

Town of Norwich, Vermont



CHARTERED 1761

Dave Ormiston  
Interim Town Manager

June 16, 2016

Ms. Mary Andes  
Special Project Analyst  
Division of Emergency Management and Homeland Security  
Department of Public Safety  
45 State Drive  
Waterbury, VT 05671-1300

Re: Alternate Project: Purchase Loader - \$157,500

Dear Ms. Andes:

The Town of Norwich Selectboard, after denial of a permit to restore the damaged Pool Dam received on October 20, 2015, has decided to pursue three Alternate Projects for use of the FEMA funds. The Selectboard has carefully reviewed the attached request for an Alternate Project and on June 8, 2016 unanimously voted to support the submission of a request that the project be funded as an Alternate Project.

If you have questions or need additional information please contact the Interim Town Manager Dave Ormiston.

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda Cook".

Linda Cook, Chair  
Norwich Selectboard

/ndk

**Request for Alternate Project  
Town of Norwich**

**6-16-16**

FEMA Declaration PA01VT4022	PW 02334(0)	Date June 16, 2016
FIPS 027-52900-00	Category G Recreational or Other	
Applicant Town of Norwich	County Windsor	Damaged Facility Recreation Pool Dam

The Town of Norwich (Town) has determined that the public interest would not be best served by restoring this damaged facility because of the reasons cited below. The requested alternate project is described below.

Estimated cost of Alternative Project: **\$157,500. (\$202,500 less \$45,000 trade)**

Tropical Storm Irene on August 28, 2011 caused extensive damage to the Norwich Pool Dam and Recreation Area including breaching the dam. PW 2334 estimated the cost of repairing the recreation area and replacing the dam at \$567,284.28. In order for the dam to be replaced a permit was required from the Vermont Agency of Natural Resources (ANR). On October 20, 2015 the Town was notified that the request for a permit had been denied.

**Alternate Project: Purchase of 2016 Front End Bucket Loader**

This proposed Alternate Project is one of three approved by the Norwich Selectboard. We are requesting the approval of an Alternate Project for purchase of a Loader for the DPW.

The Town of Norwich is seeking to purchase a 2016 Front End Bucket Loader for use by the DPW for loading materials into trucks, road maintenance, and winter snow removal. The new loader will replace a 2004 Caterpillar 938G front end loader which will be traded in.

A Request for Bids was issued and advertised on June 6, 2016. Bids are due at 12 noon June 17 at the Town Manager Office.

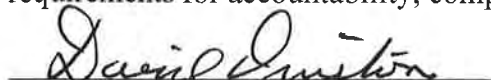
The new loader will be covered under the Town of Norwich's VLCT-PACIF insurance policy.

EHP Compliance: Not Applicable to Equipment

**Attachments:**

- A. Alternate and Improved Project Request Checklist
- B. Special Consideration Questions
- C. Request for Bids (RFB) for new loader

The Town confirms by signature below that: 1) approval is based on the information provided with this request; 2) any changed conditions are to be immediately brought to the attention of the Public Assistance Officer; and, 3) approved alternate projects remain subject to all previous requirements for accountability, completion, and closure.



David Ormiston Authorize Representative  
Town Manager

**Alternate & Improved Project Request Checklist  
DR 4022 VT**

(Items in the package should follow the order of the checklist)

Project type: **0 Alternate Project** 0 Improved Project Disaster Number: **PA01VT4022**

**PROJECT CONSTRUCTION DATA:**

Applicant Name: **Town of Norwich**

Proposed Project Address: **Garaged at DPW Garage, 26 New Boston Road, Norwich VT**

