

Instructions for Completing the JOC Equipment and Rate Sheet

1. Access the Equipment & Rate Sheet:

- Click the "Equipment & Rate Sheet" link located on the first page of the RFP document.

Vermont Agency of Transportation
Job Order Contracts

JC004
Request for Proposal

 **VERMONT**

Vermont Agency of Transportation
219 North Main Street, Barre, VT 05641
<https://vtrans.vermont.gov/contact-us>

REQUEST FOR PROPOSAL
Job Order Contracts

JC004

RFP Schedule	Deadlines
RFP Issue Date	01.21.2026
Deadline to Submit Questions	01.28.2026 by 11:00am
Anticipated VTrans Response to Questions	02.04.2026
Proposals Due	02.25.2026 by 11:00am
Anticipated Award Date (Subject to Change)	03.25.2026
Contract Start Date	05.01.2026

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDA ASSOCIATED WITH THIS RFP WILL BE POSTED AT: <https://vtrans.vermont.gov/contract-admin/bids-requests/job-order-contracting>

Equipment & Rate Sheet: The equipment rate sheet can be found here: [Link](#)

Required Forms: Required Fillable forms can be found here: [Link](#)

Please be aware that when you click the link, the Excel document might be downloaded directly in your web browser. If you encounter any issues accessing the document, feel free to contact AOT.JOC@vermont.gov to request that the document be emailed to you.

The State will make no attempt to contact interested parties with updated information. It is the responsibility of each Proposer to periodically check the above webpage for any and all notifications, release and addendums associated with this RFP.

The Point of Contact (POC) for VTrans is the sole individual authorized to discuss this Project and the Request for Proposal, and will only communicate with the Authorized Representative of the Party. All communications with VTrans' POC regarding this Project must be in writing via email. To be considered official, the subject line of any email must begin with JC004 RFP.

STATE POINT OF CONTACT (POC): **Angie Farrington**
E-MAIL: AOT.JOC@vermont.gov

VTrans Mission and Vision
Through excellent customer service, provide for the safe and efficient movement of people and goods in a socially, economically, and environmentally sustainable manner. A safe, reliable, and environmentally sustainable multimodal transportation system that grows the economy, is affordable to use and operate, and serves vulnerable populations.

- If prompted with a security warning or a dialog box, select "Open." If you encounter any issues accessing the sheet, please email AOT.JOC@vermont.gov to request a copy via email.

Open this file?

Do you want to open JOC Equipment & Rate Sheet.xlsx?

From: outside.vermont.gov

[Report file as unsafe](#)

Open

Cancel

2. Save the Document:

- Once the Equipment and Rate Sheet is open, save it to your computer. Click "File" in the top left corner of the Excel document, then select "Save As."

1. Contractor Information:

- Contractor Name:** Enter the name of your company or organization.
- Date:** Provide the date the Equipment Rate Sheet was completed

2. Scope of Work Selection:

- Review the list of Scopes of Work provided. This list can also be found by selecting the tab on bottom of the excel document listed "Scope of Work"
- Indicate which Scopes of Work you would like to be considered for by clicking the box. Leave blank for Scope of Work you would like not to be considered for.

3. Equipment Details:

- Equipment Type:** Select the type of equipment you can offer by selecting from the drop list found by clicking the box with an arrow pointing down in the Equipment Type field as seen below. You may find the list of Equipment by selecting the "Equipment List" tab on the bottom of the excel document.
- If "Other" is selected, provide a description in the "Equipment Other" field.
- Equipment Description:** Fill in the make, model, and size of the equipment.

4. Rate Information:

- Equipment Hourly Rate:** Enter the hourly rate for the equipment.
- Labor Hourly Rate:** Enter the hourly rate for labor associated with the equipment.
- Total Rate:** This will be auto calculated based on the information provided in the Equipment Hourly Rate and Labor Hourly Rate.

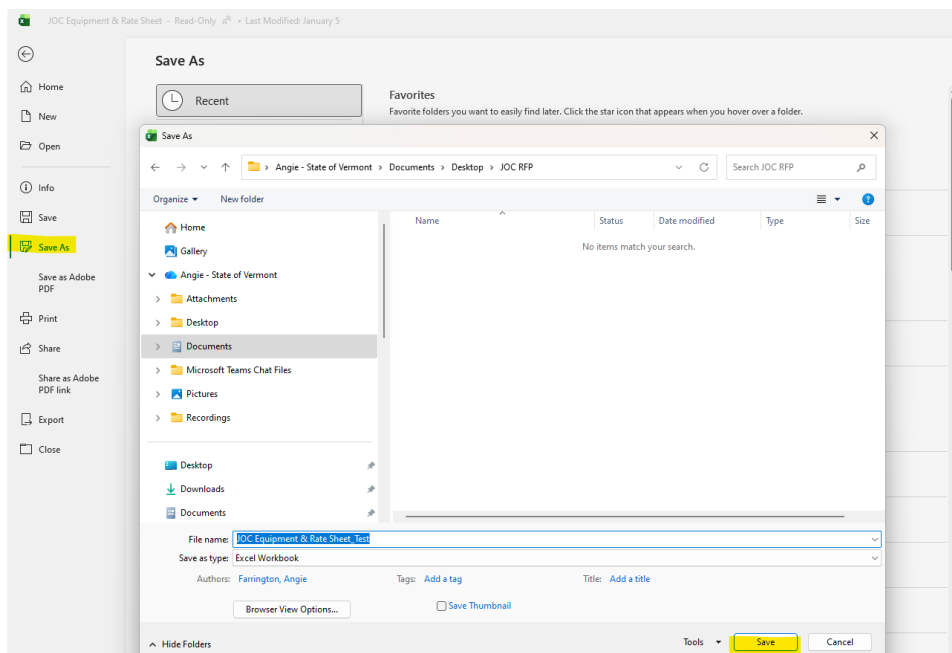
5. District Availability:

- Indicate the districts where your services are available by clicking the box for Districts 1 through 9 as applicable. Leave blank for districts where services are not available.

