*Add Short Project Description* – Project Name and Number

Town of XXXX, VT

Contract Documents for

*Add Short Project Description* – Project Name and Number

Town of XXXX, VT

VT Agency of Transportation 2024 Standard Specifications for Construction shall apply to this contract.

Owner:

Town of XXXX

XXXX Town Office

*Address*

XXXX, VT 05XXX

*Add Date Here*

**Bid Set No.**

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The following documents are available at: [https://outside.vermont.gov/agency/VTRANS/external/MAB-LP](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/) (under Federal Aid Projects - Construction Phase)

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**Instructions for use of this document**

1. **All items that show up as red must be modified to fit the particular details of a given project. All other text should remain exactly as provided.**
2. **If, for any reason, it is proposed to remove any language, this should be indicated as a strikethrough and the proposed changes reviewed with the VTrans Project Supervisor.**
3. **If any language is added to these documents, it should be highlighted and reviewed with the VTrans Project Supervisor.**

**Note: Remove all of these instructions in draft versions of these documents.**

**INVITATION TO BID**

**Project Name and Number, i.e. Town of xx STP xxxx (xx)**

Sealed bids from pre-qualified contractors shall be accepted until time, prevailing time

on day and date at location for construction of the project hereinafter described. Bid opening will occur immediately after the bid submittal deadline. The time of receiving and opening bids may be postponed due to emergencies or unforeseen conditions.

Sealed BIDS shall be marked in the lower left-hand corner: Bid Documents: Project Name and Number.

Each BID must be accompanied by a certified check payable to the Town of xx (or Local Project Sponsor) for five percent (5%) of the total amount of the BID. A BID bond may be used in lieu of a certified check.

**PREQUALIFICATION OF CONTRACTORS:** All bidders on this project shall be on the Agency of Transportation’s prequalified list under the category listed below or shall have submitted a complete prequalification application to the Agency of Transportation, Contract Administration, a minimum of 10 working days prior to the bid opening. For information contact Jon Winter at (802) 622-1267.

All bidders shall be on the current VTRANS Contract Administration pre-qualified list “Contractors List of xxxx Category”. **(Choose one from the list below and delete remaining categories. If multiple work categories, chose category with highest percentage of work).**

Airports; Bike and/or Pedestrian Path; Bridge Construction; Bridge Membrane/Paving; Bridge Painting; Bridge Rehabilitation; Building Construction; Building Demolition; Concrete Work; Covered Bridge Construction/Timber; Covered Bridge Rehabilitation/Timber; Crack Sealing/Pavement Maintenance; Curb and Sidewalk; Directional Drilling; Drainage (Culverts and Underdrains); Foundations; Guardrail, Fencing and Signs; Hazardous Material Removal; Landscaping; Park and Ride Lot; Pavement Marking; Railroad Bridge Rehabilitation; Railroad Signals; Railroad/Highway Crossing; Railroads; Roads and Highway Construction; Roadway Safety; Surface Rehabilitation – BCP; Tank Removal/Replacement; Traffic Signals and Lighting

**LOCATION:** Beginning at a point on US Route 2 (Portland Street) in downtown St. Johnsbury, at a point approximately 300 ft East of US Route 5. PROVIDE PROJECT SPECIFIC DESCRIPTION - USE FROM TITLE SHEET OF PROJECT PLANS.

**TYPE OF CONSTRUCTION:**  Work to be performed under this project includes: The replacement of bridge bearings, repair of existing substructure concrete surfaces, replacement and repair of stair treads, landings, railings and footings.

**CONTRACT COMPLETION DATE:** The Contract shall be completed on or before date.

**PLEASE NOTE: Due to issues with late season paving, if the project involves paving the contract completion dates should be set no later than October 15. If you intend to set a completion date after October 15, you MUST provide an explanation of the work that you expect the contractor to perform after October 15.**

**If there is a valid reason to have an overall completion date after October 15, please set an interim completion date of October 15 for paving and line striping items.**

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**OBTAINING PLANS:** Plans may be obtained from the Town of xx, xx Main Street, , TOWN OF XX, VT 05xxx. Phone: 802-xxx-xxx at a cost of $xx per set made payable to Town of xx. Plans are not returnable. If plans are made available electronically, the municipality shall track all plan holders for addendum distribution.

**ENGINEERS ESTIMATE:** For this Proposal the Engineers Estimate falls between $500,000 and $1,000,000. *(Choose a range from the table in Section 7.01(B) of the VERMONT AGENCY OF TRANSPORTATION “POLICIES AND PROCEDURES FOR PREQUALIFICATION, BIDDING, AND AWARD OF CONTRACTS”, latest edition).*

**PLANS, SPECIFICATIONS AND PROPOSAL MAY BE SEEN AT THE OFFICE OF:**

1. Town of xx, xx Main Street, Town of xx, VT 05xxx.

2. *Consultants name and address.(optional)*

3. *Works in Progress, Inc. 20 Farrell Street, South Burlington, Vermont*

*05403-6112.* ***(optional)***

4. *Reprographics of New England, 450 Weaver Street, Winooski Vermont 05404.****(optional****)*

**PREBID CONFERENCE**: A non-mandatory pre-bid conference will be held for the project on date and time at location. *(Not required for MA projects. If Municipality wishes to hold such a conference, reach out to Municipal Assistance Project Manager/Supervisor for review and concurrence prior to inclusion herein.* *Delete if no conference is to be held).*

**STANDARD SPECIFICATIONS:** This contract is governed by the Vermont Agency of Transportation (“VTrans”) 2024 Standard Specifications for Construction.