Proposed Project Latitude/Longitude: **N 43° 44' 01.60" W 72° 19' 51.3**

0 List Referenced Project Worksheets and Attach Copies: **02334(0)**

0 Vicinity map showing proposed location, disturbed areas, waterways, and wetlands. **N/A**

0 Map showing existing footprint and proposed footprint. **N/A**

0 Special Considerations 9-Question Form as it pertains to the proposed project.

**See Attachment ??**

0 New Scope of Work for the proposed project.

**See Attachment ?? (Request for Bids)**

0 Anticipated start date and completion date of proposed project (regulatory timeframes apply).

**August 1, 2016 (Purchase) to before March 1, 2017 (Delivery)**

0 Estimated cost to complete the proposed project along with any specifications, contracts, etc.

**Approximate Cost: \$157,500 (includes trade in)**

0 Disposition of original facility (if applicable).

**Trade-in applied to cost of new equipment**

0 Explanation of general disturbing activities (digging, structure removal, site work, access roads, etc.) **N/A**

**SUPPORTING DOCUMENTATION: (if required)**

0 Copy of requesting documentation from the applicant. **First Document in Application**

0 Copies of all available Federal and State environmental and regulatory permits and approvals and any other relevant documentation (i.e. environmental site assessments, surveys, or reports). **N/A**

0 Copies of documentation or correspondence with the State Historical Preservation Office. **N/A**

0 Copies of insurance settlements, statement of loss, insurance adjuster estimate of losses, etc. **N/A**

0 Alternate Projects Only: Identification of the source of funding when the cost estimate for the alternate project is greater than the eligible alternate project funding. **Town Funds**

## Special Consideration Questions

1. Does the damaged facility or item of work have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles, etc.)?

Yes No Unsure Comments:

2. Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland?

Yes No Unsure Comments: **This is a “Water Dependent Structure”  
authorized by a Vermont Stream Alteration Permit**

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes No Unsure Comments:

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint, material, location, capacity, use, or function)?

Yes No Unsure Comments:

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

Yes No Unsure Comments:

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Yes No Unsure Comments:

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes No Unsure Comments:

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes No Unsure Comments:

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?

Yes No Unsure Comments:



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

**Request for Bids (RFB)**  
**2016 Front End Bucket Loader**  
**Town of Norwich Department of Public Works**

**1. INVITATION TO BID**

- 1.1 The Town of Norwich Department of Public Works is seeking sealed bids on a 2016 front end bucket loader, as specified, with delivery to the Public Works Department, 26 New Boston Road, Norwich, Vermont, including charges for freight, delivery, setup, etc.
- 1.2 Four copies of each bid shall be submitted in a sealed envelope, clearly marked "Norwich Department of Public Works: Front End Bucket Loader Bid", and delivered to the Norwich Town Manager's Office, 300 Main Street, PO Box 376, Norwich, VT 05055 before 12:00 pm noon on Friday \_\_\_\_\_.

**2. GENERAL SPECIFICATIONS**

- 2.1 Units bid under this solicitation must be new, standard production models of the latest design and in current production.
- 2.2 Material must be of the best commercial quality for the intended service and shall be provided by uses of current manufacturing processes. Materials shall be treated against rust, corrosion, and wear.
- 2.3 Design of mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture of permanent deformation of undue wear on any member.
- 2.4 Bidder shall maintain a facility within 100 miles of Norwich that has staff and qualified service people and a representative supply of parts for the equipment offered along with the provisions for securing parts from manufacturer within a reasonable period of time.
- 2.5 Bidders must submit with their bid the latest printed specifications and advertising literature on the units that propose to furnish, along with copies of warranty information.
- 2.6 Vendor shall supply a parts book, a technical manual for electrical, mechanical, hydraulic, and an operator's manual with the unit.
- 2.7 Bidder shall be prepared to give a complete demonstration of the merits of the machine offered as requested by the purchaser.

- 2.8 The bidder shall list on a separate sheet of paper accompanying the bid any variation or exception to the conditions and specifications of the bid. This sheet shall be labeled **“Exception to Bid Conditions and Specifications.”**
- 2.9 Prompt delivery of the selected equipment is essential. Bidder shall indicate on the bid form the certified delivery date for completion of the delivery.
- 2.10 All standard manufacturer’s accessories and features not in conflict with this specification shall be furnished, mounted and ready to operate.
- 2.11 All major wire harnesses shall be color coded and enclosed in conduit or other physical protection.
- 2.12 Equipment shall be lubed, serviced and ready to operate upon delivery.
- 2.13 All accessories furnished by the proposer shall be mounted and ready for operation.

