

# **Town of Pomfret, Vermont**



## **REQUEST FOR PROPOSALS Pavement Crack Sealing**

**Proposals due by:  
Noon, April 5, 2017**

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

### **Contact Information:**

**Jonathan Williams, Assistant, Pomfret  
Selectboard  
jonathan.williams@pomfretvt.us  
(802) 457-3861**

## Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals from companies (“Proposers”) for pavement crack sealing work.

Proposers are to include detailed specifications including any options, warranties, and timeframe for completion of work.

The Town is exempt from the Vermont State Sales Tax.

## Proposal Schedule

Activity	Date
RFP Issue & Publication	03/02/17
Proposals Due	04/05/17
Selectboard Decision (anticipated)	04/19/17

## 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 Any bid may be withdrawn in writing prior to the schedule time for the opening of bids.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 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 “Pavement Crack Sealing Proposal” on the outside, **must be received no later than Noon, April 5, 2017** 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.

## 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 an 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. Insurance & Indemnification

The proposer shall maintain full casualty insurance and worker's compensation coverage and shall indemnify the Town for any claims.

## E. Date of Completion

The Town wishes to have the crack sealing work completed before the end of June, 2017.

#### F. Warranties

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

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

#### G. 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 not specifically require option pricing will have their proposal rejected without further cause.

#### H. Exceptions

The following specifications are considered minimum.

The Purchaser reserves the right to reject any or all bid proposals it deems unsuitable 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.

#### I. Minimum Specifications

1. Location of work: The length and entirety of the Town's paved town highways;
2. Traffic control; and
3. 'Cost per day' shall be specified in each submitted bid;

#### J. 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 \_\_\_\_\_