

**TOWN OF HARDWICK  
TOWN MANAGER'S OFFICE**  
20 Church St.  
Hardwick, VT 05843

**INVITATION TO BID**

**RFP NO. 2021-01**

**DATE: June 16, 2021**

**PROJECT TITLE:** 2021 Road Paving

**PROPOSAL DUE DATES:** Proposals are due by July 12, 2021, no later than 3:30 PM. Sealed bids will be opened on July 13, 2021.

**ESTIMATED TIME PERIOD FOR CONTRACT:** Project must be completed by October 15, 2021.

**BIDDER ELIGIBILITY:**

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

**CONTENTS OF THE INVITATION TO BID (ITB):**

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**1. INTRODUCTION**

**1.1 Purpose**

Proposals are requested for the paving of several road sections and aprons within the Town of Hardwick.

**2. SCOPE OF WORK**

The Town of Hardwick (the Town) is seeking paving bids for the following streets/roads. All bids must include full price and price per ton. All roads will be cleaned, prepared and have emulsion applied by contractor prior to placing mix. Contractors will provide traffic control.

All roads will be marked by the Town. Structures such as manholes and water valves will be done by Town Employees. All shim coat should be Type IV mix and all overlay should be Type III mix.

1. **Belfry Road 1-mile (25' wide)** – 1-inch shim
2. **Cedar Street 1,584 feet (22' wide)** – 1-inch shim and 1 inch overlay
3. **Brickhouse Rd. 1,000 feet (23' wide)** – 1 inch shim and 1 inch overlay

### **3. GENERAL INFORMATION FOR BIDDERS**

#### **3.1 Right to Accept or Reject Proposals**

The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

#### **3.2 Right to Cancel or Postpone the Project**

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this ITB.

#### **3.3 Right to Retain and/or Utilize Information Contained in Submitted Proposals**

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

### **4. PRICING**

Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work must be satisfactorily completed before being invoiced.

There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

### **5. SUBMISSION OF PROPOSALS**

All proposals must be submitted in sealed envelopes, addressed to the Town of Hardwick in care of the **RFP Coordinator** and plainly marked **“2021 Road Paving ITB – June 16, 2021.”**

Bid proposals will be date-stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies 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 the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

No electronically submitted proposals will be accepted in response to this solicitation.

### **5.1 RFP Coordinator**

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Tom Fadden  
Road Foreman  
Town of Hardwick  
P.O. Box 523, 20 Church St.  
Hardwick, VT 05843  
Phone: (802) 472-6029  
Email: tom.fadden@hardwickvt.org (questions, not submissions)

All communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

### **5.2 No Obligation to Contract**

This ITB does not obligate the Town to contract for services specified herein. The Town reserves the right to reject all bids and to either withdraw the ITB or reissue a revised ITB later.

### **5.3 Commitment of Funds**

The Town of Hardwick Select Board is the only entity that may legally commit the Highway Department to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

### **5.4 Right to Extend Contracts**

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

### **5.5 Insurance Requirements**

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed.

The Contractor's policies shall name the "Town of Hardwick" as an additional insured.

#### **5.5.1 Liability Insurance**

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

#### **5.5.2 Automobile Liability Insurance**

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

### **5.5.3 Workers' Compensation**

The Contractor will always comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

## **6. EVALUATION AND CONTRACT AWARD**

### **6.1 Evaluation Procedure**

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Hardwick Purchasing Policy*. The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

### **6.2 Evaluation and Selection Criteria**

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Hardwick
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any
- Bidder's availability to provide future service, maintenance, and support
- Bidder's financial stability
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

### **6.3 Notification to Bidders**

The RFP Coordinator will notify the Apparently Successful Contractor of the Town's selection no later than 3:00 PM on July 16, 2021.

### **6.4 Start of Work**

Work will commence on a date and time mutually agreed to by the Town and the Contractor, following the execution of an approved and signed contract.