

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for July 30, 2015 Special Selectboard Meeting
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment	Chair	7:00-7:15pm
3. Set property tax rate for fiscal year 2016 (See attached)	Treasurer	7:15-7:25pm
4. Review and approve warrants for payment (See attached)		7:25-7:30pm
5. Consider approval of request for competitive bids for purchase of tractor, roadside mower and associated financing (See attached)	Clerk & Road Foreman	7:30-7:45pm
6. Consider timing of paving Pomfret Road section adjacent to slope repair	Road Foreman	7:45-7:55pm
7. Discuss grading of backroads	Road Foreman	7:55-8:10pm
8. Discuss agenda for August 5, 2015 regular meeting.	Chair	8:10-8:20pm
7. Closing public comments & adjournment	Chair	8:20-8:30pm

07/15/2015
02:51 pm

Pomfret 2015 Billed Grand List
Tax Book Report
*** GRAND TOTALS ***

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EDesMeules

	MUNICIPAL	HOMESTEAD	NON-RESI

TAXABLE PARCELS	589		
ACRES	23,155.13		
REAL	320,512,060	114,896,694	205,615,366
Add			
(+) NON-APPROVED CONTRACTS		0	142,700
(+) NON-APPROVED FARM CONTRACTS		0	0
(+) INVENTORY	0		
(+) EQUIPMENT	0		0
Subtract			
(-) VETERAN	80,000	80,000	0
(-) FARM STAB	0	0	0
(-) CURRENT USE	72,761,592	16,833,155	55,928,437
(-) CONTRACTS	567,700	0	567,700
(-) SPECIAL EXEMP.		0	703,320

GRAND LIST	2,471,027.68	979,835.39	1,485,586.09
HOMESTEAD	254,174,745		
HOUSESITE	173,255,424		
LEASE	0.00		
NON-TAX COUNT	17		
NON-TAX VAL.	7,555,650		

LATE HOMESTEAD DECLARATION PENALTY IS WAIVED

RATE NAME	TAX RATE	X GRAND LIST	= TOTAL RAISED
NON-RESIDENTIAL ED.	1.4427	1,484,159.09	2,141,196.33
HOMESTEAD ED.	1.3642	979,835.39	1,336,691.41
LOCAL AGREEMENT	0.0012	2,471,027.68	2,965.31
TOWN TAX	0.3767	2,471,027.68	930,833.23
TOTAL TAX			4,411,686.28

07/29/15
12:54 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 07/29/15

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EDesMeules

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
1052	AMERICAN LEGION	7062015	07/27/15	07/29/15	01 160 US grave Flags	320.00	0.00	0.00
		300-7-94-00-445.000	Flags					
1090	B-B CHAIN	BB51002	07/27/15	07/29/15	01 12 MM PWAG /chain	76.00	0.00	0.00
		150-7-30-80-330.015	Shop, oil, small tools et					
1150	BLUE CROSS & BLUE SHIELD	150004427000	07/27/15	07/29/15	01 Health Ins	4,669.89	0.00	0.00
		100-2-00-00-100.020	Health Ins Payable					
1305	CITIZENS BANK MASTERCARD	07102015	07/27/15	07/29/15	01 postage/office/tank			
		150-7-30-80-330.015	Shop, oil, small tools et			650.00	0.00	0.00
		100-7-10-30-531.000	Postage & Envelopes			110.40	0.00	0.00
		100-7-10-30-641.038	Office 365 software			76.99	0.00	0.00
	Invoice 07102015 Total					837.39	0.00	0.00
1430	DEAD RIVER COMPANY	85830	07/29/15	07/29/15	01 122.3 gal heat oil Teago	305.63	0.00	0.00
		100-7-30-40-624.000	Heating oil, Teago FD					
1466	DESMEULES OLMSTEAD AND OS	59285	07/29/15	07/29/15	01 ECFiber legal work	375.00	0.00	0.00
		100-7-10-45-333.000	Legal & Prof Fees					
1438	DESORCIE EMERGENCY PRODUC	12314	07/27/15	07/29/15	01 Misc-Quick connect	18.95	0.00	0.00
		100-7-30-40-610.030	Teago Engine 2					
1490	EASTERN SALES INC.	45854	07/29/15	07/29/15	01 deposit slips	50.38	0.00	0.00
		100-7-10-15-610.000	Treas Gen Ex					
		45855	07/29/15	07/29/15	01 endorsement stamp	30.09	0.00	0.00
		100-7-10-15-610.000	Treas Gen Ex					
		45919	07/29/15	07/29/15	01 tax bills for 2015-16 yea	248.61	0.00	0.00
		100-7-10-15-610.000	Treas Gen Ex					
	Total For EASTERN SALES INC.					329.08	0.00	0.00
1550	EVERGREEN RECYCLING, INC.	2287	07/27/15	07/29/15	01 Scrap Tire/Metal dispo	158.70	0.00	0.00
		150-7-40-83-410.000	Garage Utilities					
1652	FIRE SPEC SERVICES, INC	JULY17, 2015	07/29/15	07/29/15	01 consulting FD RFP	500.00	0.00	0.00
		400-7-10-00-000.010	Fire truck purchase					
1700	GATEWAY MOTORS	29432	07/27/15	07/29/15	01 FD-vehicle maint	30.93	0.00	0.00
		100-7-30-40-610.010	Vehicle Maintenance					
1770	GUVSWMD	3804	07/27/15	07/29/15	01 50-Punch Cards	2,100.00	0.00	0.00
		100-6-10-10-320.025	Landfill Coupons-Cost					
1922	J&B INTERNATIONAL TRUCKS,	7-22 TITLE	07/29/15	07/29/15	01 new truck title cost	53.00	0.00	0.00
		420-7-10-00-000.010	Vehicle purchase					

