

**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://charlottetvt.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 10AM. 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:

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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

BID FORM

Please provide the following information:

Name of Contractor: Simon Operation Services, Inc.

Contractor's mailing address: PO Box 444, Barre Vermont 05641

Contractor's phone number: 802-244-7420

Contractor's e-mail address: lane@simonop.com

Cost for Annual System Start-up: \$ 8,900

Cost for Annual System Shut-down & Winterization: \$ 14,905

Costs for Annual Pressure Testing: \$ Labor included in start-up

Cost for Annual System Operation & Maintenance: \$ 30,100

Total Cost for All Operation & Maintenance Services: \$ 53,905


Hourly Rate Schedule for On-Call Services: \$ 125 & 187.50

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

1. Karen Astley, Town of Putney, 802-387-5862 x11
2. Maryanne McClure, Town of Wallingford, 802-446-2964
3. May Edson, Town of Williamstown, 802-433-6671

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: 11/28/2025

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

BID FORM

Please provide the following information:

Name of Contractor: Simon Operation Services, Inc.

Contractor's mailing address: PO Box 444, Barre Vermont 05641

Contractor's phone number: 802-244-7420

Contractor's e-mail address: lane@simonop.com

Cost per year for Quarterly Tasks #1-2: \$ 2,690

Cost for Annual Tasks #3-6: \$ 830

Costs for Bi-Annual Tasks #7-9: \$ 890

Cost for Singular Task #10: \$ 1,790

Total Cost for All Maintenance Tasks (2026): \$ 6,200

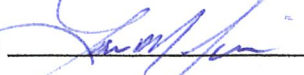
Hourly rate schedule for additional services: \$ 125 & 187.50

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

1. Karen Astley, Town of Putney, 802-387-5862 x11
2. Maryanne McClure, Town of Wallingford, 802-446-2964
3. May Edson, Town of Williamstown, 802-433-6671

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: 11/28/2025

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