### 3. TECHNICAL SPECIFICATIONS

Engine		
yes__	no__	Six Cylinder, turbocharged, charge air cooled diesel engine and shall be designed and built by the manufacturer
—	—	
yes__	no__	Engine shall be certified to EPA Final Tier 4/EU Stage IV
—	—	
yes__	no__	Engine shall have a wet-sleeve cylinder liner design for improved cylinder cooling over dry sleeve and cast-in-bore design for improved cylinder and piston ring durability.
—	—	
yes__	no__	Engine displacement shall be no less than 6.8 liters (414 cu. in.)
—	—	
yes__	no__	Engine net peak power shall be no less than 186 hp (139 kW) @1800 rpm
—	—	
yes__	no__	Engine shall develop at least a 57% torque rise and should have at least 609 lb-ft (826 Nm) net peak torque @ 1,300 rpm
—	—	
yes__	no__	Fuel system shall be high-pressure, common rail
—	—	
yes__	no__	Daily check points shall be accessible from one side of the engine and shall be done from ground level
—	—	
yes__	no__	Under-hood engine air cleaner shall be dry type, dual element with a restriction sensor and in-cab restriction warning light. Must be able to access air cleaner without tools.
—	—	
yes__	no__	Access to engine will be open from both sides with side opening, full access service doors
—	—	
yes__	no__	Engine shall have no less than 10-micron rated primary fuel filter with water separator
—	—	
yes__	no__	Loader shall be equipped with a heavy-duty steel fuel tank guard
—	—	
yes__	no__	Service interval for the engine oil and filter shall be 500 hours
—	—	
yes__	no__	Chrome exhaust stack
—	—	
yes__	no__	Engine-block heater
—	—	
yes__	no__	The unit shall have an auto-idle, auto-shutdown feature for the engine as standard equipment.
—	—	Unit shall have glow plugs or equivalent for cold start aid.
Cooling		
yes__	no__	Unit shall have a proportionally controlled, hydraulically driven, 90 degree-swing-out fan, standard equipment
—	—	

yes__	no__	
—	—	The unit will have two-side access to all coolers
yes__	no__	Air intake shall be pre-screened .12 inches (3 mm perforations) for each cooling component
—	—	
yes__	no__	Cooling system shall be isolated from the engine compartment
—	—	
yes__	no__	Unit shall have a coolant recovery tank provided
—	—	
yes__	no__	Unit shall have a fan-guard
—	—	
yes__	no__	Fluid levels should be easily checked by sight gauges or overflow tank
—	—	
<b>Power Train</b>		
yes__	no__	Unit shall have a torque-converter, countershaft-type power shift transmission, 4 forward, 3 reverse speeds
—	—	
yes__	no__	The transmission shall be electronically controlled, adaptive, with load and speed dependent shift modulation
—	—	
yes__	no__	Shift modes shall be manual, auto to 1st or 2nd, kick down or kick up/down.
—	—	
yes__	no__	Service interval for the transmission oil filter shall be 2000 hours
—	—	
yes__	no__	The transmission clutch calibration shall be preformed from the cab monitor and shall have three clutch cutoff settings adjustable on the switch pad
—	—	
yes__	no__	Unit shall have steering column or joystick mounted F-N-R and gear-select lever, kick-down button on hydraulic lever. Will also have quick shift feature that allows pushbutton gear changes, one gear at a time
—	—	
yes__	no__	Sight gauge showing transmission fluid shall be at ground-level
—	—	
yes__	no__	Transmission filter restriction shall be displayed in the cab
—	—	
yes__	no__	The transmission shall be able to reach 24.5 mph in 4th gear and 15.5 in third gear with 20.5R25 tires
—	—	
<b>Axles/Brakes</b>		
yes__	no__	The final drives shall be heavy-duty inboard planetary
—	—	
yes__	no__	The loader shall have two brake pedals with an activation switch to allow left brake pedal to switch between a brake neutralizer or brake only function.
—	—	
yes__	no__	The service brake shall be hydraulically actuated, spring-retracted, inboard sun-shaft mounted, oil cooled, self-adjusting, single disc, and sealed from water, mud, and dust contamination
—	—	
		The brakes shall have easy access for inspection.
yes__	no__	The parking brake shall be automatic, spring applied, hydraulically released, driveline-mounted, oil cooled, multi-disc and sealed from water, mud and dust contamination
—	—	
		Axle breathers shall be elevated to reduce contamination.
yes__	no__	Rear axle shall not have less than 24 degree total oscillation, stop to stop, when equipped with 20.5R25 tires
—	—	
yes__	no__	The dipstick port and housing fill shall be at the top of the axle
—	—	
yes__	no__	The front axle shall be hydraulically actuated, disc clutch style, locking differential for maximum traction when required but with less tire wear than limited slip or no-spin differentials
—	—	

