TOWN OF HANCOCK

P.O. BOX #100

HANCOCK, VERMONT 05748

TELEPHONE (802)-767-3660

# Prospectus for grading of the Hancock Road System – 3 year contract

**Insurance Requirements:** The Town of Hancock requires that all Contractors or Persons working for the Town of Hancock carry a General liability Policy of no less than One million Dollars ($1,000,000.00) **with the Town of Hancock being an additional Insured.** In addition, any Contractor or Persons working for the Town of Hancock who has Employee’s must provide the Town of Hancock with a Certificate of Worker’s Compensation that meets all State of Vermont and Federal Statues. **All Insurance Certificates must be on file with the Hancock Town Clerk** **before work is to begin.**

**Additional Requirements:** The Town of Hancock requires that any Vehicle exceeding the twenty-four thousand (24,000) pound weight limit with or without load, obtain an overweight permit. The Town of Hancock has restrictions on our roads. Obtaining the permit is the only way to operate legally on the Hancock Road System.

**Additional Requirement:** The Town of Hancock requires that all construction sites be properly warned with the correct signage and cones.

**Additional Requirements:** The Town of Hancock requires that the Contractor provide Traffic control as needed.

**Contractors Responsibilities:** Furnish all Equipment, Materials, Insurances, Labor and Knowledge necessary to complete the project described herein within the time frame allowed.

**Town of Hancock’s Responsibilities:** Direction so the herein described project can be completed in the time frame allowed.

## Description of Work:

1. All roadways shall be graded so water does not remain on the road surface. For roadways that are not super-elevated, this generally means a 2-4% (1/4” – 1/2’ per ft) crown for gravel roads.
2. Proper grading Techniques for gravel roadways shall be used to avoid creating a ridge or berm between the crown and the ditch.
3. Any berm along the roadway shoulder that prevents the proper sheeting of water must be removed.
4. The Town of Hancock requires that the grader operator give an evaluation of each road that has been graded, this evaluation shall contain the following: the road name, the condition of the road surface (gravel needed or not), ditch conditions, and whether or not the brush is too close or low to the traveled surface. This evaluation shall be submitted in writing with the invoice for payment.
5. In the event a culvert is damaged during road grading operations or any other damage occurs that may cause the road to be unsafe for public travel the grader operator must immediately notify the Road Commissioner or the Select Board Chairperson as well as the Hancock Town Clerk at 802-767-3660.
6. Rolling of the roads graded. The Town requires that all graded road surfaces be rolled after each grading and the spreading of Chloride, the Town will be responsible for the spreading of the Chloride. The Town prefers to spread the Chloride before the rolling is done.

## Bidding Instructions:

1. All bids shall be submitted in the form a fixed figure for the three year term of the contract. Bids itemizing a figure of prorated amounts per year of the term will be accepted as long as the total amount of the three year term appears on the bid. Bids listing an hourly rate will be rejected, unless an estimate of hours to perform the work is also included, and the product of the hourly rate times the estimated hours is calculated, with that product being the bid amount. Bids that do not provide a fixed figure for the three year term of the contract shall be rejected.
2. All bids must be submitted on the “Bid And Signature Sheet” provided on the last page of this document. Bids are due Tuesday December 3, 2024 by 3pm.
3. All Bids must be in a sealed envelope marked, “Grading - Town of Hancock”.
4. All bids received by the date and time specified in the solicitation will be publicly opened and total bid amounts read aloud.

## Extras:

At the time when the grading is occurring, if any gravel is needed prior approval must be given by the Road Commissioner or the Select Board Chair, at which time an agreed upon price will be reached for additional service and materials.

**Resolution of Disputes:** The Town of Hancock and the winning Contractor agree to hire an independent Arbitrator to settle any and all disputes should any arise. The expense of the Arbitrator will be shared by both parties equally.

**Warranty of work performed:** Contractor shall Guarantee to the full satisfaction of the Hancock Road Commissioner and the Hancock Select Board for a period of not less than one full year (12months) from the date of finial inspection all workmanship and any Materials that the Contractor supplied, in the event there should be a failure in any of the workmanship or materials Contractor will at their expense replace or redo any part that failed and any other damages that may have occurred because of that failure.

This project will be overseen by the Hancock Road Commissioner all inquiries are to be directed to the Road Commissioner (Jim Leno 802-767-4832). If, for some reason, the Road Commissioner is unavailable, you may direct your question to the Hancock Select Board Chair (Scott Gillette 802-770-0727 / hancockvtselectboard@gmail.com).

We have tried to be as through as possible in writing this prospectus however we understand that there may be questions that can only be answered via a showing.

**Project showing:** By appointment.

**Project completion date:** To be scheduled.

**Bids are due by 3pm on Tuesday, December 3, 2024** delivered by mail or by hand to the Hancock Town Clerk’s Office located at 1027 Vermont Rt. 100, Hancock, VT 05748.

**Bid opening: \_\_\_\_December 3, 2024\_\_\_\_\_\_ at 6:00 PM at the Hancock Town Clerks office.**

Bids can be hand delivered to the Hancock Town Clerk during office hours (use of the outside drop box is permitted) or Bids can be hand delivered to the Select Board any time before bid opening has begun. All Bids must be in a sealed envelope marked, **“Grading - Town of Hancock”.** No Bids will be accepted after the opening has begun.

**No bids will be accepted by the use of e-mail.**

**Term of Contract:** This is a three (3) year contract. Dates: Summers of 2025, 2026 and 2027 that provides for three gradings per year, Spring, Mid-summer and Fall. The Mid-summer grading may only be a partial or restricted to the hill roads as stated by the Hancock Road Commissioner.

**The Town of Hancock reserves the right to reject any and all bids.**

**By order of the Hancock Select Board**

BID AND SIGNATURE SHEET

FOR HANCOCK ROAD PROJECTS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submits the following bid based on the prospectus provided by the Town of Hancock. It is further understood that by submitting this bid I/we agree to all the terms described herein. It is further understood that construction projects have many variables and extras. Changes may be made as the project proceeds. We agree to work with the Town of Hancock on all changes. We further agree that all changes will be agreed to in writing before any work is to proceed.

3 year lump sum bid submitted:\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Town of Hancock - Grading – 3 year contract

Signatures of company’s authorized agents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone and email for bidding company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Town of Hancock hereby accepts the bid submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Hancock Select Board agrees to the terms stated within this prospectus and further agrees that the above named company may begin work as stated within.

Hancock Select Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_