

## **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

### **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)

---

#### **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)

---

**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)

---

**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)

---

**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)

---

**RJ Turner Company**

Service: Tax mapping; permit database

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: \$2,200 (FY15)--\$4,475 (FY14)

---

**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)