07/29/15
12:54 pm

TOWN OF PCMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 07/29/15

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount	
2126	MASCOMA SAVINGS BANK	7-29-15 DEBI	07/29/15	07/29/15	01	debit card repaid			
		100-7-10-30-610.000	Town Offices: Supplies			16.99	0.00	0.00	
		100-7-10-30-531.000	Postage & Envelopes			958.25	0.00	0.00	
	Invoice 7-29-15 DEBI Total						975.24	0.00	0.00
2229	NEW ENGLAND ASSOCIATION O	7-29-15CONF	07/29/15	07/29/15	01	Becky conf Woodstock			
		100-7-20-35-565.000	Ed Conferences/Mileage			150.00	0.00	0.00	
2290	NORTRAX	1312861	07/29/15	07/29/15	01	grader repairs			
		150-7-35-05-677.020	Grader, repairs			433.11	0.00	0.00	
		1318125	07/29/15	07/29/15	01	grader hydraulics repair			
		150-7-35-05-677.020	Grader, repairs			8,113.56	0.00	0.00	
	Total For NORTRAX						8,546.67	0.00	0.00
2380	PIKE INDUSTRIES, INC.	812076	07/27/15	07/29/15	01	110.6 ton 3/4" cr stone			
		150-7-20-75-650.010	Crushed Stone			1,332.73	0.00	0.00	
		812477	07/27/15	07/29/15	01	87.7 ton 3/4"-64.6 t11/2"			
		150-7-20-75-650.010	Crushed Stone			1,900.20	0.00	0.00	
		813582	07/27/15	07/29/15	01	65.35 ton 3/4"			
		150-7-20-75-650.010	Crushed Stone			787.47	0.00	0.00	
		813833	07/27/15	07/29/15	01	64.97 ton 3/4" cr stone			
		150-7-20-75-650.010	Crushed Stone			782.88	0.00	0.00	
	Total For PIKE INDUSTRIES, INC.						4,803.28	0.00	0.00
2686	STEVE CURTIS	7182015	07/27/15	07/29/15	01	town office-cleaning			
		100-7-10-30-330.000	Cleaning			425.00	0.00	0.00	
2865	U S TREASURY	PR-07/24/15	PR01:013	07/24/15	07/24/15	01	Payroll Transfer		
		100-2-00-00-100.000	FWT Payable			636.70	0.00	0.00	
		100-2-00-00-100.010	FICA/MEDI Payable			1,075.94	0.00	0.00	
	Invoice PR-07/24/15 Total						1,712.64	0.00	0.00
2880	UPPER VALLEY EQUIPMENT RE	74910	07/27/15	07/29/15	01	sweeper rental			
		150-7-30-80-330.027	Rented Equipment			245.00	0.00	0.00	
3260	WELCH'S TRUE VALUE HARDWA	157251	07/27/15	07/29/15	01	small tools			
		150-7-30-80-330.015	Shop, oil, small tools et			76.96	0.00	0.00	
	Report Grand Total						26,709.36	0.00	0.00

