

INVITATION TO BID

PROJECT TITLE: FY2026 Sand Bid

DATE: March 18, 2025

PROPOSAL DUE DATES: Bid proposals are due by April 7, 2025, no later than 3:00 PM in a sealed envelope labeled "FY2026 Sand Bid". The bids will be opened during the regular Selectboard meeting on Monday, April 7, 2025, at 6:00 pm at the Grafton Town Hall. Bids will be awarded during the regular Selectboard meeting on Monday, April 21, 2025.

ESTIMATED TIME PERIOD FOR CONTRACT: Sand shall be delivered to the Town Garage at 220 Bell Road no later than November 1, 2025.

BIDDER ELIGIBILITY: This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont. **Bids must include a valid certificate of insurance.**

SCOPE OF WORK: The contractor shall deliver approximately 1,500 yards of 9/16 sand to the Town Garage no later than November 1, 2025. Sand shall be free from loam, clay, or any other foreign substances and free of large particles. The successful bidder will need to provide an additional amount of sand, if needed, for the remainder of the winter for the same bid price. Truckload slips must be provided to the Town Garage daily and load slips must accompany and match all bills. Invoices for this project cannot be paid by the town until the start of the 2025-2026 fiscal year which begins July 1, 2025.

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
Sand 9/16	1,500	Yards	\$ _____ per yard	\$ _____
Total bid:				\$ _____

Bid submitted by:

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Date: _____ Signature and title: _____

GENERAL PROVISIONS

BID SUBMISSION AND INSURANCE: Sealed bids will be received in the Town Administrator's office until 3:00 pm on April 7, 2025. All bids shall be submitted in a sealed envelope marked on the outside with the words **"FY2026 Sand Bid"**. The successful firm will provide satisfactory evidence of insurance prior to the award including:

1. Contractor's Liability Insurance and Worker's Compensation in compliance with Vermont statutory limits.
2. Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any subcontractor under him or anyone directly or indirectly employed by the Contractor or by a Subcontractor under him.

Insurance shall be written with a limit of liability of not less than \$200,000 for all property damages sustained by any one person in any one accident; and a limit of liability of not less than \$200,000 aggregate for any such damage sustained by two or more person in any one accident.

EVALUATION AND SELECTION CRITERIA

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation
- Quality of materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance requirements
- Bidder's ability to provide future services, maintenance, and support
- Bidder's financial stability
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service

THE TOWN OF GRAFTON RESERVES THE RIGHT

- (1) To accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
- (2) To amend, modify, or withdraw this Request for Bids;
- (3) To require supplemental statements or information from bidders;
- (4) To extend the deadline for responses to this Request for Bids;
- (5) To waive or correct any irregularities in Bids received;
- (6) To negotiate separately with one or more competing bidders; and
- (7) To award the bid deemed in the best interest of the Town. All bids, upon submission, become the property of the Town.

NOTIFICATION TO BIDDERS

The Town will notify the appropriate successful contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

CONTACT INFORMATION:Primary Contact

Colby Record, Road Foreman

Phone: 802-843-2456

Email: highway@grafftonvt.orgSecondary Contact

Morgan Wilbur, Town Administrator

Phone: 802-843-2552

Email: townadmin@grafftonvt.org