**QUESTIONS:** During the advertisement phase of this project all questions shall be addressed solely to Municipal Project Manager, address and telephone number.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION:** Certification is required by the Equal Employment Opportunity regulations of the Secretary of labor (41 CFR 60-1.7(b) (1)) and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Generally only contracts and subcontracts of $10,000 or under are exempt as set forth in 41 CFR 60-1.5. See Appendix A for Contractors EEO Certification Form (CA-109). **This certification form must be signed and submitted with the bid.**

**NON-COLLUSION AFFIDAVIT:** All bidders are required to execute a sworn statement, certifying that the bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. See Appendix B for Debarment and Non-Collusion Affidavit (CA-91). **This affidavit must be signed and submitted with the bid.**

**DEBARMENT AFFIDAVIT:** All bidders are required to execute a sworn statement, certifying that the bidder has not within the last three (3) years been, suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; does not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and has not been indicted, convicted or had civil judgment rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. See Appendix B for Debarment and Non-Collusion Affidavit (CA-91). **This affidavit must be signed and submitted with the bid.**

**WORKER CLASSIFICATION COMPLIANCE REQUIREMENT FORM *(Prime Contractor)*:** All bidders are required to complete this self-reporting form in its entirety, **sign** and **submit with the bid.**

**NON-DISCRIMINATION IN FEDERALLY ASSISTED CONTRACTS:** The Municipality name hereby notifies all bidders that it will ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, religion, sex or national origin for an award. This is consistent with the Town’s requirement to comply with provisions of Title VI.

**DAVIS BACON WAGE REQUIREMENTS:** Bidders agree to abide by the Davis Bacon Wage Rate Schedule, which are appended to these Contract Documents.

**BUILD AMERICA, BUY AMERICA REQUIREMENTS:** Build America, Buy Americarequirements, as outlined in specification section 107.21 BUY AMERICA PROVISIONS, apply to this project.

**INSTRUCTIONS TO BIDDERS**

**Project Name and Number**

**1. Bid Preparation and Submission**

1. Bidders are expected to examine the specifications, drawings, all instructions and the construction site. Failure to do so will be at the bidders’ risk.
2. All bids must be submitted on the forms provided by the municipality. Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder’s name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of the agent’s authority. (Bidders should retain a copy of their bid for their own records.)
3. All bids shall be sealed in an envelope which shall be clearly marked with the words “Bid Document,” the Invitation to Bid number, any project or other identifying number, the bidder’s name, and the date and time for receipt of bids.
4. This solicitation requires bidding on all items, failure to do so will disqualify the bid.
5. Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.
6. Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph, facsimile (fax) machines, or electronically via the internet or email will not be considered.
7. All blank spaces under the page(s) headed “Bid Form” must be filled in with ink or typewriter in both words and figures indicating the unit price for each respective bid item. The bid total shall also be entered in words and figures.
8. In case of a discrepancy between a unit price written in words and one entered in figures, the price written in words shall govern.
9. In case of a discrepancy between the bid total written in words and that entered as a figure, the adjusted figure shall govern.
10. The estimated quantities are not guaranteed and can be adjusted as needed during the project, but are given as a basis for the comparison of bids.

**2. Explanation and Interpretation to Prospective Bidders**

1. Any prospective bidder desiring an explanation or interpretation of the solicitation, specification, drawings, etc., must request it at least 10 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given to a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written addendum to the solicitation, if that information is necessary in submitting bids, or if lack of it would be prejudicial to other prospective bidders.
2. Any information obtained by, or provided to, a bidder other than by formal addendum to the solicitation shall not constitute a change to the solicitation.

**3. Addendum to Invitation for Bids**

1. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
2. Bidders shall acknowledge receipt of any addendum to this solicitation by identifying the addendum number and date on the bid form. Bids which fail to acknowledge the bidder’s receipt of any addendum will result in the rejection of the bid if the addendum (addenda) contained information which substantively changed the municipality’s requirements.
3. Addenda will be on file in the offices of the Municipality at least 5 days before the bid opening.

**4.** **Responsibility of Prospective Contractor**

1. All prospective contractors shall be pre-qualified under the appropriate work category by the Vermont Agency of Transportation, Contract Administration. For this project a current annual pre-qualification is necessary. The contact for pre-qualification is Jon Winter, Tel: (802) 622-1267. Please note that applications for pre-qualification must be made at least 10 working days prior to the bid opening.
2. The VERMONT AGENCY OF TRANSPORTATION “POLICIES AND PROCEDURES FOR PREQUALIFICATION, BIDDING, AND AWARD OF CONTRACTS”, latest edition, Sections 1-6 and 9 are hereby incorporated in these specifications and the contract by reference. Sections 1 through 6 shall not be subject to the changes to the definitions in the Notice to Bidders.

