

**TOWN OF CHARLOTTE
REQUEST FOR BIDS
THOMPSON'S POINT SEASONAL WASTEWATER OPERATOR**

October 13, 2026

The Town of Charlotte, Vermont, located in Chittenden County seeks sealed bids from qualified seasonal wastewater operator for the operation and maintenance of the Thompson's Point Wastewater System (the "System"), as described herein.

Copies of this Request for Bid ("RFB") package are available: (1) at the Charlotte Town Hall, 159 Ferry Road, Charlotte, VT, during regular business hours; (2) on the Town of Charlotte's website at <https://charlottevt.org/jobs>; or (4) by emailing the Town Administrator at townadmin@townofcharlotte.com.

Section 1 – QUALIFICATIONS:

- A. Certification Requirement – Bidders must hold, and maintain throughout the duration of the contract, at minimum a valid Vermont Grade I Wastewater Operator Certificate. Proof of certification must be included with the bid submission.
- B. Experience and References – Bidders shall demonstrate substantial experience in the operation and maintenance of sewage treatment and disposal systems. Bid submissions must include a summary of relevant work experience and at least three (3) professional references that can attest to the bidder's performance, technical proficiency, and reliability in comparable projects.
- C. Availability and Service Capacity – Bidders shall demonstrate sufficient staffing and operational capacity to provide on-call service 24-hours per day, 7-days per week, including weekends and holidays. The proposal should describe the bidder's approach to emergency response, coverage, and communication protocols.

Section 2 - SCOPE OF WORK:

The Operator shall perform all services necessary for the proper operation and maintenance of the System in full compliance with the conditions of Indirect Discharge Permit #ID-9-0244 (the "IDP Permit" and the Thompson's Point Operations and Maintenance Manual. The Scope of Work includes, but is not limited to, the following:

- A. System Operation (IDP Permit Sections D3-D7):
 - 1. Operate the System in a manner that protects public health and safety and prevents contamination of drinking water supplies, groundwater, and surface water.
 - 2. Ensure all components of the wastewater collection, treatment, and disposal systems function properly; promptly report any system failures or malfunctions to the Town.

3. Arrange for the pumping of septic tanks, as applicable, by November 15, 2026, or as otherwise required by the IDP Permit.
- B. System Monitoring (IDP Permit Sections E1-E5):
1. Conduct effluent monitoring, sampling, and testing in accordance with permit requirements.
 2. Perform groundwater and observation well monitoring as specified in the IDP Permit.
 3. Conduct visual inspections of the recirculating sand filter and other system components.
 4. Maintain accurate written records of all operations, maintenance, and monitoring activities.
 5. Comply with wastewater, groundwater, and surface water sampling, preservation, handling, and testing procedures as outlined in the most recent edition of Standard Methods for the Examination of Water and Wastewater (APHA–AWWA–WPCF) and the Vermont Water Quality Standards.
- C. System Operation & Maintenance (Thompson's Point Operations and Maintenance Manual):
1. Open and prepare the System for seasonal operation by April 1 each year or as directed by the Thompson's Point Wastewater Advisory Commission.
 2. Maintain the collection system, treatment facility, and associated infrastructure in good working order.
 3. Conduct annual pressure testing of sewer lines in the spring to verify system integrity and identify potential leaks or failures.
 4. Assist the Town's Engineer during the Annual Inspection and provide operational support as requested.
 5. Attend meetings of the Thompson's Point Wastewater Advisory Commission. There are typically 2–3 regularly scheduled meetings per year, with additional meetings as requested by the Commission or Town staff.
 6. Provide regular operational updates and recommendations for system improvements to the Commission and Town staff. This shall include an annual report detailing proposed updates to the Thompson's Point Operations and Maintenance Manual and any as-built plans for the System.
 7. Provide on-call service 24 hours per day, seven (7) days per week, including weekends and holidays while the system is in operation.
 8. Conduct system shutdown and winterization of key components by November 15 each year.
 9. Conduct monthly inspections of the System during the shut-down period.
 10. Read all leaseholder water meters in the Fall, and record readings as directed by the Town.