6. Review and Submit:

- Double-check all entries for accuracy.
- Ensure all required fields are completed.
- Submit the completed Equipment Rate Sheet as an excel file via email to AOT.JOC@vermont.gov with your proposal submission

- b. Name the document "JOC Equipment Rate Sheet" followed by your business name, and choose a location on your computer to save it.



3. Edit the Equipment Rate Sheet:

- a. Navigate to the "Equipment Rate Sheet" tab at the bottom of the Excel document to begin editing.

7. Enter Equipment Details:

- Equipment Type:** Select the type of equipment from the dropdown list by clicking the arrow in the "Equipment Type" field. For a full list, refer to the "Equipment List" tab at the bottom of the document.

Equipment Type	Equipment Other (If you select "Other" for Equipment Type, please provide a description)	Equipment Description			Equipment Hourly Rate	Labor Hourly Rate	Total Rate	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
		Make	Model	Additional Description												
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Compactor							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Concrete Pump							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Concrete Mixer							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crane							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Doser							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Excavator							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Flagger							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Flagger - Railroad							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Forklift							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Grader							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Guardrail Post Driver							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
Vibratory Hammer							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐

- Equipment Other:** If you select "Other," provide a description in the "Equipment Other" field.
- Equipment Description:** Enter the make, model, and additional description of the equipment.

Date:	1/13/2026										
Scope of Work:	Excavation & Trucking	Rail Work	Traffic Control	Winter Maintenance	Pavement	Vac Services	Tree Work	Landscaping/Mowing	Rental Equipment	Other	Scope of Work Other (If you select "Other" for Scope of Work, please provide a description)
Please choose the Scopes of Work you would like to be considered for	☒	☐	☐	☒	☒	☐	☐	☐	☐	☒	Drone Services

Equipment Type	Equipment Other (If you select "Other" for Equipment Type, please provide a description)	Equipment Description			Equipment Hourly Rate	Labor Hourly Rate	Total Rate	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
		Make	Model	Additional Description												
Excavator		Caterpillar	315	60" Tilt Grade Bucket			0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐

8. Provide Rate Information:

- Equipment Hourly Rate:** Enter the hourly rate for the equipment.
- Labor Hourly Rate:** Enter the hourly rate for labor associated with the equipment.
- Total Rate:** This will be automatically calculated based on the Equipment and Labor Hourly Rates.

Date:	1/13/2026										
Scope of Work:	Excavation & Trucking	Rail Work	Traffic Control	Winter Maintenance	Pavement	Vac Services	Tree Work	Landscaping/Mowing	Rental Equipment	Other	Scope of Work Other (If you select "Other" for Scope of Work, please provide a description)
Please choose the Scopes of Work you would like to be considered for	☒	☐	☐	☒	☒	☐	☐	☐	☐	☒	Drone Services

Equipment Type	Equipment Other (If you select "Other" for Equipment Type, please provide a description)	Equipment Description			Equipment Hourly Rate	Labor Hourly Rate	Total Rate	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
		Make	Model	Additional Description												
Excavator		Caterpillar	315	60" Tilt Grade Bucket	150.00	50.00	200.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐

9. **Indicate District Availability:**

- a. Specify the districts (1 through 9) where your services are available by checking the appropriate boxes. Leave boxes unchecked for districts where services are not available.

Contractor Name:		Contractor Business Name Test																	
Date:		1/13/2026																	
Scope of Work:		Excavation & Trucking	Rail Work	Traffic Control	Winter Maintenance	Pavement	Vac Services	Tree Work	Landscaping/ Mowing	Rental Equipment	Other	Scope of Work Other (If you select "Other" for Scope of Work, please provide a description)							
Please choose the Scopes of Work you would like to be considered for		☒	☐	☐	☒	☒	☐	☐	☐	☐	☒	Drone Services							
Equipment Type	Equipment Other (If you select "Other" for Equipment Type, please provide a description)	Equipment Description			Equipment Hourly Rate	Labor Hourly Rate	Total Rate	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9			
		Make	Model	Additional Description															
Excavator		Caterpillar		315 60" Tilt Grade Bucket	150.00	50.00	200.00	☐	☐	☒	☒	☐	☒	☐	☐	☐			
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐			
							0.00	☐	☐	☐	☐	☐	☐	☐	☐	☐			

10. **List Additional Equipment:**

- a. Repeat steps 7-9 for each piece of equipment you offer.

11. **Save Your Work:**

- a. Remember to save your document frequently to avoid losing any data.

12. **Review and Submit:**

- a. Double-check all entries for accuracy and ensure all required fields are completed.
b. Submit the completed Equipment Rate Sheet as an Excel file via email to AOT.JOC@vermont.gov along with your proposal submission..