

SOLE SOURCES & PREFERRED VENDORS LIST

For Regular and Major Purchases

Approved July 27, 2015
Revised April, 25, 2016
Revised April 24, 2017
Revised February 12, 2018
Revised October 8, 2018
Revised April 27, 2020
Revised November 8, 2021
Revised February 28, 2022
Revised March 14, 2022
Revised December 5, 2022

Sole Sources

Green Mountain Power

Service: electricity

Annual cost: \$16,570 (FY15)

Waitsfield & Champlain Valley Telecom

Service: phone & data for Town Hall, Senior Center, and Library

Reason: Alternative vendors are not currently available; this may change in the coming year

Annual cost: approx. \$8,900 (FY15)

Preferred Vendors

BlueCross BlueShield of Vermont

Service: Health Insurance

Reason: Long term provider of service; national network; lower price than alternative vendor

Annual cost: \$96,049 (FY15)

Cargill, Inc.—Salt Division

Service: Source of deicer salt and sand for winter road maintenance

Reason: Purchased via Vermont League of Cities & Towns as a joint purchase, i.e. negotiated price; only a few vendors provide same product reliably

Annual cost: \$34,819 (FY15)

Champlin Associates, Inc.

Service: Equipment for Thompson's Point wastewater system (pumps, meters, controls, etc.)

Reason: Provided equipment for the original system; it's desirable to keep parts uniform

Annual cost: \$26,099 (FY15); 21,362 (FY14)

Charlotte Volunteer Fire & Rescue, Services, Inc.

Service: Fire, rescue and emergency management

Reason: Quickest response; excellent service; reliable; town residents
Annual cost: \$510,960 (FY15)

Christine Chamberlain Mapping

Service: Tax mapping;

Reason: Long term service as the town's tax mapper; extensive knowledge of tax mapping and the town; good service; easy to work with

Annual cost: \$4,200 (FY21-22)

Civil Engineering Associates, Inc.

Service: Consulting engineer for Thompson's Point wastewater system

Reason: Provided consulting engineering service since the system began operating; very familiar with the system; consistent, reliable, and very good to work with

Annual cost: \$4,795 (FY15); \$7,677 (FY14)

Civil Engineering Associates, Inc.—February 28, 2022

Service: Town Garage site planning, permitting, assistance with bid process, assistance with construction.

Reason: Extensive familiarity with site; discounted pricing, and very good to work with

Annual cost: Not to exceed \$18,000

Clark-Wright Septic

Service: Pumping of step tanks at Thompson's Point wastewater system

Reason: Extremely reliable; service is available 24/7; wastewater system operator indicated vendor's fee is less than other vendors

Annual cost: \$2,556 (FY15)

Climate Systems, Inc.

Service: maintenance of air conditioning and air handling systems in Town Hall, Library and Senior Center

Quotes from three vendors were obtained in fall, 2013

Reason: Lowest quote; reliable service

Annual cost: \$2,695 (FY15)

Cole Trucking

Service: Trucking

Reason: Local; convenient; good rates

Annual cost: \$1,520 (FY15); \$5,640 (FY14)

Complete Clean

Service: Cleaning of Town Hall and Library

Reason: Excellent service at competitive price; put out to bid in 2016.

Annual cost: \$6,600 (Town Hall) & \$4,800 (Library)

Annual cost (FY17 & FY18): \$6,600 (Town Hall) & \$4,800 (Library)

CW StageWorks, LLC

Service: Sound for Town Meetings and Informational Hearings

Reason: Excellent service at competitive, reasonable price

Annual cost: \$1,508 (FY17)

Darryl Hayden

Service: Source of screened gravel and plant mix for road repairs/reconstruction, and sand for winter maintenance

Reason: Local supplier; reliable; only a few vendors provide same product reliably; convenient location

Annual cost: \$32,600 (FY15)

Delta Dental

Service: Dental care insurance

Reason: Long term provider of service; good rates (for VLCT members); very good service;

Annual cost: \$12,288 (FY15)

Envirotrac (James Bell)—approved March 14, 2022

Service: Brush-hogging at the Charlotte Park & Wildlife Refuge

Reason: Specialized knowledge of land use and management practices at the Park & Wildlife Refuge, and long experience providing this service.

Annual Cost: FY18: \$6,312, FY19: \$5,555, FY20: \$525, FY21: 2,500

Essex Equipment

Service: Rental of tree chipper for road maintenance

Reason: Only rental dealer with a large enough chipper (Morbark)

Annual cost: \$3,565 (FY15)

F.R. Lafayette, Inc.

Service: Source of guardrails

Reason: Only supplier in the area; responsive; other suppliers area farther away

Annual cost: \$2,062 (FY15); \$4,413 (FY14)

Ferguson Waterworks

Service: Parts for Thompson's Point wastewater system (PVC, manhole covers, etc.)

Reason: One of the two firms that provides such parts—both are similarly priced; provided parts when the system was first constructed, so new parts match existing parts, which is important for consistency

Annual cost: \$5,772 (FY15)

Gallagher, Flynn & Company, LLP

Service: Assisting with transition of fire and rescue services to a municipal department, to be completed by June 30, 2022

Reason: (1) A nationally distributed RFP resulted in only two proposals, neither of which was satisfactory; (2) Gallagher, Flynn & Co. has provided consulting services to both the

Town and CVFRS, so is familiar with both organizations and key personnel in both organizations.

Project cost: Not to exceed \$20,000

Giddings

Service: Source of large-sized culverts

Reason: Only local source (Pittsford); other sources involve greater transportation cost

Annual cost: \$10,429 (FY15)

Gorman Group, LLC

Service: Source of summer calcium

Reason: Only supplier in the area; Allstate is sometimes used

Annual cost: \$19,954

GovConnection, Inc.