yes__	no__	The loader shall have a standard hydraulic locking front with conventional rear and optional dual locking front and rear axle
—	—	
yes__	no__	The loader shall have automatic differential lock
—	—	
<b>Hydraulic System</b>		
yes__	no__	The hydraulic filter shall be in-tank, vertical mounting with service interval of 4000 hours.
—	—	
yes__	no__	The hydraulic fluid shall have a rated life of 4000 hours
—	—	
yes__	no__	The hydraulic system shall be pressure-compensating load-sensing for reduced fuel consumption and better fluid heating compared to open center hydraulic systems
—	—	
yes__	no__	Hydraulic tank capacity should be no less than 27.8 gallons for extended hydraulic fluid intervals and cooler system temperature
—	—	
yes__	no__	Unit will be provided with an automatic return to dig to level attachment
—	—	
yes__	no__	Unit will be provided with an in-cab adjustable automatic boom height kick out control
—	—	
yes__	no__	Unit will be provided with in-cab adjustable automatic boom return-to-carry control
—	—	
yes__	no__	A sight gauge will be provided for checking hydraulic reservoir fluid
—	—	
yes__	no__	Hydraulic pump shall be variable-displacement, axial-piston pump: closed-center, pressure-compensating system
—	—	
yes__	no__	Loader steering articulation angle shall be no less than 80 degrees, 40 degrees in each direction
—	—	
<b>Electrical</b>		
yes__	no__	Two batteries shall be included, 24 volt, 950 CCA, with a rated reserve of no less than 25 amps for 200-min at 80F.
—	—	
yes__	no__	All lights, including work, drive, and marker lights, shall be LED.
—	—	
yes__	no__	The electrical system shall be 24 volt with 130 amp alternator
—	—	
yes__	no__	The unit shall have a solid-state electrical power distribution system using circuit board technology and solid-state switches
—	—	
yes__	no__	The unit shall have a keyless starting system with configurable security settings.
—	—	
yes__	no__	cab will be pre-wired for a strobe light
—	—	
yes__	no__	The unit shall be provided with a master electrical disconnect switch
—	—	
yes__	no__	The in-cab switch module shall be sealed to keep out dirt, dust and airborne debris
—	—	
yes__	no__	Unit shall be equipped with driving lights with guards, turn signals and flashers, stop and tail lights. The tail lights shall be LED type mounted high up in the rear grille for protection from damage and better sight visibility and shall have a normal service life equal to the machine.
—	—	
yes__	no__	Unit shall be equipped with analog display for: engine coolant temperature, transmission oil temperature, hydraulic oil temperature, and engine oil pressure
—	—	
yes__	no__	Unit shall have digital readout for: engine rpm, odometer, transmission gear/direction indicator, speedometer, hour meter, fuel level, DEF level, and outside temperature
—	—	



yes___	no___	Unit shall have operator warning lights for: check engine, engine oil pressure, engine air restriction, battery voltage, transmission filter restriction, brake pressure, hydraulic oil filter, transmission fault, hydraulic oil temperature
—	—	
yes___	no___	In lieu of turn signal/flashing (2 front and 2 rear) shall have heavy-duty high intensity amber strobe lights mounted at each corner of the top of the cab, front and rear, to be determined between the Norwich Public Works Director and the successful bidder.
—	—	

