

**Town of Wilton, NH**  
**Invitation for Bids #07-24**  
**2024 Wilton Crack Filling**



**Date Posted:** April 12, 2024

**Bid Deadline:** April 19, 2024 @ 10:00 AM

**Primary Staff Contact:**

Nick Germain, Town Administrator, Wilton TA

[wiltonta@wiltonnh.gov](mailto:wiltonta@wiltonnh.gov)

[603-654-3299](tel:603-654-3299)

**Inquiry / Bid Package Submissions Address:**

**Inquiry**

Wilton Town Hall  
42 Main Street  
Wilton, NH 03086

**Mailing Address**

Wilton Town Hall  
Administration Office  
PO Box 83  
Wilton, NH 03086

**It is the town's intent that this BID shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, Nick Germain, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source**

**The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all Bids, to waive technical or legal deficiencies, and to accept any Bid that it deems to be in the best interest of the Town of Wilton.**

**Index**

1. General Information and Submission Process (Page 3)
2. Background Details (Pages 3-4)
3. Scope of Services and System Specifications (Page 4-5)
4. Contract Requirements (Pages-5-6)
5. Mandatory Bid Components (Pages 6-7)
6. Evaluation Process (Page 7)

**Attachment #1 Bid Summary Sheet****Attachment #2 Notice to Proceed****Attachment #3 Change Order Form**

## 1. General Information and Submission Process

### 1.1 Key Dates

*Bid Submission Deadline: April 22nd, 2024 @ 10:00 AM*  
*Anticipated Award: Timeframe: Within 30 days of Bid Deadline*  
*Start Work Date: TBD*  
*Project Completion: November 2024*

### Obtaining BID Documents

The Town of Wilton’s primary outlet for distributing documentation for this BID is the [purchasing page](#) on its website: [www.wiltonnh.gov](http://www.wiltonnh.gov). Essential documents can also be received in hardcopy from the Administration Department at 42 Main Street in Wilton, NH.

### 1.2 Inquiries

Technical or administrative questions should be directed to this Request for Bid’s main contact (wiltonta@wiltonnh.gov) listed on the cover. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this BID will be released as addenda up to two weeks prior to the original Bid deadline. Please check the Town website to read any additional documentation prior to final submission.

### 1.3 Site Inspections

Vendors are encouraged to inspect the site first hand if they wish to do so, but a site inspection is NOT MANDATORY to submit a Bid.

### 1.4 Submission Instructions

Sealed hardcopy Bid packages, plainly marked “IFB 07-24 Wilton Crack Filling” must be received by town personnel (**42 Main Street, Wilton, NH in person; or by mail to P.O. Box 83, Wilton NH, 03086**) before the Bid deadline on April 22, 2024 by 10:00AM. Each package must include at least one copy of the following two (2) items.

- 1.5.a Non-pricing information about the project requested in line with subsequent sections of this IFB, including the mandatory Bid components found under **Section 5**.
- 1.5.b Completed Bid sheet(s) (see **Attachment Item #1**). All entries and signatures on each pricing sheet must be typed or written in ink; figures or signatures in pencil will be considered disqualifying.

## 2. Background Details

The Town of Wilton, New Hampshire is a small local government entity consisting of less than 100 employees (of all categories) serving a community of approximately 3800 people. While mostly rural, it boasts a small, more industrialized and densely populated downtown that is served by public water and sewer systems administered by their respective commissions. This upcoming Spring-Summer season it seeks crack filling services to help preserve and extend the life expectancy of certain roads.

## **2.1 Process Description**

The Town of Wilton is seeking sealed, competitive Bids in compliance with its adopted purchasing policy. A “*Invitation for Bids*” (BID) process was selected due to the fact that the needs to complete the desired project are largely known. Therefore, the town seeks complete Bids to furnish the goods and services it identifies in this BID to achieve the below desired outcomes.

## **2.2 Desired Outcomes**

- 2.2.a** Crack sealing on designated town roads occurs as soon as feasible and is coordinated with other town road maintenance and improvements
- 2.2.b** The Town obtains a contract as necessary for additional crack filling if deemed appropriate by designated town officials and the Public Works Director

## **3. Scope of Services**

The chosen vendor will be expected to perform or furnish the following crack filling labor and material su

- Approximately 0.2 miles of Abbott Hill Road,
- 1.2 miles of Megettigan Road,
- If time permits we will do Spaulding Road (approximately 700 feet)
- Offer a price to additional miscellaneous work as necessary.

## **4. Contract Requirements**

### **4.1 Pricing**

Pricing must be inclusive, clear, and concise, including such other information as requested or required. Submitted material and labor costs must be firm for Town acceptance until at least May 30th, 2024. After contract acceptance, alternative or additional services or material types may be covered if executed through a signed change order approved by the Town Administrator.

### **4.2 Materials and Equipment**

By responding to this Bid, the Vendor agrees to furnish all materials, supplies, and services to complete the project.

### **4.2 Contingency**

The Town of Wilton does not require a contingency amount for this project.