Section 3 - INSURANCE:

The Contractor shall, at its own expense, obtain and maintain in full force for the duration of the contract the following insurance coverages, issued by insurers licensed to do business in the State of Vermont:

- A. Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the Town of Charlotte as an additional insured.
- B. Statutory Workers' Compensation Insurance in accordance with Vermont law.

The Certificate of Insurance must list the Town of Charlotte as the Certificate Holder and shall specifically include coverage for Workers' Compensation and Automobile Liability for all vehicles used in connection with the performance of this contract.

The Contractor shall not commence work under the contract until all required insurance has been obtained and approved by the Town. Coverage shall remain in effect for the full term of the contract and until all work under the contract has been completed and accepted by the Town.

SECTION 4 – CONTRACT TERM:

The contract resulting from this Request for Bids shall commence on January 1, 2026, and remain in effect through December 31, 2026, unless otherwise extended or terminated in accordance with the terms of the agreement.

SECTION 5 – PAYMENT SCHEDULE:

The Contractor shall submit itemized invoices to the Town on a monthly basis for services rendered during the preceding month.

Payment shall be made by the Town within thirty (30) days of receipt of a properly completed invoice and verification of satisfactory work performance.

Each invoice shall include, at a minimum:

- A. The billing period;
- B. A description of services performed; and
- C. Any supporting documentation requested by the Town

Section 6 – PRE-BID CONFERENCE:

A pre-bid conference will be held at the Thompson's Point Wastewater Facility, located at 100 Flat Rock Road, in Charlotte, VT on 11/5, ~~October~~, 2025, at 10 AM. The pre-bid conference is not mandatory and prospective bidders are strongly encouraged to visit the site prior to bidding. This will be the only opportunity for prospective bidders to access the Facility.

Section 7 - SUBMISSION DEADLINE:

Sealed proposals are due no later than November 10th, 2025 by 4:00 PM. Please note, the Town cannot accept proposals submitted by e-mail. All proposals must be submitted either by mail or by hand to the Charlotte Town Hall. Details for each request, and how to submit a proposal, can be found at the Town's website (<https://charlottevt.org/jobs>). All responses shall be opened and announced publicly by the Charlotte Selectboard.

Any questions should be directed to Carrie Johnson, Interim Town Administrator, at (802)-425-3701 ext. 205, or townadmin@townofcharlotte.com.

Section 8 – BID OPENING & AWARD OF CONTRACT:

Bids will be publicly opened on Monday, November 10th, 2025, at approximately 7:20 p.m. at the Charlotte Town Hall, 159 Ferry Road, Charlotte, Vermont. All bids received by the stated deadline will be opened and recorded at that time.

It is anticipated that the contract will be awarded by the Charlotte Selectboard at its regularly scheduled meeting on Monday, November 24th, 2025, or as soon thereafter as practicable.

The Selectboard will evaluate bids based on the following criteria:

- A. Price – Price will be an important consideration, but not the sole determining factor.
- B. Professional Competence – Evaluation will consider references, relevant experience, available equipment, staffing levels, and the bidder's proposed approach to the work.
- C. Selectboard Discretion – The Selectboard reserves the right to:
 - 1. Accept or reject any or all bids;
 - 2. Waive informalities or technical defects in any proposal;
 - 3. Request clarifications, additional information, or follow-up documentation from any bidder;
 - 4. Negotiate the terms, scope, and pricing of submitted bids when deemed to be in the best interest of the Town; and
 - 5. Select the bid that, in its judgment, represents the best overall value and serves the best interest of the Town of Charlotte.