#### Operator Station

yes___	no___	Unit shall be equipped with a Cab enclosure with ROPS/FOPS Level 1 protection, and be multiplane isolation mounted for noise/vibration reduction
—	—	
yes___	no___	3" retractable seat belt shall be provided
—	—	
yes___	no___	Conventional steering wheel with spinner knob
—	—	
yes___	no___	Steering wheel shall be tiltable
—	—	
yes___	no___	3 function--joystick with F-N-R and 3rd-function auxiliary lever
—	—	
yes___	no___	3-point contact at all times at the front and rear of the loader and around the roof-line
—	—	
yes___	no___	The cab shall have continuous and unobstructed glass from roofline to floor for visibility in tight quarters.
—	—	
yes___	no___	Seat with backrest extension, deep foam, fabric cover, and adjustable air suspension.
—	—	
yes___	no___	Outside (2) and inside (1) rearview mirrors
—	—	
yes___	no___	Front and rear intermittent windshield wiper and washers
—	—	
yes___	no___	Cab shall have two cup holders, personal cooler holder/storage compartment for operator's manual, rubber floor mat
—	—	

#### General Specifications

yes___	no___	Unit shall be equipped with 20.5 R 25, michilin x-sno plus tires with multi-piece rims
—	—	
yes___	no___	Right and left platforms with handrails
—	—	
yes___	no___	Railing surrounding the entrance/exit platform, rear mounted beside exit door.**To be discussed with Public Works Director
—	—	
yes___	no___	Fenders, full coverage, front and rear
—	—	
yes___	no___	Shall be quick coupler type design controlled from cab sized to fit Town of Norwich's existing equipment (snowplow and snowblower).
—	—	
yes___	no___	The counterweight shall be built-in
—	—	
yes___	no___	Unit shall have an articulation locking bar
—	—	
yes___	no___	The unit shall be provided with a loader boom service locking bar
—	—	
yes___	no___	Loader shall have reinforced articulation joints with double tapered roller bearings
—	—	
yes___	no___	Ground clearance under the loader shall be no less than 15.1" (384 mm)
—	—	
yes___	no___	Machine shall be equipped with an exterior mounted, ground level storage compartment
—	—	
yes___	no___	rear view camera for better rear visibility

—	—	
yes___	no___	
—	—	Color coded remote-start battery terminals for easier and faster jump starting.
yes___	no___	
—	—	110 volt block heater
yes___	no___	
—	—	strobe light
yes___	no___	
—	—	4000 hour 7 year full machine warranty
yes___	no___	
—	—	3.5 yard bucket with bolt on edge
yes___	no___	
—	—	JRB spec hydraulic coupler
yes___	no___	
—	—	3rd function hydraulics

#### **Radio**

Town of Norwich will supply two-way radio to be installed by Macy's Radio:  
26 Placid Square, Lebanon, NH 03766. Phone: 603-448-0050, Cell: 603-448-7715

#### **Miscellaneous**

Vehicle must conform to all Federal and State laws as applicable  
Fire extinguisher (1-A-10-BC)  
Centrally located grease station for all possible and practical fittings  
Bidder shall provide operator's manual and service and parts manuals.

### **4. Warranty**

- 4.1 The vendor shall arrange for the performance of all warranty work so as to avoid the necessity for the Town of Norwich to deal directly with the manufacturer and manufacturer's authorized service outlets for components not serviced directly by the vendor.
- 4.2 The manufacturer's standard warranty shall be provided for the unit and all accessories. This warranty shall be a minimum of 5 years or 7500 hours on all parts and labor.
- 4.3 Service provided under this warranty shall be performed at the Town of Norwich Public Works Department Garage, or, if agreed to by the Town, service may be performed at a location selected by the manufacturer and/or vendor with any and all transportation costs to be paid by the vendor.