07/29/15
12:54 pm

TOWN OF POMFRET Accounts Payable
Invoice Edit List-Current-Last-Next FY
Invoices Up To 07/29/15

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EDesMeules

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount

Fund Totals	Expenditures		Dis-Encumbrance					

300	320.00					0.00		
150	14,556.61					0.00		
100	11,279.75					0.00		
400	500.00					0.00		
420	53.00					0.00		

	26,709.36					0.00		

07/20/15
01:29 pm

TOWN OF POMFRET Payroll
Check Warrant Report #15003
Period end date 07/20/15 to 07/20/15

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EDesMeules

Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
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DESMEULES, ELLEN C.													
923.08	0.00	0.00	28.46	57.23	13.38	10.92	0.00	0.00	0.00	0.00	813.09	E	6
FIELDER, REBECCA L.													
923.08	0.00	0.00	107.45	57.23	13.38	29.15	0.00	0.00	0.00	0.00	715.87	E	7
LEWIN, ARTHUR J., SR													
1901.25	191.71	0.00	191.93	117.88	27.57	49.91	0.00	0.00	320.50	0.00	1193.46	E	8
ROBINSON, JEFFREY G.													
1600.00	64.00	0.00	102.75	99.20	23.20	33.53	0.00	0.00	40.00	0.00	1301.32	E	9
SAWYER, KEVIN A.													
1600.00	64.00	0.00	206.11	99.20	23.20	52.77	0.00	0.00	40.00	0.00	1178.72	E	10
WEGLARZ, SALLY R.													
85.00	0.00	0.00	0.00	5.27	1.23	0.00	0.00	0.00	0.00	0.00	78.50	E	11
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7032.41	319.71	0.00	636.70	436.01	101.96	176.28	0.00	0.00	400.50	0.00	5280.96		
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

To the Treasurer of TOWN OF POMFRET

Selectboard

we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***5,280.96
Let this be your order for the payments of these amounts.

Phil Dechert, Chair

Michael Reese

Eric Chase

All Employees By Employee, After Calculations

Dept Employee	Sequence	PR	Ending			
Description	Units	Rate	Amount	G/L	Account	
DESMEL	DESMEULES, ELLEN C.	00529	07/20/15	Electronic Check		
G1:treasurer			923.08	100-7-10-15-110.000	Treas Sal (PR)	
DZ:DIRECT DEPOSIT	Nt-Dd,Pd	100.0000%	813.09	100-1-00-10-000.040	Mascoma Bank	
FW:Federal Tax			28.46	100-2-00-00-100.000	FWT Payable	
SW:VT State			10.92	100-2-00-00-100.005	SWT Payable	
FI:FICA			57.23	100-2-00-00-100.010	FICA/MEDI Payable	
FE:Employer FICA			57.23	100-7-10-25-220.000	Town's Cost SS & Med (PR)	
MI:Medicare			13.38	100-2-00-00-100.010	FICA/MEDI Payable	
ME:Employer MEDI			13.38	100-7-10-25-220.000	Town's Cost SS & Med (PR)	
Total	Gross: 923.08	Net: 0.00				

FIELDRE	FIELDER, REBECCA L.	00528	07/20/15	Electronic Check		
G1:town clerk			923.08	100-7-10-10-110.000	Clerk Sal (PR)	
DZ:Direct Deposit	Nt-Dd,Pd	100.0000%	715.87	100-1-00-10-000.040	Mascoma Bank	
FW:Federal Tax			107.45	100-2-00-00-100.000	FWT Payable	
SW:VT State			29.15	100-2-00-00-100.005	SWT Payable	
FI:FICA			57.23	100-2-00-00-100.010	FICA/MEDI Payable	
FE:Employer FICA			57.23	100-7-10-25-220.000	Town's Cost SS & Med (PR)	
MI:Medicare			13.38	100-2-00-00-100.010	FICA/MEDI Payable	
ME:Employer MEDI			13.38	100-7-10-25-220.000	Town's Cost SS & Med (PR)	
Total	Gross: 923.08	Net: 0.00				