SEE BID FORM ON NEXT PAGE

BID FORM

Please provide the following information:

Name of Contractor: _____

Contractor's mailing address: _____

Contractor's phone number: _____

Contractor's e-mail address: _____

Cost for Annual System Start-up: \$ _____

Cost for Annual System Shut-down & Winterization: \$ _____

Costs for Annual Pressure Testing: \$ _____

Cost for Annual System Operation & Maintenance: \$ _____

Total Cost for All Operation & Maintenance Services: \$ _____

Hourly Rate Schedule for On-Call Services: \$ _____

Please provide the name, company, and phone number for three references:

1. _____

2. _____

3. _____

Signature of Contractor

By signing this Bid Form, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

Signature: _____ Date: _____

Bid Submission: Bids are to be sealed and marked "Bid for Wastewater Disposal System Maintenance" and mailed to: Town Administrator, Charlotte Town Office, P.O. Box 119, Charlotte, VT 05445 or delivered by hand to the Town Administrator, Charlotte Town Office, 159 Ferry Road, Charlotte.

Town Contact: Questions may be directed to Carrie Johnson, Interim Town Administrator at 425-3071 ext. 5 or townadmin@townofcharlotte.com

**TOWN OF CHARLOTTE
REQUEST FOR BIDS
FOR MAINTAINING COMPONENTS OF THE TOWN WASTEWATER DISPOSAL SYSTEM**

October 13, 2026

The Town of Charlotte, Vermont, located in Chittenden County, seeks sealed bids from qualified contractors to maintain components of the Town's in-ground wastewater disposal system that serves the Charlotte Town Hall, Library, Fire & Rescue Station, and Senior Center. The system has permitted capacity of 6,499 gallons per day. The current flows are approximately 2,865 gallons per day.

Copies of this Request for Bid ("RFB") package are available: (1) at the Charlotte Town Hall, 159 Ferry Road, Charlotte, VT, during regular business hours; (2) on the Town of Charlotte's website at <https://charlottevt.org/jobs>; or (3) by emailing the Town Administrator at townadmin@townofcharlotte.com.

SECTION 1 – QUALIFICATIONS:

- A. Experience Requirement – Bidders shall have been actively engaged in the business of wastewater disposal system operation and maintenance for a minimum of five (5) years prior to the date of this bid submission. Experience with municipal or institutional wastewater systems is preferred.
- B. Reference Requirement – Bidders shall provide a minimum of three (3) references on the Bid Form (see p. 4). Each reference should include the client's name, title, organization, phone number, and email address, and shall be able to verify the bidder's experience, technical competence, and reliability.

SECTION 2 – SCOPE OF WORK:

The Contractor shall provide all labor, materials, and equipment necessary to perform maintenance and inspection services for the wastewater and septic systems serving the Town Hall, Library, Fire & Rescue Station, and Senior Center. All work shall be conducted in accordance with applicable Occupational Safety and Health Administration (OSHA) safety standards and Vermont Department of Environmental Conservation regulations.

- A. Quarterly Tasks:
 - 1. Clean filters in septic tanks serving the Town Hall, Library, Fire & Rescue Station, and Senior Center. Ensure that material removed from filters is not discharged to the pump station.
 - 2. Inspect for any visible defects, leaks, or signs of malfunction during cleaning and report findings to the Town if corrective action is needed.
- B. Annual Tasks:
 - 3. Inspect all filters and tanks, including the interceptor (grease trap) at the Senior Center.
 - 4. Perform mechanical and electrical inspections of the pump station and control panel to verify proper operation.

5. Measure and record sludge and scum levels in each septic tank.
 6. Provide a written annual report summarizing maintenance performed, inspection findings, and recommended corrective actions. The report shall be submitted to the Town within 30 days of completion of the annual inspection.
- C. Bi-Annual Tasks (to be performed in 2026):
7. Inspect the air release mechanism at the high point of the force main between the pump station and the distribution box to confirm proper operation.
 8. Inspect gravity and force main manholes for structural integrity, leakage, or obstructions.
 9. Inspect the distribution box to ensure proper function and flow distribution.
- D. Singular Task (to be performed in 2026):
10. Conduct a camera inspection of all laterals to identify blockages, structural defects, or other maintenance concerns. Provide video documentation and a summary report to the Town.