1. The Method of Measurement and Basis of Payment for all contract items shall follow the Vermont Agency of Transportation’s (“VTrans”) 2024 Standard Specification for Construction, unless modified in these Contract Documents.
2. If a bidder submits a unit bid price of zero for a contract bid item, the bid will be declared informal.
3. A bidder may submit a unit bid price that is obviously below the cost of the item. If the Municipality awards and enters into a contract with a Bidder that has submitted a unit bid price that is obviously below cost, the contractor shall be obligated to perform the work under such item as indicated in the contract documents and/or as directed by the Engineer.
4. When “Optional Bid Items” are indicated in the proposal bidders shall bid on only one pay item in each group of options, leaving the other pay items in the group without a bid price. If a bidder enters more than one unit price bid in a group of options, only the lowest total price will be considered as the basis of calculation for determining the low bidder and used in the contract.
5. When “Alternate Bid Items” are indicated in the Proposal bidders must bid on all pay items in each set of “Alternate Bid Items”. Failure to bid on all of the “Alternate Bid Items” in the proposal may result in rejection of the bid.
6. When the Bid Form for a contract contains pay item(s) which have a quantity of one (1) and a unit price and total price entered, the work will be performed by the contractor according to the contract documents at the unit price listed if such item is determined to be needed by the Engineer.
7. When it is indicated in the contract documents that payment or costs of work and/or materials are incidental to one or more other contract items (but not to specific other items), such costs shall be included by the bidder in the price bid for all other contract items.

**5. Errors and/or Inconsistencies in Contract Documents**

1. By submitting a bid, a prospective bidder/contractor certifies that it shall assert no claim, cause of action, litigation, or defense against the Municipality unless notice was provided to the Municipality in writing of any error or inconsistency discovered in the plans, specifications, and/or contract documents immediately upon discovery of such error or inconsistency.

**6. Availability of Lands for Work, Etc.**

1. The lands upon which the Work is to be performed, rights of way and easement for access thereto and other lands designated for use by the contractor in performing the Work are identified in the contract documents. All additional lands and access thereto required for temporary construction facilities, construction equipment or storage of materials and equipment to be incorporated in the work are to be obtained and paid for by the Contractor. Easements for permanent structures or permanent changes to the existing facilities are to be obtained and paid for by the Municipality unless otherwise provided for in the contract documents.

**7. Familiarity with Laws, Ordinances and Regulations**

1. By submitting a bid an entity certifies that it is familiar with all Federal, State and local laws, ordinances and regulations which affect in any way the materials, equipment, haul roads used in or upon the work, the conduct of the work, and the persons engaged or employed in the performance of the work to be performed pursuant to the contract.
2. By submitting a bid an entity certifies that it shall forthwith report in writing to the Municipality any provision in the plans, specifications or proposed contract that the bidder/contractor believes is in conflict with or inconsistent with any Federal, State or local law, ordinance, or regulation.
3. By submitting a bid a prospective Bidder certifies that if, during its investigation of the work in the process of preparing its bid, it discovers or encounters subsurface or latent physical conditions at a project site differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the contract, it shall notify in writing the Municipality of the specific differing conditions immediately upon discovering or encountering the differing site conditions.
4. An entity further certifies that if it fails to notify the Municipality of any differing site conditions as described above, it shall waive any and all rights that it might have to additional compensation from the Municipality for additional work as a result of the differing site conditions and that it shall not bring a claim for additional compensation because of differing site conditions.
5. By submitting a bid a prospective bidder/contractor certifies that no claim or defense of ignorance or misunderstanding concerning Federal, State or local laws, ordinances and/or regulations will be employed by a bidder/contractor or considered by the Municipality in claims, litigation, alternative dispute resolution procedures, or other matters concerning the contract for which the bid is submitted.

**8. Late Submissions, Modifications, and Withdrawal of Bids**

1. Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered**.**
2. Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a.) of this provision.
3. The only acceptable evidence to establish the time of receipt at the Municipality is the time/date stamp of the Municipality on the bid wrapper, or other documentary evidence of receipt maintained by the municipality.
4. Bids may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before the exact time set for opening of bids: provided that written confirmation of telegraphic or facsimile withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized agent if , before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

**9. Bid Opening**

1. All bids received by the date and time specified in the solicitation will be publicly opened and total bid amounts read aloud. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present. In the event of unforeseen circumstances (severe weather, etc.) the Municipality reserves the right to postpone the reading of the bids for that contract. All bids for a contract will be opened at the same time and location at a later date.

# **10. Protests**

1. This Section sets forth the exclusive protest remedies available with respect to this solicitation.  Each Bidder, by submitting its bid, expressly recognizes the limitation on its rights to protest contained herein, expressly waives all other rights and remedies and agrees that the decision on any protest, as provided herein, shall be final and conclusive unless wholly arbitrary.  These provisions are included in this solicitation expressly in consideration for such waiver and agreement by the Bidders.  Such waiver and agreement by each Bidder are also consideration to each other Bidder for making the same waiver and agreement.
2. A Bidder may protest any determination regarding the proposed award of a Contract by filing a notice of protest by hand delivery or courier to the Municipal Legislative Body.  Such notice shall be provided: (a) no earlier than the day of Town Name issuance of the Notice of Award; and (b) no later than five (5) business days after Town Name issuance of the Notice of Award.  The notice of protest shall specifically state the grounds of the protest.
3. Within seven (7) calendar days of the notice of protest the protesting Bidder must file with the Municipality a detailed statement of the grounds, legal authorities and facts, including all documents and evidentiary statements, in support of the protest.  Evidentiary statements, if any, shall be submitted under penalty of perjury.  The protesting Bidder shall have the burden of proving its protest by clear and convincing evidence.
4. Failure to file a notice of protest or a detailed statement within the applicable period shall constitute an unconditional waiver of the right to protest the evaluation or qualified process and decisions there under.
5. Unless otherwise required by law, no evidentiary hearing or oral argument shall be provided, except the Municipal Legislative Body, in its sole discretion, may decide to permit a hearing or argument if it determines that such hearing or argument is necessary for the protection of the public interest.  The Municipal Legislative Body shall issue a written decision regarding the protest within thirty (30) calendar days after it receives the detailed statement of protest.  Such decision shall be final and conclusive.
6. If the Municipal Legislative Body concludes that the Bidder submitting the protest has established a basis for protest, the Municipal Legislative Body will determine what remedial steps, if any, are necessary or appropriate to address the issues raised in the protest.  Such steps may include, without limitation, withdrawing or revising the decisions, issuing a new solicitation or taking other appropriate actions.