Service: Computer network hardware

Reason: Very reliable and responsive; proficient working with governmental entities' unique needs; very good historical performance

Annual cost: \$2,992 (FY15)

Hinesburg Sand and Gravel

Service: Source of gravel and plant mix for road repairs and reconstruction; sand for winter maintenance

Reason: Local supplier; reliable; only a few vendors provide same product reliably

Annual cost: \$71,507

Kofile Preservation

Service: Land record supplies, map files, land record preservation and vault updates

Reason: Long term provider of service; a very limited number of vendors provide all of these services

Annual cost: \$3,574 (FY15); \$8,326 (FY14)

Lamoureux & Dickinson

Service: Review of wastewater designs and other engineering plans associated with land use permitting

Quotes from other vendors were obtained in summer, 2014

Reason: Good technical background; good communications; reasonably priced

Annual cost: \$3,337 for period of 9/29/14—6/30/15

Lewis Creek Association

Service: Surface water quality monitoring and reporting; aquatic invasives control and reporting

Reason: Significant experience with providing these services in Charlotte, and lack of other organizations or companies with similar expertise

Annual cost: \$2,700 (FY19)

Lewis Excavating

Service: Maintenance and repair of town highways

Reason: Extensive experience with Charlotte roads; excellent work; excellent customer service; town resident

Annual cost: \$392,564 (FY15)

Lincoln Applied Geology

Service #1: Monitoring of Closed Landfill, Plouffe Lane

Reason: Post-closure certification is required by the State—there are very specific requirements; LAG has been performing this service for several years and has experience with the facility and with State process and personnel

Annual Cost: approximately \$6,188 (FY18)

Service #2: Water System Operation—Town Office, Library and Town Beach

Reason: Put out to bid in 2014. LAG provided the most comprehensive proposal for this service; service since the original proposal has been adequate.

Annual cost: \$3,543 (FY18)

Lynn Monty

Service: Minutes-taker for Selectboard, Planning Commission and Zoning Board of Adjustment

Reason: Extremely reliable; several years of experience with Charlotte; very responsive; very good accuracy; remains impartial; captures essence of comments and discussion on sometimes difficult, technical and emotionally charged subject matter.

Annual cost: \$6,800 (FY21)

Naturalawn of America

Service: Organic fertilizing, soil testing and soil monitoring of Little League fields

Reason: This is likely to be the only vendor that provides a 100% organic application

Annual cost: \$4,992 (FY15)

New England Municipal Resource Center (NEMRC)

Service #1: Computer programming for grand list & tax billing, general ledger, accounts payable, payroll, Thompson’s Point lease and wastewater billing

Reason: Extensive experience; very good product; very good customer service

Annual cost: \$30,397 (FY15)

Service #2: Property valuation for grand list

Reason: Extensive experience in the field and with Charlotte; complements use of NEMRC’s grand list management software

Annual cost: \$30,000

Northeast Automation

Service: Provides electrical/computer components and component repairs for Thompson’s Point wastewater system; specializes in computer/electrical interface

Reason: Very unique skillset; highly qualified; one other company that provides similar service is very expensive

Annual cost: \$1,967 (FY15); \$5,050 (FY12); \$18,940 (FY10)

P&P Septic

Service: Pump septic tanks; trouble-shoot problems with tanks and pump station; perform repairs

Reason: Extremely reliable; knowledgeable; competitive pricing

Annual cost: \$1,732 (FY15)

Patterson Fuels

Service: Fuel oil and boiler/furnace maintenance & repair for Town Hall, Senior Center and Library

Reason: Long term service; reliable; excellent customer service; competitive pricing; owned by resident

Annual cost: \$12,455 (FY15)

Shelburne Limestone

Service: Limestone for road repairs—primarily used for driveways adjacent to roads being repaired

Reason: Conveniently located

Annual cost: \$754 (FY15); \$687 (FY14); \$7,270 (FY13)

SJW Docks (Steve Williams)

Service: Operation and maintenance of Thompson’s Point Wastewater System

Reason: Extremely knowledgeable about the wastewater system; very reliable; excellent service and communications with town staff and with Thompson’s Point residents

Annual cost: \$94,312 (FY15)

SJW Docks (Steve Williams)

Service: Installation, removal and repair of docks/floats at the Town Beach

Quotes from other vendors were obtained in _____

Reason: Very reliable; excellent service and communications with town staff

Annual cost: \$5,255 (FY15)

Stitzel, Page & Fletcher

Service: Legal advice and representation

Reason: Long term service; extensive experience with the many areas of municipal law; size of firm allows access to multiple perspectives; reliable service

Annual cost: \$31,041 (FY15); \$42,749 (FY14); \$15,479 (FY13)

Team EJP South Burlington

Service: Source of culverts

Reason: Good location; short turnaround

Annual cost: \$20,486

Troy Tsounis

Service: Computer network support; computer trouble-shooting

Reason: Good rates; good service; reliable; town resident

Annual cost: \$4,335 (FY15)

Vermont League of Cities and Towns

Service: Range of services assisting municipal functions, including: insurance, education, lobbying state legislature, legal advice

Reason: Extensive experience; good customer service; provides wide range of assistance

Annual cost: annual dues = \$4,992 (FY16); unemployment insurance = approx. \$750; property/liability insurance = \$41,230 (FY16)

Vermont Offender Work Program

Service: Source of road signs

Reason: Good product; good pricing

Annual cost: \$1,092 (FY15)

Vertec Supply Co.

Service: Source of culverts and fabric for road repair and reconstruction

Reason: Good location; reasonable pricing

Annual cost: \$1,200 (FY14)