LEWISR	LEWIN, ARTHUR J., SR	00532	07/20/15	Electronic Check		
H1:SUMMER	80.00 Hrs	22.5000	1800.00	150-7-10-70-110.000	Gross Pay	
OT:Overtime	3.00 Hrs	33.7500	101.25	150-7-10-70-110.000	Gross Pay	
F2:RETIREMENT		7.1250%	191.71	150-7-10-70-230.000	Retirement Expense	
D2:RETIREMENT	Gross,Pd	9.8750%	320.50	100-2-00-00-100.015	Retirement Payable	
DZ:Direct Deposit	Nt-Dd,Pd	100.0000%	1193.46	100-1-00-10-000.040	Mascoma Bank	
FW:Federal Tax			191.93	100-2-00-00-100.000	FWT Payable	
SW:VT State			49.91	100-2-00-00-100.005	SWT Payable	
FI:FICA			117.88	100-2-00-00-100.010	FICA/MEDI Payable	
FE:Employer FICA			117.88	150-7-10-70-220.000	FICA- Social Security	
MI:Medicare			27.57	100-2-00-00-100.010	FICA/MEDI Payable	
ME:Employer MEDI			27.57	150-7-10-70-220.001	MEDI-Medicare Expense	
Total	Hrs: 83.00	Gross: 1901.25	Fringes: 191.71	Net: 0.00		

ROBIJE	ROBINSON, JEFFREY G.	00531	07/20/15	Electronic Check		
H1:Winter	80.00 Hrs	20.0000	1600.00	150-7-10-70-110.000	Gross Pay	
F2:Retirement		4.0000%	64.00	150-7-10-70-230.000	Retirement Expense	
D2:Retirement	Gross,Pd	2.5000%	40.00	100-2-00-00-100.015	Retirement Payable	
DZ:Direct Deposit	Nt-Dd,Pd	100.0000%	1301.32	100-1-00-10-000.040	Mascoma Bank	
FW:Federal Tax			102.75	100-2-00-00-100.000	FWT Payable	
SW:VT State			33.53	100-2-00-00-100.005	SWT Payable	
FI:FICA			99.20	100-2-00-00-100.010	FICA/MEDI Payable	
FE:Employer FICA			99.20	150-7-10-70-220.000	FICA- Social Security	
MI:Medicare			23.20	100-2-00-00-100.010	FICA/MEDI Payable	
ME:Employer MEDI			23.20	150-7-10-70-220.001	MEDI-Medicare Expense	
Total	Hrs: 80.00	Gross: 1600.00	Fringes: 64.00	Net: 0.00		

SAWYKE	SAWYER, KEVIN A.	00530	07/20/15	Electronic Check		
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TOWN OF POMFRET Payroll
Posting Register Report
All Employees By Employee, After Calculations

Dept Employee	Sequence	PR	Ending	Amount	G/L	Account
Description	Units	Rate				
H1:Summer	80.00 Hrs	20.0000		1600.00	150-7-10-70-110.000	Gross Pay
F2:Retirement		4.0000%		64.00	150-7-10-70-230.000	Retirement Expense
D2:Retirement	Gross,Pd	2.5000%		40.00	100-2-00-00-100.015	Retirement Payable
DZ:Direct Deposit	Nt-Dd,Pd	100.0000%		1178.72	100-1-00-10-000.040	Mascoma Bank
FW:Federal Tax				206.11	100-2-00-00-100.000	FWT Payable
SW:VT State				52.77	100-2-00-00-100.005	SWT Payable
FI:FICA				99.20	100-2-00-00-100.010	FICA/MEDI Payable
FE:Employer FICA				99.20	150-7-10-70-220.000	FICA- Social Security
MI:Medicare				23.20	100-2-00-00-100.010	FICA/MEDI Payable
ME:Employer MEDI				23.20	150-7-10-70-220.001	MEDI-Medicare Expense
Total	Hrs: 80.00	Gross: 1600.00	Fringes: 64.00	Net: 0.00		