Section 3 - INSURANCE:

The Contractor shall, at its own expense, obtain and maintain in full force for the duration of the contract the following insurance coverages, issued by insurers licensed to do business in the State of Vermont:

1. Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the Town of Charlotte as an additional insured.
2. Statutory Workers' Compensation Insurance in accordance with Vermont law.

The Certificate of Insurance must list the Town of Charlotte as the Certificate Holder and shall specifically include coverage for Workers' Compensation and Automobile Liability for all vehicles used in connection with the performance of this contract.

The Contractor shall not commence work under the contract until all required insurance has been obtained and approved by the Town. Coverage shall remain in effect for the full term of the contract and until all work under the contract has been completed and accepted by the Town.

SECTION 4 – CONTRACT TERM:

The contract resulting from this Request for Bids shall commence on January 1, 2026, and remain in effect through December 31, 2026, unless otherwise extended or terminated in accordance with the terms of the agreement.

SECTION 5 – PAYMENT SCHEDULE:

The Contractor shall submit itemized invoices to the Town on a quarterly basis for services rendered during the preceding quarter.

Section 6 – SITE VISIT:

A site visit can be scheduled by contacting Carrie Johnson, Interim Town Administrator, at (802) 425-3071 ext. 5 or at townadmin@townofcharlotte.com.

Section 7 - SUBMISSION DEADLINE:

Sealed proposals are due no later than November 10th, 2025 by 4:00 PM. Please note, the Town cannot accept proposals submitted by e-mail. All proposals must be submitted either by mail or by hand to the Charlotte Town Hall. Details for each request, and how to submit a proposal, can be found at the Town's website (<https://charlottevt.org/jobs>). All responses shall be opened and announced publicly by the Charlotte Selectboard.

Any questions should be directed to Carrie Johnson, Interim Town Administrator, at (802)-425-3701 ext. 205, or townadmin@townofcharlotte.com.

Section 8 – BID OPENING & AWARD OF CONTRACT:

Bids will be publicly opened on Monday, November 10th, 2025, at approximately 7:20 p.m. at the Charlotte Town Hall, 159 Ferry Road, Charlotte, Vermont. All bids received by the stated deadline will be opened and recorded at that time.

It is anticipated that the contract will be awarded by the Charlotte Selectboard at its regularly scheduled meeting on Monday, November 24th, 2025, or as soon thereafter as practicable.

The Selectboard will evaluate bids based on the following criteria:

1. Price – Price will be an important consideration, but not the sole determining factor.
2. Professional Competence – Evaluation will consider references, relevant experience, available equipment, staffing levels, and the bidder's proposed approach to the work.
3. Local Preference – All other factors being approximately equal, preference may be given to a local operator, defined as a company located in Charlotte or an operator whose owner or manager resides in Charlotte.
4. Selectboard Discretion – The Selectboard reserves the right to:
 - a. Accept or reject any or all bids;
 - b. Waive informalities or technical defects in any proposal;
 - c. Request clarifications, additional information, or follow-up documentation from any bidder;
 - d. Negotiate the terms, scope, and pricing of submitted bids when deemed to be in the best interest of the Town; and
 - e. Select the bid that, in its judgment, represents the best overall value and serves the best interest of the Town of Charlotte.

