contractor shall prioritize snow removal operations in the following order unless otherwise directed by the EMLP or its managing agent (EHA).

- a) Emergency access snow plowing passes on all main roadways, entrances, and parking lots.
- b) Routine snow plowing passes on all main roadways, entrances, and parking lots.
- c) Clearing of sidewalks and fire hydrants upon completion of storm.
- d) Completion of snow removal – parking spaces previously occupied by a vehicle and final cleanup.

#### **4. Property Damage**

The Contractor shall be responsible for any damage caused by its employees, subcontractors, agents, vehicles, or equipment to lawns, landscaping, curbing, sidewalks, buildings, utility structures, resident personal property, or any other real or personal property. Any such damage shall be repaired or replaced by the Contractor, at its sole expense, to the satisfaction of the EMLP or its managing agent (EHA).

#### **5. Site Inspection**

Prospective Contractors are strongly encouraged to inspect all project sites and familiarize themselves with site conditions, access limitations, snow storage areas, and operational requirements prior to submitting a proposal. Submission of a proposal shall constitute acknowledgment that the Contractor has either inspected the sites or otherwise become fully familiar with site conditions and requirements. All sites to be staked or marked out prior to contract start date annually.



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

**6. Minimum Equipment and Staffing Requirements**

The Contractor shall demonstrate the capability to perform all services required under this Contract and shall provide, with its proposal, a complete list of available personnel, vehicles, equipment, and subcontractors available for deployment.

At a minimum, the Contractor shall maintain and make available for EHA operations:

- Two (2) sidewalk snow removal machines, including snow blowers, ATV-mounted plows, utility vehicles, or equivalent equipment;
- Two (2) truck-mounted plows;
- One (1) or more mechanical spreaders capable of applying ice control materials; and
- Sufficient personnel to satisfy the staffing requirements contained herein.

If the Contractor does not own loader equipment for snow relocation and removal, the Contractor shall provide documentation satisfactory to the EMLP or its managing agent (EHA) demonstrating guaranteed access to such equipment upon demand.

Failure to maintain the minimum equipment and staffing requirements throughout the term of the Contract shall constitute a material breach of the Contract.

**7. Mutual Indemnification**

The Contractor shall defend, indemnify, and hold harmless the EMLP or its managing agent (EHA) and its commissioners, officers, employees, agents, and representatives from and against any and all claims, demands, causes of action, damages, losses, liabilities, judgments, penalties, fines, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts, errors, omissions, recklessness, or willful misconduct of the Contractor, its employees, agents, subcontractors, or anyone directly or indirectly employed by the Contractor in connection with the performance of this Contract.

The EMLP or its managing agent (EHA) shall defend, indemnify, and hold harmless the Contractor from and against any and all claims, demands, causes of action, damages, losses, liabilities, judgments, penalties, fines, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts, errors, omissions, recklessness, or willful misconduct of the EMLP or its managing agent (EHA), its employees, agents, or representatives.

The obligations contained in this section shall survive the expiration, termination, or completion of this Contract.



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

**8. Pricing Proposal Requirements**

Proposals shall include the following pricing information:

- a) Snow removal pricing based upon snowfall accumulation increments of one half (½" inch), per storm.
- b) Separate pricing for:
  - Parking lot and roadway salt or salt/sand applications;
  - Sidewalk and walkway ice-melt applications;
  - Loader services;
  - Snow hauling and relocation services.
- c) A maximum annual seasonal price covering all services required under the contract. The Contractor shall identify a fixed annual cap that shall remain in effect for up to three (3) consecutive contract years. Once the annual cap is reached, the Contractor shall continue to perform all required services for the remainder of the contract year without additional compensation.
- d) Hourly rates for:
  - Additional labor;
  - Snow drifting remediation;
  - Additional spot treatments of roadways;
  - Additional spot treatments of sidewalks and walkways;
  - Loader operations;
  - Snow hauling and relocation services.

**9. Invoicing and Payment**

The Contractor shall submit invoices on a monthly basis detailing all services performed during the billing period. The EMLP or its managing agent (EHA) shall remit payment within thirty (30) days after receipt and approval of a properly submitted invoice.

**10. Proposal Evaluation Criteria**

Proposals shall be evaluated based upon, at a minimum:

- Experience performing similar snow and ice management services;
- References from at least three (3) current or former clients;
- Equipment inventory and availability;
- Staffing levels and operational capacity;
- Ability to meet emergency response requirements;
- Cost proposal and hourly rates; and
- Overall responsiveness to the IFB.

An Affirmative Action Equal Opportunity Employer/Equal Housing Opportunity



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

**11. Enfield Manor Snow Removal – Phased Service Requirements**

As of the commencement date of this Agreement, **November 1, 2026**, construction at Enfield Manor is anticipated to be approximately **50–60% complete**.

The area identified as **Phase 1** (outlined in red) is expected to be substantially completed and available for occupancy prior to November 1, 2026. Beginning on November 1, 2026, the Contractor shall be responsible for all snow and ice removal services within the Phase 1 area, including the private access road serving the development.

The area identified as **Phase 2** (outlined in blue) will remain under active construction at the start of the Agreement. During the construction period, the general contractor and/or developer shall be responsible for snow and ice removal within active construction zones and work areas. The Contractor awarded under this IFB shall have no responsibility for snow and ice removal within Phase 2 until construction is complete and the area has been formally turned over for occupancy and maintenance.

At the commencement of the second winter season under this Agreement (**2027–2028**), Phase 2 is expected to be completed. At that time, the Contractor shall be responsible for snow and ice removal services throughout the entire development, including all areas identified as Phase 1 and Phase 2.

The project is currently projected to reach full completion by **late summer 2027**. Upon completion of construction, the Contractor shall have from the date of project completion until the start of the 2027–2028 winter season to inspect the completed site, verify service areas, and identify any necessary adjustments to the scope of work. Any proposed adjustment to the contract price resulting from the addition of completed Phase 2 areas shall be submitted in writing to the **Enfield Manor Limited Partnership (EMLP)** or its managing agent, the **Enfield Housing Authority (EHA)**, for review and approval. No pricing adjustment shall become effective unless approved in writing by EMLP or EHA.



**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**



An Affirmative Action Equal Opportunity Employer/Equal Housing Opportunity





**Enfield Manor Limited Partnership**  
Managed by: The Enfield Housing Authority  
1 Pearson Way  
Enfield, Connecticut, 06082  
(860) 745-7493 Fax: (860) 741-8439  
TDD/TTY 800-545-1833 ext. 849

**2026 – 2029 Enfield Manor Snow and Ice Removal Services**

12. **Proposal Submission**

Sealed proposals shall be received at the Administrative Offices of the Enfield Housing Authority, 1 Pearson Way, Enfield, Connecticut, **no later than 3:00 p.m. on July 10, 2026.**

All questions regarding this solicitation shall be directed to:

bdufour@enfieldha.org  
Enfield Housing Authority  
1 Pearson Way  
Enfield, CT 06082  
(860) 745-7493

