

WINTER BID SPECIFICATIONS FOR :

THE CHARLTON FIRE DISTRICT, 677 CHARLTON ROAD, BALLSTON LAKE, NY

MAILING ADDRESS: PO BOX 1369, BALLSTON LAKE, NY 12019

PROCEDURE:

The Charlton Volunteer Fire District is requesting bids for Snow Plowing and De-Icing Maintenance for the 2025 – 2026 Winter Season, on its property located at 677 Charlton Road, in Saratoga County, NY.

Bids for the contract should be submitted to the undersigned by 5 pm on October 17, 2025. Bids can be submitted either by:

- 1) Email charltonvfd.secretary@gmail.com
- 2) By regular mail to the Fire District mailing address: PO Box 1369, Ballston Lake, NY 12019 – Postmark MUST be no later than October 17, 2025 and received by 5pm on October 24, 2025. Exterior of envelope to state: Snow Plowing/ De-Icing Bid to be eligible.

All bids are to be in accordance with the specifications stated herein and shall not be subcontracted.

All bids will be opened and evaluated by the Commissioners at the Commissioners meeting on November 5, 2025. A majority vote by the Board of Fire Commissioners (BOFC) for the lowest responsible bidder at the November 5, 2025 meeting will determine the successful bid.

The Board Chairperson will award the contract in accordance with the majority vote and have the Board Secretary notify the winning contractor by November 7, 2025.

The bidding session will be terminated in the event that none of the bids meet the specifications stated herein or in the event that no bids meet the majority satisfaction of the Charlton Board of Fire Commissioners. In this event, the Board of Fire Commissioners will decide on the future action to be taken in this matter.

BID SPECIFICATIONS:

A) Snow Removal

Scope of work to include: Removal of Snow via Snow Plowing, Snow Blowing or Snow Shoveling which has accumulated three (3) inches or greater from Parking lot areas, sidewalks and all Fire station building exit doors and concrete sidewalks.

This also includes keeping snow and snow piles away from the:

- Both front doors of the Garden Shed,
- Septic Sump Pit Lids to the north side of the garden shed
- Dumpster enclosure w/both gates on the east (or Left side of rear parking lot!).

- Fire Exit door on the building north side (Administrative Wing) to be cleared out a minimum of 10' to comply with NY State Building Codes for safe winter time emergency exit egress.

Snow to be removed from in front of building (3) engine bay doors and radio room. Making every effort to keep plowed snow off the small flat lawn area containing the flag pole and flag pole illumination fixture. This is being asked to eliminate piled snow from blocking safe egress from our property onto Charlton Road for low clearance vehicles to see oncoming traffic. Snow from driveway entrance and back parking lot to be pushed off the rear of the back parking lot onto the field area directly south of the rear parking lot.

B) Application of De-Icing material:

- 1) Application of De-Icing material (described below #2 – 4) to be applied when rain is falling on surfaces that will be subjected to temperatures falling below 32 degrees Fahrenheit or in the form of sleet, freezing rain and/or light snow/rain mix greater than 1/10 of One Inch.
- 2) (Example: Peladow Brand Pellets or other brand containing **CaCl₂** (**Calcium Chloride**)—Delivered as flakes or pellets. Most effective ice melter at very cold temperatures. Often has a corrosion inhibitor added & often added to salt brine. To be used on all concrete walkway surfaces and within ten (10) feet of the Fire Station Building.
- 3) Rock Salt may be used to De-Ice all Black Top (Macadam) surfaces including parking lots, entrances to firehouse property etc.
- 4) Rock Salt may NOT be spread within:
 - Ten (10) feet of the firehouse building to protect the concrete sidewalks and building exterior door integrity!
 - Within five (5) feet of concrete sidewalks.
 - Calcium Chloride pellets or flakes to be spread as a De-Icing Agent in areas where Rock Salt is Off Limits.

C) 2 Letters of Recommendation from recent clients with similar size and scope submitted with bid.

The Board chairperson (or their designee) and the award-winning contractor will walk the property to ensure all parties are clear with the areas that will be maintained as part of this bid once the bid has been awarded.

The contractor will supply all fuel, machinery, equipment, tools, supplies, labor, parts and any De-Icing material Calcium Chloride and Rock Salt, in addition to any other needed items.

Contractors must pay wages according to the New York State prevailing wage schedule if required to do so by New York State law.

AGE REQUIREMENTS"

The contractor must be Eighteen (18) years of age or older, hold a valid New York State Driver's License with proof of Auto Insurability.

TERMINATION:

The contract may be terminated at any time, at the discretion of the Board Chairperson and/or the majority vote of the Charlton Board of Fire Commissioners; if the contractor does not adhere to the language of this contract, or if the contractors performance is unsatisfactory.

SCHEDULE OF PAYMENTS:

Payments for the satisfactory performance of the specifications of the contract will be made to the contractor in accordance with the following schedule:

One quarter of the contract to be paid on December 15, 2025

One quarter of the contract to be paid on January 15, 2026

One quarter of the contract to be paid on February 15, 2026

One quarter of the contract to be paid after the successful completion of the Winter Snow Removal & De Icing Season (as determined by the Board chairperson and/or the Board of Fire Commissioners). This date to be on or about April 15th, 2026.

Should a late season storm accumulate an amount greater than Three (3) inches after the April 15th payoff date; the Contractor shall agree (in advance) to maintain the Charlton Fire District property in the same manner as they did over the previous winter months. Failure to do so will result in them being considered a non-responsible bidder for all future bids with Charlton Fire District.

LIABILITY AND INSURANCE:

Neither the Charlton Volunteer Fire District nor the Charlton Volunteer Fire Company shall be held liable for any injury or damages, resulting from the work being performed in accordance with this contract. The contractor assumes all liability.

The awarded contractor must supply the Charlton Volunteer Fire District with the following certificates of insurance prior to November 5, 2025:

- 1) General Liability Certificate with a minimum of \$ 1,000,000.00, (1 Million) and having the Charlton Volunteer Fire District as an additional insured,
- 2) Worker's Compensation Certificate even if the contractor is a sole proprietor.

Respectfully,

Erin Waite, Secretary

Charlton Volunteer Fire District

PO Box 1369, Ballston Lake, NY 12019

charltonnyvfd.secretary@gmail.com