### **5. Trade-In**

- 5.1 A 2004 Caterpillar 938G front end loader is to be traded in. Macy's Radio will remove the existing two-way radio from the unit.

### **6. Delivery**

- 6.1 Delivery location to be at the Town of Norwich, Vermont Public Works Facility, 26 New Boston Road, Norwich, VT. All mail correspondence to be sent to Town of Norwich Public Works, P.O. Box 376, Norwich, VT 05055.

### **7. INSTRUCTIONS TO BIDDER**

- 7.1 Proposals shall be typewritten or written in ink on the form prepared by the Town. Officials of corporations shall designate their official title; partners or sole owners

shall so state giving the names of all interested parties. The person signing the bid shall initial all corrections or erasures.

- 7.2 Bidder shall not stipulate in their proposals any conditions not contained in the specifications. Any proposal, which fails to comply with the literal letter of these instructions and the specifications, may be rejected forthwith.
- 7.3 Requested descriptive material shall be filed with the bid.
- 7.4 In submitting the proposal, the vendor agrees that acceptance of any or all bids by the Town of Norwich within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been approved by the Town Manager.
- 7.5 The Town of Norwich reserves the right to accept and reject any and all bids for due cause, to negotiate with any party, to waive informalities or defects in bids, to require test proving or to accept such bids or parts thereof as it shall deem in the best interests of the Town.
- 7.6 Discounts for immediate payment or credit terms where offered will not be a factor in the determination of the lowest responsible bidder. Payment terms by the Town will be cash, less any applicable discounts to be paid within 30 days of delivery by the vendor and formal written acceptance by the Town.
- 7.7 The successful bidder shall indemnify and hold harmless the Town of Norwich against all claims for royalties, for patents, or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
- 7.8 All goods shall remain the property of the seller until delivered to and accepted by the Town.
- 7.9 Deviations from the attached specifications are permitted only as separate quotes provided they are submitted as alternate proposals accompanying a conforming quote. Optional equipment by the dealer or manufacturer, which is not included in these specifications, is to be listed separately.
- 7.10 Questions relating to this purchase may be directed to R. Andrew Hodgdon, Public Works Director, Town of Norwich, at 802-649-2209.
- 7.11 Selection criteria: This bid shall be awarded to the vendor whose bid represents the best value to the Town of Norwich considering first cost of the machine, standard and optional features, warranty, durability, performance, fuel economy, economy of service, delivery schedule, and service and parts availability.
- 7.12 Bid prices shall remain in full force and affect a minimum of 60 days following opening thereof.

**TOWN OF NORWICH**  
**BID FOR 2016 Front End Bucket Loader**

Make and Manufacturer of equipment \_\_\_\_\_  
MODEL BID \_\_\_\_\_ MODEL YEAR \_\_\_\_\_

Bid price for 2016 four wheel front end loader complete. \$ \_\_\_\_\_

Less trade in value of 2004 Caterpillar 938G front end loader: \$ \_\_\_\_\_

Total bid cost: \$ \_\_\_\_\_

Price should reflect the State of Vermont bid price or better for 2016.

We guarantee that delivery of this piece of equipment shall be made in accordance with the Specifications, being the basis of this bid, and delivery will be made within 120 calendar days from the issuing of a Purchase Order.

We understand that the Town of Norwich reserves the right to accept or reject any or all bids, to waive any irregularity in any or all bids, and to make a vendor selection which is in the best interest of the Town.

Signed Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_  
Telephone \_\_\_\_\_

Return to: Town of Norwich  
Town Manager's Office  
300 Main Street  
PO Box 376  
Norwich, VT 05055

Submissions envelope to be marked:  
"Norwich Department of Public Works: Front End Bucket Loader Bid"

Deadline for submission: Friday \_\_\_\_\_

If there are any exceptions to the specifications stated herein, please list on an attached sheet; if none, please write the word "None" below.

\_\_\_\_\_

8.