

**TOWN OF NORWICH
REQUEST FOR BIDS**

TRANSFER STATION PAVING PROJECT – Town of Norwich

Issued: May 2, 2023

Project Location

The Town of Norwich Department of Public Works (DPW) is looking to re-pave the Norwich Transfer Station, which is adjacent to the Public Works Department located at 26 New Boston Road in Norwich, Vermont.

Project Description

The work required under the Scope of Services includes supplying and installing subbase materials for shimming and fine grading. It also includes providing and installing hot asphalt mix for approximately 2,130 SY of the driveway and operational areas at the Norwich Transfer Station.

Project Work to be Completed and Project Specifications

The Norwich Transfer Station is currently paved, but the pavement is severely cracked and broken up in many locations. The existing damaged pavement will be removed by the Owner and left in a rough condition with gravel exposed at the surface. The approximate area to be paved is 2,130 SY, but due to funds available for this project, the Town reserves the right to modify the size of the area to be paved.

The contractor will supply, install, and compact an aggregate material for use as a supplemental subbase material to ensure adequate grading and shimming to the driveway and operational areas. The aggregate is specified to be a VTrans 704.12A, Aggregate for Surface Course or similar. This dense-graded aggregate material has a nominal maximum size, commonly up to 1 inch (100 percent passing 1 ½ inch sieve), with the percentage of fines (passing No. 200 sieve) limited to 8-10%.

The final paving thickness should be no less than 2 inches thick. The pavement cut edges should be tacked using emulsified asphalt. The asphalt will be a VTrans 3/4-inch hot asphalt mix.

Work will be performed during the work week (Monday – Friday), except Wednesdays when the Transfer Station is open and operating.

Payment for the work shall be based on the unit prices defined in the bid tabulation and the Request for Bids.

Intention Of Terms

The project cannot be started until after June 30, 2023, and should be completed as soon as possible, but in no case no later than September 1, 2023.

Bidding Notification

If you are considering entering a bid for this work, please notify Chris Kaufman at the following email address: ckaufman@norwich.vt.us. The Town will use this notification to contact you or your firm in the event that there is a change to the project or bid schedule.

Site Visit

Although a site visit is not mandatory, it is highly recommended due to the nature of the work. Please reach out to Chris Kaufman directly to schedule a visit.

Questions Due Date

Questions may be submitted by email to Chris Kaufman at the following address: ckaufman@norwich.vt.us. The due date for questions is Tuesday, May 16, 2023, at 3:00 PM.

Bid Submission and Due Date

Bids are due by **Tuesday, May 23, 2023, at 1:00 PM** (prevailing time). Bids shall be submitted in a sealed envelope addressed to the Town Manager, Town of Norwich at PO Box 376, Norwich VT, 05055 or can be hand delivered to the Town of Norwich at 300 Main St, Norwich, VT 05055. The envelope should be plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bid received after the date and time specified will not be considered and will be returned to the bidder unopened. Any exceptions to the bid specifications or proposed work as described must be noted by the bidder. A bidder submitting a bid certifies that the bid was 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 with connection with or obligation to any undisclosed person or firm.

Project Schedule

The Town intends to open bids on May 23, 2023, at the Town Office; and the Selectboard intends to select a contractor by mid-June 2023.

Bid Information

Please provide:

- A description of proposed approach to the project
- Completed bid tabulation
- Proposed start and completion dates for all work
- A list with descriptions of similar work performed
- Two references, with contact information, who are familiar with similar work performed

Bid Opening

Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head.

Criteria for Bid Selection

In evaluating bids, the Town will consider the following criteria:

- Price
- Bidders' ability to perform within the specified time limits
- Bidders experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and/or bond requirements
- Bidder's financial responsibility
- Contract provisions that are acceptable to the Town
- Bidder is not on any debarment list related to goods and services the bidder provides
- Any other factors that the Town determines relevant and appropriate in connection with the project

A low bid does not guarantee award of the contract.

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Norwich as an additional insured. The Certificate must also include Workers Compensation Insurance.

Payment Schedule

One invoice is to be submitted following the completion of all work and inspection by the Town's Public Works Director.

Town Contact

Questions may be directed to Chris Kaufman at the following address: ckaufman@norwich.vt.us.

The Town reserves the rights to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work as listed in the Project Description and Bid Form.

BID FORM
Transfer Station Paving Project, Town of Norwich

Proposal of _____ (hereinafter called Bidder),
organized and existing under the laws of the State of
_____ doing business as

(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is _____.

Bidder acknowledges receipt of the following Addenda:

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

ITEM #	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Subbase Material	TON	100	\$ _____	\$ _____
Unit Price in Words _____					

2	VTrans 3/4-Inch Asphalt	TON	253	\$ _____	\$ _____
Unit Price in Words _____					

Total Bid (Total of above)

\$ _____

The lowest responsive and responsible bidder will be determined by the Total Base Bid.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor

By

Title

Business Address

City

State

Phone Number

Email Address

Date

ATTEST _____ (Signature)