WEGLSA	WEGLARZ, SALLY R.	00533	07/20/15	Electronic	Check	
H1:Treas assist	5.00 Hrs	17.0000		85.00	100-7-10-15-110.005	Treas Asst
DZ:DIRECT DEPOSIT	Nt-Dd,Pd	100.0000%		78.50	100-1-00-10-000.040	Mascoma Bank
FI:FICA				5.27	100-2-00-00-100.010	FICA/MEDI Payable
FE:Employer FICA				5.27	100-7-10-25-220.000	Town's Cost SS & Med (PR)
MI:Medicare				1.23	100-2-00-00-100.010	FICA/MEDI Payable
ME:Employer MEDI				1.23	100-7-10-25-220.000	Town's Cost SS & Med (PR)
Total	Hrs: 5.00	Gross: 85.00	Net: 0.00			

07/20/15
12:24 pm

TOWN OF POMFRET Payroll
Posting Register Report

All Employees By Employee, After Calculations

Report totals		Hours Used
Gross income	7,032.41	
Fringe 2	319.71	
Deduction 2	400.50	
Deduction Z	5,280.96	
Federal withheld	636.70	
FICA withheld	436.01	
MEDI withheld	101.96	
State withheld	176.28	
State disab.	0.00	
Local taxes	0.00	
Employer FICA	436.01	
Employer MEDI	101.96	
Employer SUTA	0.00	
Employer FUTA	0.00	

Net income	0.00	(0 checks 6 e-checks.)
	=====	
Total hours	248.00	
	=====	

DRAFT

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Purchase of Tractor and Roadside Mower July 30, 2015

Proposals due by _____

**Mail responses to:
Town of Pomfret
Attn: Clerk, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053**

Include: One (1) original, plus four (4) copies.

**Contact Information:
Michael Reese, Clerk, Pomfret Selectboard
michael.reese@pomfretvt.us
(802) 457-4770**

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals from tractor and implement dealers (“Proposers”) for a new tractor and roadside mower to be used by the Town road crew meeting the attached Minimum Specifications.

Proposers are to supply detailed specifications on the truck proposed for sale to the Town, including options, warranties, trade-in proposals, loaner truck, and delivery dates.

The Town is exempt from the Vermont State Sales Tax.

The Town anticipates issuing a Purchase Order on or before _____, 2015. All pricing shall be good through _____ 2015.

Proposal Schedule

Activity	Date
RFP Issue & Publication	
Question & Answer Period	
Proposals Due	
Selectboard Decision	

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder 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 any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Tractor Proposal” on the outside, ***must be received no later than*** _____ at the following address: Pomfret Town Offices, attn.: Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at a subsequent Selectboard meeting.

One original of both a Technical Proposal and a Cost Proposal shall be provided in sealed envelopes separate from each other. Cost Proposals will be unsealed and reviewed only after Technical Proposals have been evaluated.

B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

C. Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

D. Question & Answer Period

Should any proposer find, during examination of the specification, any discrepancies, omissions, ambiguities or conflicts, or be in doubt of the meaning or intent of anything contained in the spec., they must immediately contact Michael Reese by email (michael.reese@pomfretvt.us) no later than _____, who will review all discrepancies and return corrections by email to the all the proposers. The correction will then be considered part of the specification. All manufacturers or their representatives must provide a valid email address to Michael Reese that will allow immediate communications during this process.

E. Purchase Order

The Town will issue a Purchase Order to the chosen equipment dealer. The contents of the proposal from the successful proposer will become the basis for contractual obligations if a contract is entered into. Depending on the proposed pricing, components of the vehicle may be added or deleted at the discretion of the Town to reach a final price.

F. Delivery

The sale price of the equipment will be F.O.B. Pomfret, Vermont. If delivery of the equipment is not made in accordance with the delivery agreement made by the successful proposer, the Town reserves the right to cancel the order without charge or penalty.

G. Quality & Engineering of Product

The design of the equipment must embody the latest approved design practices. The workmanship must be of the highest quality in its respective field. Special consideration shall be given to service access to areas needing periodic maintenance, ease of operation, and symmetrical proportions. Construction must be heavy-duty and ample safety factors must be provided to carry loads as specified. The construction method employed will be in such a manner as to allow ready removal of any component for service or repair.