SEE BID FORM ON NEXT PAGE

Town of Charlotte - Request for Bids for Wastewater Disposal System Maintenance

BID FORM

Please provide the following information:

Name of Contractor: _____

Contractor's mailing address: _____

Contractor's phone number: _____

Contractor's e-mail address: _____

Cost per year for Quarterly Tasks #1-2: \$ _____

Cost for Annual Tasks #3-6: \$ _____

Costs for Bi-Annual Tasks #7-9: \$ _____

Cost for Singular Task #10: \$ _____

Total Cost for All Maintenance Tasks (2026): \$ _____

Hourly rate schedule for additional services: \$ _____

Please provide the name, company and phone number for three references:

1. _____

2. _____

3. _____

Signature of Contractor

By signing this Bid Form, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

Signature: _____ Date: _____

Bid Submission: Bids are to be sealed and marked "Bid for Wastewater Disposal System Maintenance" and mailed to: Town Administrator, Charlotte Town Office, P.O. Box 119, Charlotte, VT 05445 or delivered by hand to the Town Administrator, Charlotte Town Office, 159 Ferry Road, Charlotte.

Town Contact

Questions may be directed to Carrie Johnson, Interim Town Administrator at 425-3071 ext. 5 or townadmin@townofcharlotte.com

**TOWN OF CHARLOTTE, VERMONT
MUNICIPAL AUDIT SERVICES
REQUEST FOR PROPOSAL**

MUNICIPAL AUDIT SERVICES for Charlotte, Vermont

RFP Due By: November 10, 2025

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Town of Charlotte to obtain "MUNICIPAL AUDIT SERVICES" as described herein. Individuals responding to this Request for Proposal (RFP) should have a knowledgeable background in municipal and governmental accounting and have extensive experience in providing auditing services for municipalities in Vermont.

Copies of this RFP package are available: (1) at the Charlotte Town Hall, 159 Ferry Road, Charlotte, VT, during regular business hours; (2) on the Town of Charlotte's website at <https://charlottevt.org/jobs>; or (3) by emailing the Town Administrator at townadmin@townofcharlotte.com.

Section 1 - GENERAL CRITERIA:

The Town of Charlotte is seeking proposals from qualified certified public accounting firms to audit its financial statements for the year ending June 30, 2026, with the options of auditing its financial statements for each of the subsequent three years. These audits are to be performed in accordance with generally accepted auditing standards, and governmental auditing standards.

The successful firm will be a firm with considerable experience in municipal government auditing with strong references. The firm will have sufficient depth of staff to provide technical expertise and complete field work within a reasonable timeframe.

The audit firm will act in an independent capacity and not as officers or employees of the Town. Before commencing work on this contract, the audit firm must provide evidence of professional insurance.

Section 2 - SCOPE OF WORK (Services to be Provided):

Audit fieldwork will be designed to provide reasonable assurance that the financial statements are free from material misstatement. In performing the audit, the auditor shall follow governmental auditing standards as set forth by the US Comptroller General "Yellow Book" as well as any audit requirements identified as necessary under any present or future laws.

Audit field work shall begin in a timely manner to ensure the audit shall be completed and draft financial statements available by the end of October.

During field work, the independent auditor shall meet with Town staff to evaluate internal controls and technical competencies. All employees will be directed to assist the chosen auditor in any and every way possible. It is expected that Town employees will retrieve all documents selected by the auditor for evaluation. Employees will also work with the auditor, as necessary, to analyze all account balances and account activity.

The Auditor shall meet with the Treasurer and Selectboard (or their designee) to discuss audit plans, expectations and progress; prior to audit field work, mid-way through audit field work and upon completing audit field work (exit conference).

The Auditor shall provide comments and recommendations relating to all audit findings and make themselves available to answer questions of the Selectboard.

When needed, the Auditor shall perform an audit of State and Federal Grants as per the "Single Audit" circular OMB-A133 as required. The cost of this work, if needed, will be determined prior to its commencement.

Section 3 - SERVICES NOT INCLUDED IN THIS RFP:

The scope of this engagement is strictly limited to performing the annual audit. Management advisory services, consulting on budget or other financial issues, and accounting or bookkeeping services are expressly excluded.

