

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053
Agenda for August 19, 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. Open Tractor & Roadside Mower Bids (<i>see attached RFP and addenda</i>)	Chair	7:15-7:25pm
4. Closing public comments & adjournment	Chair	7:25-7:30pm

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Purchase of Tractor and Roadside Mower August 1, 2015

Proposals due by Noon, August 17, 2015

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

**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 equipment proposed for sale to the Town, including options, warranties, and delivery dates.

The Town is exempt from the Vermont State Sales Tax.

The Town anticipates issuing a Purchase Order on August 19, 2015. All pricing shall be good through September 1, 2015.

Proposal Schedule

Activity	Date
RFP Issue & Publication	08/01/15
Question & Answer Period	08/07/15
Proposals Due	08/17/15, noon
Selectboard Decision (anticipated)	08/19/15

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 Any bid may be withdrawn in writing prior to the schedule time for the opening of bids.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 Noon, August 17, 2015** 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 August 9, 2015 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. Minimum Equipment Specifications

Engine must have a minimum of 100 horsepower.

Transmission must have 12 forward and 12 reverse gears.

Four-wheel drive

Closed cab

Air suspension seat

Air conditioning

Tires: Agriculture tires

Hydraulics: 3-point hitch

Hitch lift 5500 pound minimum

Three rear remotes

Rotating warning light

Engine block heater

Mower Specifications

21' Side mount mower

50" Rotary cutter head minimum

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 _____

Town of Pomfret, Vermont



ADDENUM 1
REQUEST FOR PROPOSALS
Purchase of Tractor and Roadside Mower
August 1, 2015

Proposals due by Noon, August 17, 2015

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

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

Terms and conditions of the Request for Proposals previously distributed are supplemented and modified as follows:

1. Section H. Insurance & Indemnification: If available product liability insurance is less than \$2 million, the bidder is encouraged to take an exception and provide a certificate with the lower amount.
2. K. Date of Delivery: The Town encourages bidders to submit the earliest available delivery date, even if it is beyond the end of the summer.
3. Section P. Financing: The inclusion of financing is optional. Therefore, the bid may include the tractor and roadside mower without financing.
4. Section Q. Minimum Equipment Specifications: The equipment shall include the following additional specifications:
 - (a) Transmission: Transmission shall be power shift (also known as power shuttle and hydraulic shuttle) or equivalent design;
 - (b) Hydraulics: Hydraulics shall be controlled by a four (4) spool hydraulic control valve;
 - (c) Exhaust: Tractor exhaust shall be compliant with the Tier 3 emission standard at a minimum.
 - (d) Use of Other Implements: Power Take Off (PTO), draw bar and three point hitch should be free from obstruction for use of other implements;
 - (e) Agricultural Tires: Front tires shall be 13.6-24 (or reasonably equivalent size) and rear tires shall be 18.4-34 (or reasonably equivalent size), and may be bias-ply or radials; and
 - (f) Rear folding: Mower shall be designed to safely fold at the rear of the tractor when not in use.

All other terms and conditions shall remain.

Town of Pomfret, Vermont



ADDENUM 2 **REQUEST FOR PROPOSALS** **Purchase of Tractor and Roadside Mower** **August 13, 2015**

Proposals due by Noon, August 17, 2015

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

OR EMAIL ATTACHMENT TO: clerk@pomfretvt.us

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

Terms and conditions of the Request for Proposals previously distributed are supplemented and modified as follows:

1. Section A. Delivery of Bids: In addition to mailing, proposals may be sent by email attachment to clerk@pomfretvt.us before Noon, Monday, August 17, 2015. Be sure to include **“Sealed Bid”** in the subject line.
2. Section I. Operation and Maintenance Manuals: Bidders shall provide optional pricing for the complete wiring diagram and shop manuals.
3. Section L. Warranties: Bidders shall provide optional pricing, or take exception, for warranty service at the Town Garage or expenses of transportation paid by the bidder for warranty work performed elsewhere.
4. Section M. Proposal Price: Option pricing is allowed. Accordingly, the following line shall be deleted and not be applicable: “Any bidder who offers uncalled for 'option prices' for an item included in these specifications, which does not specifically require option pricing will have their proposal rejected without further cause.”
5. Section Q. Minimum Equipment Specifications: The equipment shall include the following additional specifications:
 - (a) Transmission: Transmission shall **not** be power shift, but it shall be forward and reverse power shuttle (also known as hydraulic shuttle) or equivalent design;
 - (b) Hydraulics: Hydraulics for the mower shall be electronically controlled by a joystick with a **minimum** four (4) spool hydraulic control valve; and
 - (c) Hydraulic gate on mower: The bidders shall include an option with separate pricing for a hydraulic front gate on the rotary mower.

All other terms and conditions shall remain.