**11. Rejection of Bids**

1. The Municipality may declare a Bid “Informal” and hence rejected if the bid shows any alteration of form, omissions or additions not called for in the bid, lacks proper signatures, is a conditional bid, has alternate bids unless required in the bid, has irregularities of any kind, has changes to the printed content, is submitted on a form not furnished by the Municipality, is incomplete, fails to acknowledge receipt of one or more addendums, or includes a clause in which the bidder reserves a right to accept or reject the contract award.
2. The Municipality may reject a bid at the time of bid opening or following analysis to confirm the proposal.
3. The Municipality may reject any or all bids, waive any or all technicalities, and/or advertise for new bids if the municipality, in consultation with VTrans, determines that the best interests of the Municipality, or the awarding authority, will be served.
4. The Municipality will reject a bid submitted without a completed Debarment and Non-Collusion Affidavit.
5. The Municipality will reject a bid submitted without a signed Contractors Equal Employment Certification Form.
6. The Municipality will reject a bid submitted without a Bid Bond.
7. The Municipality will reject bids which fail to acknowledge the bidder’s receipt of any addendum if the addendum (addenda) contained information which substantively changed the municipality’s requirements.
8. The Municipality will decide whether any bid prices are unbalanced above or below a reasonable cost analysis value as determined by its Municipal Project Manager. Bids in which bid prices are unbalanced, mathematically and/or materially, may be rejected at the sole discretion of the Municipality. For purposes of this subsection “mathematically unbalanced bid” and “materially unbalanced bid” shall have the same meaning as in 23 CFR Part 635 – Construction and Maintenance.
9. Prospective bidders may be disqualified for various reasons including (a) Submission of more than one proposal for the same work by an entity under the same or different names, (b) Evidence of collusion among bidders, or (c) Any other cause for suspension or debarment as detailed in the Agency’s policy and Procedures on Debarment, Code of Vermont Rules (CVR), Volume 8A, 14 010 004, pages 1-10.

**12. Contract Award**

* 1. The municipality will evaluate bids in response to this solicitation without discussions and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the municipality considering only price and any price related factors specified in the solicitation.
  2. Opened bids will be considered and submitted bids confirmed on the basis of the summation of the products of the quantities shown in each bid’s Schedule of Items multiplied by the unit prices bid. In the event of a discrepancy between the written bid amount and the alpha numeric figure, the written amount shall govern. In the event of a discrepancy between a unit price and the calculated extension, the product based on the unit price bid and the mathematically correct summation of the products shall govern.
  3. The municipality may reject any and all bids, waive any or all technicalities, and/or advertise for new bids if the municipality, in consultation with VTrans, determines that the best interests of the municipality will be served.
  4. The municipality may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.
  5. A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party.
  6. Prior to signing a construction contract, the successful bidder must submit a current Certificate of Good Standing from the Vermont Secretary of State’s office.

**13. Bid Guarantee**

1. All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the State of Vermont. Certified checks and bank drafts must be made payable to the order of the municipality. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. **Failure to submit a bid guarantee with the bid shall result in rejection of the bid.** Bid guarantees of the two lowest bidders that have submitted bids that comply with all the provisions required to render them formal will be retained until the contract and bonds have been signed by all parties. Bid guarantees submitted by the remaining unsuccessful bidders will be returned as soon as practicable after bid opening. Should no award be made within thirty-one calendar days following the opening of bids, thirty-two if the thirty-first day is a state holiday, all bids may be rejected, and all guarantees may be returned.

**14. Contract Bonds**

a. A successful bidder entering into a contract for any portion of the work included in a bid shall provide the Town sufficient surety in the form of; 1) a labor and materials bond, and 2) a compliance bond, both as required by 19 V.S.A. Section 10(8) and (9).

b. Each bond shall be in a sum equal to one hundred percent (100%) of the contract awarded.

c. The labor and materials bond shall guarantee the payment in full of all bills and accounts for materials and labor used in the work as well as other obligations incurred in carrying out the terms of the contract.

d. The compliance bond shall guarantee the faithful performance and completion of the work to be done under the contract as well as compliance with all provisions of the contract.

e. The form of the bond shall be that provided by the Municipality, and the surety shall be acceptable to the State. The bonds shall be procured from an insurance company registered and licensed to do business in the State of Vermont.