Section 4 - MANDATORY MINIMUM REQUIREMENTS:

The purpose of this proposal is to demonstrate the qualifications, competence and capabilities of the firms seeking to provide municipal audit services in conformity with the requirements of this request. As such, the proposal should demonstrate the qualifications of the firm and of the staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposal requirements. The proposal must meet or exceed the professional, administrative and financial qualifications and requirements as set forth in this RFP and shall incorporate the information requested below. In addition to the information required, supplemental information may be included if the respondent considers it useful in evaluating its proposal.

Required Information:

1. Office Address and contact information.
2. Credentials of the engagement partner and key professional staff to be assigned, including evidence that they are properly registered and licensed to practice in Vermont. The engagement partner may not be changed without express permission of the Town.
3. Staff Assigned- Resumes/Biographies of the partner and staff (managers, supervisors and specialists) assigned to this engagement. The firm should include information regarding qualifications, experience and training. Audit personnel, other than the

engagement partner, may be changed at the discretion of the firm provided that the replacements have substantially the same or better qualifications and experience.

4. Total employees of the firm and those specializing in governmental auditing including numbers employed in each category (partner, manager, and staff auditors).

5. Current clients of the firm's municipal audit services. Include three references: Provide principal client contact name, along with job title, email and phone number. These references should be direct clients of the proposed engagement partner. If there aren't three current audit clients comparable with this proposal, then list any comparable Vermont municipal audit engagements over the last 10 years and include the original year of engagement.

7. Specific Audit Approach- Set forth a general work plan to perform the services required by this request for proposal, include the methodology to be followed - such as risk assessment, internal control evaluation, analytical procedures and statistical sampling. Reference such sources of information as audit manuals / guides / etc. that you will rely on.

8. Potential Audit Problems- Identify and describe any anticipated potential audit problems and the firm's approach to resolving these problems.

9. Peer Review- Submit a copy of the report on the firm's most recent external quality control review ("Peer Review") with a statement whether that quality control review included a review of specific government engagements.

10. Single Audit - Experience with Federal and State single audits as it relates to this proposal.

11. Insurance - Amount of Professional Liability Insurance coverage maintained.

12. The firm shall provide an affirmative statement that it is independent of the Town as defined by generally accepted governmental auditing standards ("the Yellow Book"). The firm shall also list and describe any activity or relationship that could create a conflict of interest relative to performing this audit. If none, so state.

13. The firm's Code of Conduct.

Describe any other factors that you believe is relevant to your ability to provide audit services. The Town reserves the right to hold oral discussions with individuals and/or firms of their choice to clarify their proposal and to request additional information.

Section 5 - COST PROPOSAL:

The proposal must include a list of applicable hourly rates associated with personnel who will be assigned to this engagement. Include a Total Cost calculation, "not to exceed", for audit services relating to the Financial Statement Audit by applying the above listed hourly rates to budgeted man-hours by position. Include total man-hour budget (hours and rates) with proposal.

You may also be asked to include a projected cost calculation for audit services relating to the State and Federal Single Audit if the need arises - applying the above listed hourly rates to budgeted man-hours by position.

Full itemization is required when submitting invoices. The Town does not anticipate payments outside of the scope of this RFP. Should the need arise to readdress the cost proposal based upon unforeseen conditions it shall be first reported to the Town Selectboard for approval before any additional work is performed. Said conditions shall be limited to issues concerning the condition of records or adequacy of supporting documentation and shall in no way amend the scope of services.

Section 6 - INSURANCE:

The following insurance is required: Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence. General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved.

The Firm awarded the contract must assume all risks connected with this work. The Firm shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Firm against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Firm awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Firm awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and approved by the Town. Insurance coverage shall remain in effect until all work under the Contract has been completed and accepted. The Firm awarded the contract shall furnish proof of insurance by providing a Certificate of Insurance from the authorized agent. The Town of Charlotte shall be named as the Certificate Holder.

Section 7 - NUMBER OF COPIES:

Respondent must provide one signed original and at least 4 copies of their Proposal one of which must be unbound (for photocopying).

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