



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

Request for Bids
2025-2026 Winter Sand

1. DESCRIPTION

- 1.1 The Town of Norwich is seeking bids for winter sand for the fiscal year 2025-2026.

2. INSTRUCTIONS TO BIDDERS

- 2.1 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.
- 2.2 In submitting a bid, 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 in writing from the Director of Public Works.
- 2.3 Payment shall be made within 30 days of the completion of work by the vendor and formal acceptance by the Town.
- 2.4 All materials shall remain the property of the seller until delivered to and accepted by the Town.
- 2.5 Deviations from the attached specifications are permitted if defined in detail under Exclusions on the Proposal Form.
- 2.6 Selection criteria: This bid shall be awarded to the vendor whose bid represents the best value to the Town of Norwich.
- 2.7 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.

- 2.8 Questions relating to these bid documents and specifications may be directed to Chris Kaufman, Public Works Director, Town of Norwich, at 802-649-2209 or ckaufman@norwich.vt.us.
- 2.9 Interested parties shall submit their bid in a sealed envelope, marked “2025-2026 Winter Sand Bid” to Brennan Duffy and Chris Kaufman, Town Manager and DPW Director at the Norwich Town office located at **300 Main St., Norwich, Vermont, 05055 and email at ckaufman@norwich.vt.us by 10:00 AM September 18, 2025.**
- 2.10 Unit prices shall remain in full force until September 30, 2026.

3. GENERAL INFORMATION

- 3.1 The quantity of sand purchased by the Town of Norwich will be approximately 9,000 tons. This is a blanket bid for the purchase of winter screened sand to be ordered, “as needed”, with no guarantee of consumption.
- 3.2 All winter sand shall be delivered to the Public Works Garage at 26 New Boston Road, Norwich, VT.
- 3.3 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.
- 3.4 The successful bidder will deliver screened winter sand to the Norwich Public Works Facility between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.
- 3.5 The Norwich Public Works Department will provide road salt to create a mixture with sand/salt ratio to be determined by the Norwich Public Works Director.
- 3.6 The successful bidder will provide all equipment required for stockpiling sand at the Norwich Public Works Facility.
- 3.7 Payment for material supplied shall be based on delivery tickets, submitted daily. Loads shall be weighed (in tons) by approved (State of Vermont/New Hampshire approved) scales as approved by the Norwich Public Works Director.

4. SPECIFICATIONS

- 4.1 All materials must pass the sieve analysis specification included in this bid document.
- 4.2 The Town of Norwich reserves the right to have the materials tested at any time to determine quality.
- 4.3 Should the materials fail to meet specifications, the contracted services will terminate at that point.
- 4.4 Screened sand shall be free of debris such as sticks and sod along with other harmful substances.

5. INDEMNIFICATION AND INSURANCE

- 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-contractors 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

2025-2026 WINTER SAND

AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025, by and between the Town of Norwich, VT, hereinafter called "OWNER", and _____, doing business as a corporation hereinafter called "CONTRACTOR". WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the WORK described herein.
3. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the dollar amounts as shown in the Contractor's bid proposal.
4. The term "CONTRACT DOCUMENTS" means the 2025-2026 Winter Sand Bid Package and includes the following:
 - a. Description
 - b. Instructions to Bidders
 - c. General Information
 - d. Specifications
 - e. Insurance and Indemnification
 - f. Agreement Page
 - g. Contractor's Proposal Dated: _____ signed by _____ (attached - 2 pages)
5. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first written above.

Brennan Duffy, Town Manager

Town of Norwich, VT

Witness

Date

Authorized Representative

Contractor

Witness

Date

2025-2026 WINTER SAND

TOWN OF NORWICH, VT.

PROPOSAL FORM

(To be typed on Company Letterhead)

We propose and agree to furnish, conditioned upon your acceptance of our bid and the execution and approval of a contract, winter sand for the Town of Norwich for the fiscal year 2025-2026.

The following is our bid price:

The following unit prices will be used in the comparison of bids based on estimated quantities and will thereafter be used to compute payments based on actual quantities.

ESTIMATED

QUANTITY

ITEM DESCRIPTION

UNIT PRICE

TOTAL PRICE

9,000 Tons

Winter Sand per specification

\$----- per ton

\$-----

(written in words)

TOTAL 2025-2026 Winter Sand COST: \$_____

TOTAL 2025-26 Winter Sand COST: _____ Dollars _____ Cents
(written in words)

SUBCONTRACTORS: _____

CONTRACTOR REPRESENTATIVE: Name of Home Office Project Manager to be assigned to this project is:

EXCLUSIONS

Please identify any exclusions or qualifications relative to your proposal here.

RATES

Bidder shall submit a rate schedule of all equipment intended for use. All rates shall include an operator.

UNIT PRICES

The Contractor agrees to perform any extra work or accept deductions for work omitted from this contract at the above unit prices. Prices shall be based upon the requirements of the Contract Specifications. All unit prices are net cost to the Town of Norwich and shall include all overhead, profit, transportation, taxes, and other contributory factors.

ADDENDA

The undersigned acknowledges receipt of the following addenda:

1. _____ 2: _____ 3. _____

QUALIFICATIONS

Statement of Bidder's Qualifications attached: YES _____ NO _____

In compliance with the Town's Bid Package dated _____ for the above-captioned project, the undersigned hereby proposes to furnish all labor, equipment and materials and perform all work in strict accordance with the plans, specifications and all the Contract Documents within the time set forth therein, for prices stated in this proposal.

Signature of Responsible Official: _____ Date: _____

Title: _____ Printed Name: _____

Name of Firm: _____ State of Incorp. _____

Business Address: _____

Telephone Number: _____ Fax: _____

Cell Phone: _____ E-Mail: _____

Town of Norwich VT

Winter Sand Specification

Pg 1 of 1

Sieve Size	Percent Passing Total Sample
1/2	100
3/8	95-100
#4	70-90
#8	40-80
#16	25-70
#30	10-50
#50	0-30
#100	0-12
#200	0-8