



TOWN OF NORWICH
DEPARTMENT OF PUBLIC WORKS
26 New Boston Road
Norwich, VT 05055
Phone: 802-649-2209
ckaufman@norwich.vt.us

2023-2024 Request for Bids
Gravel and Ledge Products

1. PURPOSE

- 1.1 The Town of Norwich is seeking bids for the supply and delivery of gravel and ledge products for the fiscal year 2023-2024.

2. GENERAL INFORMATION

- 2.1 This is a blanket bid for the purchase of gravel and ledge products to be ordered, "as needed", with no guarantee of tons purchased.
- 2.2 The vendor is to guarantee pricing for the fiscal year starting September 5, 2023, through July 31, 2024. All bid prices shall include loading materials onto Town trucks at your pit location, delivered to the Town of Norwich Public Works stockpile, and/or delivered to roads within the Town of Norwich.
- 2.3 While the Town of Norwich would like to identify one vendor from whom to purchase the desired materials, it does reserve the right to split the award of bid to multiple vendors if it is advantageous to the Town to do so. Prices quoted must reflect this possibility.
- 2.4 The decision as to what vendor will be utilized for which product will be based on several different factors including, but not necessarily limited to, price, vendor location to job site, product quality, or any combination of these and other pertinent issues.

3. QUALITY OF MATERIALS

- 3.1 All materials shall meet the specifications as stated in the Vermont Agency of Transportation Standard Specifications for Construction (latest edition) for the referenced sections. Referenced sections are:

Section 704.04	Gravel for Subbase
Section 704.05B	Crushed Gravel for Subbase – Fine Graded
Section 704.06A	Dense Graded Crushed Stone for Subbase
Section 704.12B	Aggregate for Shoulders
Section 704.17	Erosion Stone 3”
Section 706.03	Stone for Rip Rap
Section 706.04	Erosion Stone Type I - 7”

- 3.2 The Town of Norwich reserves the right to have the materials tested at any time to determine quality.
- 3.3 Should the materials fail to meet VT AOT Standards, the contracted services will terminate at that point.
- 3.4 Gravel shall be free of debris such as sticks and sod along with other harmful substances

4. HAULING AND DELIVERY

- 4.1 The successful bidder will deliver materials to the Norwich Public Works Facility between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday. Saturday and Sunday hauling may be done in case of emergency.
- 4.2 Payment for material supplied shall be based on delivery tickets, submitted daily. Loads shall be weighed (tons) by approved scales.

5. INDEMNIFICATION AND INSURANCE

- 5.1 The chosen contractor shall comply with the following requirements:
- 5.1.1 The contractor agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including personal

- injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.
- 5.1.2 The contractor shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.
- 5.1.3 The contractor shall also maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V. S. A. Title 21, Section 600 et seq.
- 5.1.4 Prior to the commencement of work, Certificates of Insurance shall be supplied to the Town by the contractor detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The Town shall also be named as an additional insured.
- 5.1.5 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.
- General Liability-\$1,000,000 per occurrence
 - Product Liability-\$1,000,000 per occurrence
 - Property Damage-\$1,000,000 per occurrence
 - Personal Injury - \$1,000,000 per occurrence
 - Automotive Liability-\$500,000 per occurrence
 - Workers' Compensation-Statutory Requirement

6. INSTRUCTIONS TO BIDDER

- 6.1 Proposals shall be typewritten or written in ink. 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.
- 6.2 Requested descriptive material shall be submitted with the bid.
- 6.3 In submitting the bids the contractor agrees that acceptance of any bid by the Town of Norwich within 90 calendar days constitutes a contract. No

work shall be started until a purchase order has been approved by the Town Manager and a Notice to Proceed has been received from the Director of Public Works.

- 6.4 Payment terms by the Town will be paid within 30 days of the completion of work by the vendor and formal acceptance by the Town.
- 6.5 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 used of the material to be furnished.
- 6.6 All materials shall remain the property of the seller until delivered to and accepted by the Town.
- 6.7 Deviations from the attached specifications are permitted only as separate quotes provided they are submitted as alternate proposals accompanying a conforming quote.
- 6.8 Selection criteria: This bid shall be awarded to the vendor, or vendors, whose bid represents the best value to the Town of Norwich.
- 6.9 The Town of Norwich reserves the right to accept and reject any and all bids for due cause, to negotiate with any part, 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 interest of the Town.
- 6.10 Questions relating to these specifications may be directed to Chris Kaufman, Public Works Director, Town of Norwich, at 802-649-2209 or ckaufman@norwich.vt.us
- 6.11 Interested parties shall submit their bid in a sealed envelope, marked “2023-2024 Gravel and Ledge Products Bid” to Brennan Duffy, Interim Town Manager at the Norwich Town Office, 300 Main St, Norwich, VT 05055 and via email at ckaufman@norwich.vt.us by 10:00AM on September 5, 2023.**

Bid Form

Gravel Products

<u>Item</u>	<u>Material Price/(ton)</u>
Gravel for Subbase (Vtrans Section 704.04)	_____

(item bid price in words)	
Crushed Gravel Fine Graded (Vtrans Section 704.05B)	_____

(item bid price in words)	
Dense Graded Crushed Stone (Vtrans Section 704.06A)	_____

(item bid price in words)	
Aggregate for Shoulders (Vtrans Section 704.12B)	_____

(item bid price in words)	
¾" Hardpack	_____

(item bid price in words)	

Ledge Products

<u>Item</u>	<u>Material Price/(ton)</u>
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3" erosion stone	_____
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(item bid price in words)

Rip Rap 12" Light Type (Vtrans Section 706.03)	_____
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(item bid price in words)

7" erosion stone Type I (Vtrans Section 706.04)	_____
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(item bid price in words)

Price/ton for Delivery to Norwich Public Works stockpile at Norwich Public Works Garage_____

Price/ton for Delivery to roads within the entire Town of Norwich_____

Vendor Name: _____

Contact Person: _____

Signature: _____

Address: _____

Telephone Number: _____