

Request for Bids for Roadside Mowing

**Town of Westford
1713 Vermont Route 128
Westford, VT 05494**

Introduction

The Town of Westford is accepting bids from roadside mowing contractors to perform approximately 38 miles worth of roadside mowing for the 2020 mowing season.

Scope of Work

1. The Contractor shall furnish all labor, equipment and ancillary services necessary to perform the roadside mowing work, including but not limited to, proper safety signage and appropriate equipment to handle all roadside conditions such as varying ditch lines, banks, guardrails, signs trees and other obstructions.
2. The Contractor will work under the general direction of the Road Foreman.
3. Mowing shall be kept within the Town's legal right of way, generally being a three-rod road (approximately 50 feet), or 25 feet from the center unless otherwise directed by the Road Foreman.
4. Mowed height shall be approximately 6" unless otherwise directed by the Road Foreman

Time Frame

Roadside mowing shall occur two times during the 2020 season. The first between 6/01/20 and 6/30/20 and the second between 8/01/20 and 8/31/20.

Insurance Requirements

The Contractor shall at their own expense provide, and maintain in force, the following insurance coverages:

1. Statutory Workers Compensation Insurance including Occupational Disease and Employers Liability with limits of at least \$1,000,000 for each occurrence.
2. Commercial General Liability, including but not limited to, Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of at least \$1,000,000 Combined Single Limit for each occurrence. Completed operations liability shall be kept in force for one year.
3. Commercial Auto Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits of at least \$1,000,000 Combined Single Limit for each occurrence.
4. The Contractor must list the Town as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.
5. The Contractor shall provide the Town with Certificates of Insurance, as required above, prior to signing a contract. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without 30 days written prior notice and 10 days for non-payment of premium.

Indemnification

The Contractor agrees to defend and save harmless the Town of Westford, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgment 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 with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

Additional Conditions

1. The Contractor shall provide the appropriate documentation and non-employee work agreement to the Town of Westford Town Administrator prior to starting any work.
2. The Contractor agrees to not sub-contract or assign any portion of the work without written consent of the Town.

Bid Submission Instructions

Bids shall be made on the attached form and shall be signed by the individual or an authorized representative submitting the bid. Due to the Stay at Home Order issued by Governor Scott, bids addressed to the Town of Westford shall be submitted using one of the following methods:

1. Electronically - townclerk@westfordvt.us (please identify the bid by putting *Roadside Mowing Bid* in the subject line); or
2. USPS - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Drop box at the Westford Town Office (located to the left of the front door)

Receipt of Bids & Contractor Selection

Bids will be received by the Westford Town Administrator at the Westford Town Office until **3:00 p.m.** on **April 16, 2020**. The Selectboard plans to review the bids received and select the Contractor at their April 23, 2020 meeting. Bid amount will be the primary factor in the selection process; however, other factors (e.g., reference checks, etc.) will also be considered. The Town reserves the right to make the selection based on all factors, and may not necessarily choose the lowest bid. The Town reserves the right to reject any and all bids deemed not to be in the best interest of the Town.

Contact Information

Bid Submission/Selection

Nanette Rogers – Town Administrator
(802)878-4587
townclerk@westfordvt.us

Technical Information

John Roberts – Road Foreman
(802)879-4306
road_foreman@westfordvt.us

Town of Westford, Vermont
Request for Bids for Roadside Mowing
Bid Response Form
Due: 3:00 p.m., April 16, 2020

Contractor Name: _____
Contact Name: _____
Contact Phone #: _____
Email Address: _____
Address: _____

List similar work performing roadside mowing for towns Contractor has successfully completed. Provide names and phone numbers of references. (Attach separate sheet if necessary.)

List equipment that will be used for roadside mowing (type, make, year, model)

The cost for the proposed work will be: \$ _____

(Note: No mobilization charges will be permitted.)

The undersigned, having familiarized himself/herself with the existing conditions of the roads in Westford, Vermont, hereby proposes to furnish all labor, equipment and ancillary services required to perform the roadside mowing work according to the Request for Bids.

Signature of Bidder

Date

Printed Name

Title

Town of Westford, Vermont
Request for Bids for Roadside Mowing
List of Town Roads – Westford, VT

<u>Road Name</u>	<u>Length (in miles)</u>
Allen Irish Road	0.80
Bill Cook Road	0.36
Brookside Road	2.27
Cambridge Road	3.13
Chapin Road	0.70
Common Road	0.20
Covey Road	1.44
Cowie Road	0.41
Huntley Road	2.40
Kilburn Lane	0.08
Learned Drive	0.23
Machia Hill Road	0.72
Manley Road	0.75
Maple Tree Lane	0.50
Old #11 Road	2.60
Old Stage Road	4.87
Osgood Hill Road	3.90
Pettingill Road	1.80
Phelps Road	0.35
Plains Road	1.80
Rogers Road	0.26
Rollin Irish Road	1.75
Seymour Road	1.05
Stoney Ridge	0.17
Westford/Milton Road	1.83
Woods Hollow Road	4.22
Total	38.59