### **4.3 Staffing and Work Conduct**

The default work schedule will be conducted between 6:00 AM and 4:30 PM Monday through Friday, excluding holidays. Alternative work schedules can be adopted through prior agreement with the Town and Wilton Highway Department

### **4.4 Billing.**

The Town will negotiate an appropriate billing schedule with the chosen vendor

#### 4.5 Insurance requirements

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Wilton as additional insured. The following standard insurance shall be required:

##### **Umbrella Insurance Coverage**

Per Occurrence	\$1,000,000
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##### **Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

##### **Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$1,000,000
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##### **Professional Liability:**

Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

##### **Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

#### 4.6 Contract Signing

Bid winner may provide the town its own proposed contract documents for review so long as they meet the town’s minimum Bid requirements as defined in this BID.

#### 5. Mandatory Bid Components

Bid packages should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of this request for Bids. Outside of pricing, the town doesn’t mandate precise form for most requested information, but at a minimum, the following items must be addressed or included in a Bid package:

**5.1** Name, business address, e-mail, and phone number of the main respondent and any subcontractors needed for the project

**5.2** A brief introductory statement signed by the chief contractor or an authoritative officer of a responding firm(s), that includes the following components:

**5.2.a** A statement saying the firm is willing and capable of furnishing all labor and material to execute the described project according to the town’s disclosed plans and requirements.

**5.2.b** Acknowledgement of any addendums issued by the town prior to submission deadline

**5.3** Proof of insurance to the degree required by the town

**5.4** A listing of a minimum of three similar projects, including references

**5.5** A proposed earliest start / completion date

**5.6** Answering the following: Is your firm able to do additional work this season or later in the summer if necessary?

**5.9** A Completed Bid summary sheet (**Attachment Item #1**)

## **6. Evaluation Process**

A team of reviewing officials will first read over all Bids received, and verify if each Bid package appears to meet minimum acceptable Bid submission standards specified in this IFB. After conducting a thorough review of properly received Bid packages, including price, checking references, and proposed work schedules, the review team will submit a recommendation to the Wilton Select Board to consider at their next regular meeting. Overall, the town will select the Bid deemed by the Select Board to be the most responsible bid to the town, deemed to be the lowest cost option to a demonstratively qualified vendor.

**Attachment #1**  
**Bid Summary Sheet**

**Town of Wilton BID 07-24: 2024 Crack Filling**

**Bid Summary Sheet**

<b>Miles</b>	<b>Road Name</b>	<b>Price</b>
0.02	Abbot Hill Road	
1.2	Megettigan Road	
800 Feet	Spalding Drive (if time permitting)	
<b>Misc. Rate If applicable (Provide estimated rates for additional work if inclined):</b>		

Earliest Estimated Date Available to begin work: \_\_\_\_\_

Contractor and/or Company name \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Print Representative's Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Attachment Item #2**

**Notice to Proceed**

**NOTICE TO PROCEED**

Dated \_\_\_\_\_, 2024

TO: \_\_\_\_\_  
(Insert Name of Contractor as it appears in the Bid Document)

ADDRESS: \_\_\_\_\_

PROJECT: Wilton Crack Filling

CONTRACT: \_\_\_\_\_ #07-24

You are notified that the Contract Time under the above contract will commence to run on \_\_\_\_\_, 2024. By that date, you are to start performing your obligations under the Contract #07-24 and conclude such obligations on or before each date specified under Paragraph 3 of the Agreement.

Before you may start any Work at the site, under Paragraph 6 **“INSTRUCTIONS TO BIDDERS”** Certificates of insurance shall have been delivered to the Town, and maintained through the duration of the Work in accordance with the Contract Documents.

\_\_\_\_\_  
(owner)

By \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Title)

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

\_\_\_\_\_  
(Contractor)

This \_\_\_\_\_, 2024

Employee Identification  
Number: \_\_\_\_\_

By \_\_\_\_\_  
\_\_\_\_\_  
(Title)

**Attachment Item #3**  
**Change Order Form**

# Town of Wilton, NH

**CHANGE ORDER No.** \_\_\_\_\_

Project: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Owner's Project Number 07-24

Contractor: \_\_\_\_\_

You are directed to make the following changes in the Contract Document:

Description: \_\_\_\_\_

Specification and/or drawing affected: \_\_\_\_\_

Justification: \_\_\_\_\_

Attachments (documents supporting change): \_\_\_\_\_

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ _____	Original Contract Time _____ (days or date)
Previous Change Orders \$ _____	Net Change from previous Change Orders _____ (days)
Contract Price prior to this Change Order \$ _____	Contract Time prior to this Change Order _____ (days or date)
Net Increase (Decrease) of this Change Order \$ _____	Net Increase (Decrease) of this Change Order _____ (days)
Contract Price with all approved Change Orders \$ _____	Contract Time with all Change Orders _____ (days or date)

This document will become a supplement to the Agreement and all provisions will apply hereto. The attached Contractor's Revised Project Schedule reflects increases or decreases in Contract Time as authorized by this Change Order.

Stipulated price and time adjustment includes all costs and time associated with the above-described change. Contractor waives all rights for additional time extension for said change. Contractor and Owner agree that the price(s) and time adjustments(s) stated above are equitable and acceptable to both parties.

RECOMMENDED:	APPROVED:	APPROVED:	APPROVED:
By: _____	By: _____	By: _____	By: _____
_____	_____	_____	_____
Date	Date	Date	