**15. Signing the Contract**

a. The entity to which the Contract has been awarded shall sign the contract documents and return them to the Municipality within thirty (30) calendar days from the date of the Notice of Award. No contract shall be considered effective until it has been fully executed by all parties.

b. Failure to comply with any of the requirements of these provisions relative to signing the contract or failure to furnish the required surety within fifteen (15) calendar days after notice of award shall be just cause for the annulment of the award or of the contract and/or forfeiture of the bid guarantee/bid bond. Further, if the award or the contract is annulled, or if the contract is not awarded due to in(action) of the lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal, the bid guarantee accompanying the bid shall become the property of the Municipality, not as a penalty but as liquidated damages.

c. If the award or the contract is annulled, the Municipality may award the contract to the next lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal or advertise a new request for bids for the contract(s).

d. Failure by the contractor to sign the contract within the time provided by this Subsection shall not be reason for an extension of the contract completion date.

**16. Taxes and Insurance Requirements**

Taxes and insurance for this project shall be in conformance with Section 103 of the VTrans 2024 Standard Specifications for Construction.

**17. Prompt Pay Compliance**

a. Vermont’s Prompt Pay Statute requires payment from primes to subs within 7 days of primes receiving payment. Vermont State Statutes Annotated, Title 9, §4003 provides: “Notwithstanding any contrary agreement, when a subcontractor has performed in accordance with the provisions of its contract, a contractor shall pay a subcontractor, and each subcontractor shall in turn pay its subcontractors, the full or proportional amount received for each such subcontractor’s work and materials based on work completed or service provided under the subcontractor, seven days after receipt of each progress or final payment or seven days after receipt of the subcontractor’s invoice, whichever is later.”

**18. Preconstruction Conference**

a. After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the Municipality, Design and/or Resident Engineer, Municipal Project Manager (MPM), and the VTrans Project Manager (or Supervisor), and other interested parties convened by the Municipality’s engineer/representative. The conference will serve to acquaint the participants with the general plan for the construction operation and all other requirements of the contract. The municipality will provide the successful bidder with the date, time and place of the conference. ***Note:*** If the specific material testing and certification requirements are not included elsewhere in the contract documents, they will be provided by the Municipality to the contractor at the preconstruction conference.

**19. Waste Borrow and Staging Areas**

* 1. The opening and use of offsite waste, borrow and staging areas shall follow the applicable provisions of Section 105 of the VTrans Standard Specifications for Construction, 2024 Edition.
  2. The Contractor and/or property owner shall obtain all necessary permits and clearances prior to using off site waste, borrow or staging areas. In addition, all off-site waste borrow, and staging areas must be reviewed and approved by the VTrans Environmental Section prior to use. Application should be made at least 21 calendar days prior to planned utilization. No work will be performed at offsite waste borrow or staging areas without written approval of the VTrans Environmental Section. The forms for either documenting an exempt site or applying for review of a site may be found on the VTrans web site at: <http://vtrans.vermont.gov/working/offsite-activity>

**20. DBE Requirements**

The VTrans overall DBE goal is currently achieved by a combination of contract specific goals and a race/gender neutral policy. Contractors should be proactive and solicit bids and quotes from certified DBEs for use when submitting their own bids and employ certified DBEs when participating in transportation related projects.

Current VTrans guidelines can be found at:

<https://vtrans.vermont.gov/civil-rights/doing-business/dbe-center> .

**21. Contaminated Soils**

If contaminated soils or groundwater are encountered during the course of construction, the Contractor is directed to contact: Mr. Andy Shively, Hazardous Material and Waste Coordinator, of the Vermont Agency of Transportation at [andy.shively@vermont.gov](mailto:andy.shively@vermont.gov) or by phone at . (802) 229-8740 or by pager at (802) 250-4666.

**22. Contract Documents**

See Sample Construction Contract below for contract documents to be included.

<https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/FinalPlans,SpecificationsAndEstimate.aspx>

In the event that a bidder suspects or determines the proposal is incomplete, notify name and telephone number for Municipal Project Manager*.*

**BID FORM**

**Common Name of Project**

**Project Name and Number**

Proposal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called Bidder), organized and existing under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ doing business as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a corporation, a partnership, of an individual)

To the Town of xxx, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

It is essential that all forms that require signature as part of the final Bid Submission be filled out and signed or the Bid itself will be invalid:

* Contractors EEO Certification Form CA-109 – Appendix A
* Debarment & Non-Collusion Affidavit CA-91 – Appendix B
* Worker Classification Compliance Requirement (Prime Contractor) – Appendix C

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is INSERT DATE.

Bidder acknowledges receipt of the following Addenda:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[NOTE: The items listed below are only provided as an example of the recommended bid form format and must be changed to be project specific. Unit prices must be provided both in figures and in words. REMOVE THIS TEXT IN THE FINAL BID FORM]**

Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Unqualified bids will not be accepted.

**VTrans UNIT TOTAL**

**ITEM # ITEM UNIT QUANTITY PRICE PRICE**

201.1000 Clearing and Grubbing, Including Individual Trees and Stumps LS 1 $ $

Unit Price in Words

201.3100 Thinning and Trimming for Signs

EA 4 $ $

Unit Price in Words

203.1500 Common Excavation CY 600 $ $

Unit Price in Words

* 1. Excavation of Surfaces and Pavements

CY 30 $ $

Unit Price in Words

203.3200 Granular Borrow CY 150 $ $

Unit Price in Words

ETC… ETC…

**Total Base Bid $\_\_\_\_\_\_\_\_\_\_\_\_**

Total Base Bid Written \_\_\_\_\_\_\_\_\_\_\_

The lowest responsive and responsible bidder will be determined by the **Total Base Bid.**

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work as specified within the Contract Documents.