All material and components listed in this proposal are a minimum standard. No exceptions of lesser quality or capacity will be acceptable. All materials, components and the completed equipment must conform and comply to all Federal, State, Underwriters Laboratories, and any other applicable standards. The vehicle will be engineered prior to construction to ensure compliance to regulatory requirements and to assure a high standard of professional quality.

H. Insurance & Indemnification

The proposer shall maintain full casualty insurance coverage on the entire equipment from the time of initial manufacture until the equipment has been accepted by the Town. The Town reserves the right to require proof of such insurance from the proposer's insurance company before entering into any contractual agreement with the proposer. Delivery of the equipment to the Town will not constitute final acceptance.

Prior to a Purchase Order being issued, the successful proposer shall provide a certificate of insurance that lists the amount of their company's product liability insurance coverage. This coverage shall not be less than \$2,000,000 dollars total aggregate coverage.

I. Operation and Maintenance Manuals

The Proposer shall supply at the time of delivery of the completed vehicle one complete and detailed sets of operation and maintenance manuals for all equipment components, in addition to a complete wiring diagram.

J. Service of Equipment

Each bidder shall supply, with their proposal, detailed information on the bidder's ability to perform routine and emergency service on the equipment after delivery. Detailed information shall be provided on service facilities, personnel, service vehicles, and the type and nature of repair work the bidder is able to provide. The bidder's location shall be no more than 3 hours driving time from the Pomfret Town Garage to the nearest fully staffed repair facility operated by the bidder. Sub-contracting of service is not acceptable.

It is the intent of the Purchaser to assure that parts and service are readily available for the equipment specified. Service capabilities will be one of the criteria for award of this contract. Each bidder shall submit with their proposal the hourly cost and cost of travel mileage for performing service, warranty, and maintenance on the vehicle, at the Pomfret Town Garage.

K. Date of Delivery

The Town wishes to receive delivery of the equipment before the end of the summer, 2015. Each Proposer shall provide in their proposal the number of calendar days for construction of the equipment and the final delivery date. This final delivery date may be used to evaluate the manufacturer and award the final contract.

L. Warranties

All warranties expressed or implied that are provided by each manufacturer will be in writing. Options for extended warranties should be provided.

Labor warranty shall be provided to replace any defective parts (not including chassis). The labor warranty shall be applicable at the Pomfret Town Garage or when the equipment is returned to the manufacturer's authorized service or warranty center with expenses of transportation paid by the bidder.

A detailed list of all warranties and their provisions shall be listed in the bidder's specifications.

M. Proposal Price

Each bidder's proposal must include all items required in the Town of Pomfret specifications. Any bidder who offers uncalled for "option prices" for an item included in these specifications, which does specifically require option pricing will have their proposal rejected without further cause.

N. Exceptions

The following specifications are considered minimum, and design and construction standards against which the equipment will be inspected.

If the bidder cannot meet any specific specification requirement a detailed "List of Exceptions" listing the areas of non-compliance shall be submitted. The reference must include page number, paragraph, and the exact nature of the exception. Failure to follow this format, provided for the convenience of the Purchaser, will render the vendor's proposal non-responsive and ineligible for award of contract.

The Purchaser reserves the right to reject any or all bid proposals and purchase the equipment it deems most suitable to its needs. The Purchaser does not, in any way, obligate itself to accept the lowest or any bid. Any bidder taking "total exception" to the complete specification or a major element will result in immediate rejection of the proposal.

P. Financing

The proposal shall include financing the equipment over a five year period with an option to purchase.

Q. Equipment Specifications

Engine must have a minimum of 100 horsepower.

Transmission must have 12 forward and 12 reverse gears.

Closed cab

Air suspension seat

Air conditioning

Tires: Front size: 13.3-24; Rear size: 18.4-34

Hydraulics: 3-point hitch

Hitch lift 5500 pound minimum

Three rear remotes

Rotating warning light

Engine block heater

Mower Specifications

21' Side fold mower

50" Rotary cutter head min

Joystick controls

Must be suitable for roadside mowing

R. Compliance with Instructions

I have read the above Specification Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____