

TOWN OF SHAFTSBURY, VERMONT

INTRODUCTION

The Town of Shaftsbury. (referred hereafter as the "Town") VT seeks to engage the services of a qualified company for the purchase of One (1) Commercial Top Mount Pumper.

SUBMISSION OF BID PROPOSALS

All bids shall be clearly typed and legible. *To assist the Town in the evaluation process, the bids will follow the same format as these specifications and in accordance with the instructions in the following pages. Proposals that do not follow this format or instructions will be considered non-responsive and rejected.* Two (2) hard copies and one digital copy your proposal will be provided.

Bids must be submitted to the Town in sealed envelopes clearly marked '*SEALED BID ON COMMERCIAL TOP MOUNT PUMPER.*'

Bids must be physically received by the Town at the address listed below no later than Thursday August 29th at 3pm from interested contractors to be eligible for consideration. Late bids/proposals will not be considered.

ALL BIDS SHALL BE RECEIVED AT

By Mail:

Town of Shaftsbury
Attn: Town Administrator
PO Box 409
Shaftsbury, VT 05262

Hand Delivery:

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Town Offices
61 Buck Hill Road
Shaftsbury, VT 05262

Hand delivery will only be accepted during normal business hours only.

BID OPENING

The Selectboard will meet on August 29th, at 6:00 PM for opening and reading of bids.

The Selectboard meets at:
Town Offices at Cole Hall
61 Buck Hill Road
Shaftsbury, VT 05262

The Selectboard reserves the right waive informalities or reject any or all bids and to accept the bid that Selectboard feels is in the best interest of the Town of Shaftsbury and its constituents. The Selectboard also reserves the right to negotiate with the successful contractor provisions in addition to those contained in this RFP

CONTACT INFORMATION

Read the contract documents and specifications carefully. Firms are encouraged to contact the Town with questions prior to bid. Should interested bidders have questions they will contact the following by email only:

Chief Joe Vadakin
jvadakin@bennington.edu

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David Kiernan, Town Administrator

administrator@shaftsburyvt.gov

A response will be given in writing with twenty-four hours of receipt.

GENERAL REQUIREMENTS

These specifications are intended to describe a Commercial Top Mount Pumper that the Fire Department will need to provide services to the protectorates of the Town of Shaftsbury.

The specifications provided are the minimum that will be accepted. The Selectboard understands that each manufacturer utilizes different techniques, materials, and accessories. The Selectboard expects that the manufacturers will meet the minimum requirements and explain in detail the unit they are proposing using their own document.

RELIABILITY OF CONTRACTOR/BIDDER

The bidder shall furnish evidence that they can design, engineer and construct the apparatus specified and test the equipment when completed. Manufacturer must have a minimum of a fifty-year track record in the manufacturing of fire apparatus.

The bidder shall provide a list of a minimum of 50 apparatus constructed and delivered by the sales representative or Contractor (if they are one in the same) . The name of the department, a contact person, and telephone number shall be provided with this.

PROPOSAL LAYOUT

In order to allow for expedient and easy review of multiple proposals, the Contractors proposal document will be divided into eight (8) sections and in the following order:

Section One: Town supplied proposal form and your cover letter,

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Section Two: Bid Bond, Non-Collusion Certificate, Proof(s) of Insurance, mandatory informational pages, and Letter of Authorization for dealerships to submit proposals on behalf of the manufacturer (not required if bidder and manufacturer are the same),

Section 3: Warranty Documents,

Section 4: Town Bid Document with clarification and exception page being the first page,

Section 5: Contractors proposal. The proposal will include a table of contents like that of the Town document (no exception),

Section 6: Service Center Information,

Section 7: Reference lists, requested certifications (FAMA Membership, Crash Worthiness etc.), brochures for alternate proposed items (accessories etc.),

Section 8: Contractor Literature,

Additional sections maybe added if so required but must be after Section 8. The digital proposal (supplied on USB or CD) shall follow the same format as the above except for Section 8 which can be omitted. Failure to follow the above formatting will result in immediate rejection of your proposal NO EXCEPTIONS.

EXCEPTIONS TO SPECIFICATIONS

Experimental manufacturing techniques or materials are not acceptable and will be immediately rejected. Exceptions to the attached specifications will be considered provided they meet or exceed the minimum requirements. The Selectboard will determine 'equal to' or 'superior' status. The Selectboard' s decision regarding these items will be final and conclusive.

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Submission of a list of exceptions does not indicate acceptance of exceptions by the Selectboard. Failure to submit the detailed exceptions will indicate to the Selectboard that an exception is not taken, and the bidder will provide the construction, fabrication, and material requirements as desired by the Selectboard and detailed in the attached specifications.

Your exception page shall include the following:

Town item(s) and page number you are taking exception to, a *brief* description of your exception and the page number of your proposal document where the exception can be found.

In the unlikely event that the contractor/bidder fails to construct the apparatus as requested in the attached specifications, the Selectboard retains the right to reject the entire apparatus and invoice the contractor/bidder for any costs or losses that the Selectboard may have incurred due to the contractor/bidder failing to meet specifications described in the purchase contract.

BID VALIDITY PERIOD

To allow enough time for the Selectboard to evaluate all bid proposals received, all bids must remain valid for a period not less than 30 calendar days from date of bid opening. All prices must remain firm for the entire period.

During the evaluation period, bidders may be asked to further clarify their proposals or answer questions that may arise during the evaluation of the bid. It is the responsibility of the bidder to make clarifications, *in writing*. These written clarifications must be received within 24 hours of when they were requested by the Selectboard. Failure to respond within the allowed time will render the bid proposal unresponsive and it will be rejected.

All information that is requested in the Selectboard bid packet must be included in the sealed bid proposal. Bidders will not be allowed to submit required documents after opening of bids. Failure to include required information with the bid will result in rejection of the bid proposal.

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AWARD OF CONTRACT

The bid shall be awarded to the contractor/bidder that most closely meets all requirements set forth in the attached specifications after approval for this purpose and any necessary financing. All bidders shall be aware that exceptions taken will not affect the award of bid provided that all exceptions are determined to be 'equal to' or 'superior to' the attached specifications.

The purchase contract shall list the manufacturer of the apparatus as the Contractor and shall not include a sales representative or company as the Contractor unless these are one in the same. The purchase contract shall be presented to the Town of Shaftsbury within 14 days of notification of bid to the contractor/bidder. If the contractor fails to provide a contract within 14 days, they will be considered non-responsive and the bid-bond will be forfeited.

FURTHER INSTRUCTIONS

Further instructions and requirements will be found in following pages in the Towns "Fire Truck Bid Packet".