By submitting this bid, a bidder certifies that it shall report in writing to the municipality any errors or inconsistency discovered in the plans, proposal, specifications, or proposal documents immediately upon discovery.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

ATTEST (Name and Signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LS = lump sum LU = lump unit

EA = each CY = cubic yard

SY = square yard LF = linear foot

SF = square feet TON = ton

CWT = hundredweight MGAL = thousand gallons

GAL = gallon LB = pound

HR = hour

**NOTICES TO BIDDERS**

**[The following notices, as a minimum, are to be included in all locally managed projects using the VTrans Construction Specifications. Additional project-specific notices may be added as necessary as approved by the MA project manager. REMOVE THIS TEXT IN THE FINAL BID DOCUMENTS.]**

**NOTICE TO BIDDERS – CONTRACT COMPLETION DATE.** This Contract shall be completed on or before Month Day, Year.

If the Completion Date is set outside of construction season (i.e. after November 15th) add the following paragraph:

In accordance with this requirement, and with reference to Subsection 108.08(b), work will be allowed during the seasonal closure period from Month (November-March) Day, Year to Month (November-March) Day, Year. Example: November 16, 2024 to March 31, 2025.

**NOTICE TO BIDDERS – DAVIS-BACON.** U.S. Department of Labor Davis-Bacon wage rates are applicable to this Contract. Copies of the applicable rates are included in this proposal.

In the included wage rates, the requirements of Executive Order 13658 and 14026 do not apply to this Contract.

**NOTICE TO BIDDERS – SPECIAL CONSTRUCTION REQUIREMENTS.**

(a) The Contractor shall maintain a safe access to all ramps and U-turns at all times during the construction of this project.

(b) During construction it will be necessary for the Contractor to maintain one-lane traffic for extended periods of time. In no case shall the paved width for this one-lane traffic, including shoulders, be reduced to less than xx feet. This paved width shall remain free of obstructions and obstacles at all times.

(c) The Contractor shall position Portable Changeable Message Signs at locations determined by the Engineer properly warning motorists of the roadway conditions ahead. As directed by the Engineer, these locations may change during construction as needs arise based on daily work activities. The message to be displayed shall be submitted to the Engineer in advance for approval. The displayed message should accurately reflect what motorists can expect to encounter through the project area. The cost of providing the Portable Changeable Message Signs will be paid for under Contract item 641.1500 or 641.1700, as applicable. The Contractor shall also install and maintain appropriate construction signing warning the traveling public of the expected roadway surface conditions.

(d) Prior to final acceptance of the project, all drop inlets and bridge joints within the project limits shall be cleaned and all material within the drop inlets and bridge joints shall be removed. All paved areas adjacent to curbs shall be swept and cleaned of all extraneous material. Costs for this work will not be paid for directly, but will be considered incidental to all Contract items.

(e) There are special events throughout the year that may require close communication and coordination between the Contractor and the municipality to reduce conflicts. The municipality will advise the Engineer and Contractor of the specifics of each event and the Engineer will direct the Contractor as to what actions, if any, will be necessary on the Contractor’s part to minimize impacts to the event. Special events that may conflict with Contractor operations are not limited to those which may be listed in this Notice to Bidders. There will be no extra compensation paid to the Contractor for any inconvenience caused by working around any listed or unlisted special events.

For more information about area special events, contact the following:

Killington: Amy Morrison

Events & Marketing Coordinator

Town of Killington

2706 River Road Amy@Killingtontown.com

802-422-2105

TABLE 1 – SCHEDULE OF KNOWN EVENTS

|  |  |  |
| --- | --- | --- |
| Event Name | Event Location | Anticipated Event Date |
| Name | Location | Date if known |

(If there are no events remove the table, but leave the rest of the section.)

**NOTICE TO BIDDERS – STAGING AND WASTE SITES.** The Contractor is hereby notified that the Vermont Natural Resources Board has requested that VTrans contractors planning to use staging and waste sites governed by preexisting Act 250 permits notify District Coordinators prior to using these sites. Complying with preexisting Act 250 permits at these sites is the sole responsibility of the landowner and the Contractor, not the State.

**NOTICE TO BIDDERS – SURFACE WATER WITHDRAWAL.** The Contractor is hereby notified that the Vermont state law, Act 135 of 2022, requires any person withdrawing surface water (as defined in 10 V.S.A. § 1002 (20)) to register with and report the water withdrawal and usage to the Vermont Department of Environmental Conservation beginning January 1, 2023. Guidance can be found here: <https://dec.vermont.gov/watershed/rivers/streamflow-protection/act-135-surface-water-withdrawal-registration-and-reporting>

**NOTICE TO BIDDERS – UTILITIES**. The Contractor is advised to use caution when working around aerial or underground utilities to protect the facilities from damage.

Employees or agents of utility companies are to be allowed free and full access within the project limits with the tools, materials, and equipment necessary to install, operate, maintain, place, replace, relocate, and remove their facilities.

There will be no extra compensation paid to the Contractor for any inconvenience caused by working around and with utilities.

Act No. 86 of 1987 (30 VSA Chapter 86)(“Dig Safe”) requires that notice be given prior to making an excavation. It is suggested that the Permit Holder or his/her contractor telephone 1-888-344-7233 at least 48 hours before, and not more than 30 days before, beginning any excavation at any location.

Should the Contractor desire additional adjustments of the utility facilities for his/her convenience, proper arrangements shall be made in conformance with Subsection 105.07 of the Standard Specifications for Construction.

**NOTICE TO BIDDERS – ENVIRONMENTAL COMMITMENTS.** The Contractor is to follow the requirements found in the attached Environmental Commitments Memo.

**NOTICE TO BIDDERS – PROHIBITION OF RUSSIAN GOODS.** The Contractor is hereby notified that, pursuant to Vermont Executive Order No. 02-22, dated March 3rd, 2022, the purchase of Russian-sourced goods and goods produced by Russian entities (defined as institutions or companies that are headquartered in Russia or have their principal place of business in Russia) is prohibited. The awarded Contractor must fill out and sign the Executive Order 02-22 Vendor Certification as part of Contract awarding process.

**NOTICE TO BIDDERS – CONCURRENT CONSTRUCTION.** The Contractor is made aware of the following VTrans construction project(s) which are expected to be in progress within the area of this project during its construction.

TABLE 1 – CONCURRENT CONSTRUCTION PROJECTS

|  |  |  |
| --- | --- | --- |
| Project | Contractor | Anticipated Contract Completion Date |
| Project Name & Number | Name if known | Date if known |

This list is not all-inclusive, and it is possible there may be other VTrans, municipal, or private construction projects within the area of this project during its construction. The Contractor shall coordinate construction schedules and traffic control with the work required for these projects. There will be no extra compensation paid to the Contractor for any inconvenience caused by working around these or other projects.

**Check** [**VTransparency**](https://vtransparency.vermont.gov/)**, and with the municipality, for concurrent construction projects. If there is no concurrent construction, fill cells with N/A.**

**NOTICE TO BIDDERS – STANDARD DRAWINGS**. The Vermont Agency of Transportation Standard Drawings listed on the Index of Sheets are not included in the plan set, but may be found at the following address: <https://vtrans.vermont.gov/cadd/downloads>

**NOTICE TO BIDDERS – MUNICIPAL PROJECTS REVISIONS TO**

**SECTION 101 – DEFINITIONS**

**101.02, DEFINITIONS**, are hereby modified by deleting the existing following definitions and replacing as follows:

**AGENCY** – Wherever the word Agency appears on the plans, in any specification, or in the contract, it shall be read as, and shall mean; the Municipality Name/Project Sponsor Name, except when referenced to documents or publications.

**CALENDAR DAY** – Any day shown on the calendar, beginning and ending at midnight.

**CHANGE ORDER** – A document recommended by the Engineer, signed by the Contractor and the Municipality, and approved by the Agency of Transportation authorizing changes in the plans or quantities or both, establishing the basis of payment and time adjustments for the Work affected by the changes.

**CONSTRUCTION ENGINEER** – Wherever the term Construction Engineer appears on the plans, in any specification, or in the contract, it shall be read as, and shall mean; the Municipal Project Manager and/or Full Time Employee in Responsible Charge.

**CONTRACT COMPLETION DATE** - The calendar date specified in the Contract and as adjusted by Change Order when applicable, by which the Contractor shall achieve Substantial Completion.

**CONTRACT** –

The written agreement between the Municipality and the Contractor setting forth the obligations of the parties relative to the performance of the work. The Contract includes the Contract agreement, Contract Bonds, Project permits, Notices to Bidders, Contract Plans, Addenda, Standard Drawings, Special Specifications, the Standard Specifications for Construction*,* and any Supplemental Agreements or supporting documents

that are required to complete the work in an acceptable manner.

**CONTRACT BOND(S)** –

The approved forms of security, signed, notarized and furnished by the Contractor and the Contractor’s Surety or Sureties, guaranteeing complete performance of the Contract, compliance with the Contract, and the payment of all legal debts pertaining to the construction of the Project or work.

**CONTRACTOR(S)** –

The individual, partnership, firm, corporation, any acceptable combination thereof, or a joint venture which is a party to the Contract with the Agency which is undertaking the performance of the work under the terms of the Contract and acting directly or through its agent(s) or employee(s). The term “Contractor” means the prime Contractor as differentiated from a Subcontractor. All Contractors must be registered with the Vermont Secretary of State. The Contractor will act in an independent capacity and not as officers or employees of the State.

**ENGINEER** – Wherever the term Engineer appears on the plans, in any specification, or in the contract, it shall be read as, and shall mean; the Resident Engineer (RE).

**MATERIALS MANAGER** – Whenever the term Materials Manager appears on the plans, in any specification, or in the Contract, it shall be read as, and shall mean; the Design Consultant.

**REGIONAL CONSTRUCTION ENGINEER** – Whenever the term Regional Construction Engineer appears on the plans, in any specification, or in the contract, it shall be read as, and shall mean; the Director of Public Works **OR** Road Foreman **OR** other municipally appointed representative who is acting on behalf of the municipality responsible for administering and overseeing the construction contract.

**RESIDENT ENGINEER** – An entity employed by the Municipality to perform supervisory duties including the oversight of testing services on the project.

**SECRETARY** – Wherever the term Secretary appears on the plans, in any specification, or in the contract it shall be read as, and shall mean; the Legislative Body of the Municipality.

**STATE** – Wherever the term State appears on the plans, in any specification, or in the contract, it shall be read as, and shall mean; the Legislative Body of the Municipality.

**SURETY** – An individual or legal entity acceptable to the Town executing the bond or bonds furnished by the bidder or contractor.

**ADD TO 101.02, DEFINITIONS**, the following definitions:

**ADDENDUM (addenda)** – Contract revisions developed after advertisement and before opening bids.

**ADVERTISEMENT** – A public announcement, inviting bids for work to be performed or materials to be furnished.

**AGREEMENT** – The written instrument which is evidence of the agreement between the Municipality and the Contractor.

**AWARD** – The formal acceptance by the Municipality of a bid.

**BID** – The offer of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

**BID BOND** – A bid guarantee as outlined in the Instructions to Bidders for Contracts.

**BIDDER** – The individual, partnership, firm, corporation, or any combination thereof, or joint venture, submitting a Bid in accordance with the bidding requirements.

**CONTRACT TIME** – The time allowed for completion of the contract including authorized time extensions.

**INCIDENTAL AND INCIDENTAL ITEM** – These terms are used to indicate work for which no direct payment will be made. Such work is considered to be incidental to items having contract prices, and the bid prices submitted by the contractor shall be sufficient to absorb the cost of all work designated as incidental or as incidental items.

**INVITATION FOR BIDS** – An advertisement for receiving bids for all work and/or materials on which bids are invited from prospective contractors.

**MUNICIPAL PROJECT MANAGER** – A person or firm employed or appointed by the Municipality to provide administrative services for the project.

**NOTICE OF AWARD** – The written notice of the acceptance of the Bid from the Owner to the successful Bidder.

**OWNER** – Municipality or Local project sponsor’s name.

**PREQUALIFICATION:**

**Annual Prequalification** – The Agency of Transportation process by which an entity is generally approved to bid on contracts advertised by the Local Project Sponsor. Depending on the project size annual prequalification may be the only prequalification necessary.

**Contract Specific Pre-qualification** – The process by which an entity is approved to bid on a specific contract determined by the Municipality to be of a size or scope to warrant more than an Annual Prequalification.

**PREQUALIFICATION ADMINISTRATOR** – An Agency of Transportation employee charged with administration of the prequalification process for the Prequalification Committee.

**PROPOSAL** – The offer of a bidder, on the prescribed form, to perform work and/or provide materials at the price quoted in the offer.

**PROPOSAL FORM** – The prescribed form on which the Municipality requires the Bid be submitted.

**PROPOSAL GUARANTEE** – The security furnished with a bid to ensure that the bidder will enter into a contract if the bidder’s proposal is accepted by the Municipality.

**SUBCONTRACTOR** – An individual or legal entity to which the contractor sublets a part of the work included in the contract.

**TESTING FIRM** – An independent firm employed by the Municipality or Resident Engineer to perform all sampling and testing of materials as specified in the Contract Documents and as defined in the VTrans Qualified Laboratory Program.

**NOTICE TO BIDDERS – MUNICIPAL PROJECTS REVISIONS TO**

**SECTION 105 CONTROL OF THE WORK**

**105.11 CONSTRUCTION STAKES, Part (a) Initial Layout, (b) Layout of Subgrade and (c) Permanent Marking Layout,** delete these paragraphs in their entirety and replace with the following:

Horizontal and vertical control information for the project is shown on the project plans or shall be based on existing conditions. The information is sufficient to enable the Contractor to stake the project. The Contractor shall perform all staking requirements for the proposed work. The Contractor will be responsible for the accuracy and preservation of the staking.

**105.20 CLAIMS FOR ADJUSTMENT, section (g),**  **Appeal to the Chief Engineer, part (3):**

Delete part (g) (3) with no replacement.

**NOTICE TO BIDDERS - MUNICIPAL PROJECTS REVISIONS TO**

**SECTION 106 – CONTROL OF MATERIAL**

**106.03 SAMPLES AND TESTS,** Add the following two paragraphs to the beginning:

An independent firm employed by the Municipality or Resident Engineer to perform all sampling and testing of materials as specified in the Contract Documents and as defined in the VTrans Qualified Laboratory Program,

shall be responsible for all acceptance sampling and testing of materials and completed work.

The Contractor shall be responsible for their Quality Control. The cost of their Quality Control shall be considered incidental to the payment items in the bid. Any sampling, testing, retesting, and submission of reports and certifications by the Contractor as required by the contract documents and plans shall be considered incidental to the payment items in the bid.

Delete the first sentence of the third paragraph and replace with the following:

Samples will be taken and testing performed by certified personnel of the testing firm in accordance with the requirements of the latest edition of the Vermont Agency of Transportation’s Quality Assurance Program and Material Sampling Manual.

Modify the last sentence of the fourth paragraph to read as follows:

Copies of all test results shall be forwarded directly to the Resident Engineer and the Contractor by the testing firm.

**NOTICE TO BIDDERS – MUNICIPAL PROJECTS REVISIONS TO**

**SECTION 656 - PLANTING TREES, SHRUBS, AND VINES**

**656.09 ESTABLISHMENT AND MAINTENANCE**, Delete the third paragraph and replace with the following:

The Resident Engineer, Contractor, and a Town Representative shall inspect the plantings prior to final acceptance of the project. If any dead or dying plants are identified, these plants shall be replaced at the contractor’s expense.

**656.13 BASIS OF PAYMENT**, Delete Part (b) and replace with the following:

(b) The remaining 20% of the Contract Unit Price shall be paid after the plantings have been inspected and accepted by the Resident Engineer and the municipality.

**SPECIAL SPECIFICATIONS**

Add any applicable approved Special Specifications required for the project. Delete header if not required.