**TOWN OF HANCOCK**

**P.O. BOX #100**

**HANCOCK, VERMONT 05748**

**TELEPHONE (802)-767 - 3660**

**Prospectus for grading of the Hancock**

**Road System – 3 year contract**

**Insurance Requirements:** The Town of Hancock requires that all Contractors or Persons working for the Town of Hancock carry a General liability Policy of no less than One million Dollars ($1,000,000.00) **with the Town of Hancock being an additional Insured.** Any Contractor or Persons working for the Town of Hancock having Employees must provide the Town of Hancock with a Certificate of Worker’s Compensation meeting all State of Vermont and Federal Statues. **All Insurance Certificates must be on file with the Hancock Town Clerk** **before work is to begin.**

**Additional Requirements:** The Town of Hancock requires that any Vehicle exceeding the twenty four thousand pound weight limit (24,000) with or without load, obtain an overweight permit. The Town of Hancock has restrictions on its roads and obtaining this permit is the only way to operate legally on the Hancock Road System.

**Additional Requirement:** The Town of Hancock requires that all construction sites be properly warned with the correct signage and cones.

**Additional Requirement:** The Town of Hancock requires that the Contractor provide traffic control as needed.

**Contractor Responsibilities:** Furnish all Equipment, Materials, Insurances, Labor and Knowledge necessary to complete the project described herein within the timeframe allowed.

**Town of Hancock’s Responsibilities:** Direction so the herein described project can be completed in the timeframe allowed.

**Description of Work:**

 **Total of all Hancock roads - 8.4 miles**

1. **Crowning**: All roadways shall be graded so water does not remain on the road surface. For roadways that are not super-elevated, this generally means a 2-4% (1/4” – 1/2” per ft) crown for gravel roads.

1. **Grading Techniques**: Proper grading techniques for gravel roadways must be used to avoid creating a ridge or berm between the crown and the ditch.
2. **Berms**: Any berm along the roadway shoulder that prevents the proper sheeting of water must be removed.
3. **Evaluation by Grader Operator**: The Town of Hancock requests that the grader operator to give an evaluation of each road graded. This evaluation should contain the following.
* Road Name
* Condition of the road surface, (gravel needed or not)
* Ditch conditions and whether or not the brush is too close or low to the traveled surface.
* This evaluation should be submitted in writing with the invoice for payment.
1. **Culvert Damage:** In the event a culvert is damaged during road grading operations or any other damage occurs that may cause the road to be unsafe for public travel, the grader operator **must** immediately notify the Road Commissioner (Dan Perera 802-767-4851) or the Select Board Chairperson, (Monica Collins @ 802-767-3570 or 802-377-7641). Also contact the Hancock Town Clerk at 802-767-3660.
2. **Rolling of graded roads:** The Town requires that all graded road surfaces be rolled after the grading is completed and chloride is spread, the Town will be responsible for spreading the Chloride. It is the Town’s preference to spread Chloride before rolling is done.

**Extras:**

1. At the time of grading, prior approval must be received for any gravel required. Prior approval must be given by the Road Commissioner or the Select Board Chair at which time an agreed upon price will be reached for additional service and materials.

**Resolution of Disputes:** The Town of Hancock and the winning Contractor agree to hire an independent Arbitrator to settle any and all disputes that may arise. Both parties will share the expense of an Arbitrator equally.

**Warranty of work performed:** Contractor will guarantee work performed to the full satisfaction of the Hancock Road Commissioner and the Hancock Select Board for a period of not less than one full year (12months) from the date of the final inspection. This guarantee shall cover all workmanship and any materials the Contractor supplied. In the event of a failure in any of the workmanship or materials, the Contractor will, at their expense, replace or redo any part that has failed and any other damages that may have occurred because of that failure.

This project will be overseen by the Hancock Road Commissioner all inquiries are to be directed to the Road Commissioner (Dan Perera 802-767-4851). If, for some reason, the Road Commissioner is unavailable, you may direct your question to the Hancock Select Board Chair (Monica Collins 802-767-3570).

**We have tried to be as through as possible in writing this prospectus however we understand** **that there may be questions that can only be answered via a showing.**

**Project Showing: By appointment.**

**Project completion date: To be scheduled.**

**Bid opening: \_\_Tuesday May 5\_\_ at 6:00 PM at the Hancock Town Clerks office.**

**Bids can be hand delivered to the Hancock Town Clerk’s office for drop off in the outside drop box or Bids can be mailed so long as they are received any time before bid opening has begun. All Bids must be in a sealed envelope marked, Grading Town of Hancock. No Bids will be accepted after the opening has begun.**

**No bids will be accepted by the use of e-mail.**

**Term of Contract: This is a three (3) year contract.**

**Dates: Summers of 2020, 2021 and 2022 providing for three gradings per year, Spring, Mid-summer and Fall. The Mid-summer grading may only be a partial grading or restricted to the hill roads.**

**THE TOWN OF HANCOCK RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

**By order of the Hancock Select Board**

**BID AND SIGNATURE SHEET FOR HANCOCK ROAD PROJECTS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUBMITTS THE FOLLOWING BID BASED ON THE

PROSPECTUS PROVIDED BY THE TOWN OF HANCOCK. IT IS FUTHER UNDERSTOOD THAT BY SUBMITTING THIS BID I/WE AGREE TO ALL THE TERMS DESCRIBED HEREIN. IT IS FURTHERMORE UNDERSTOOD THAT CONSTRUCTION PROJECTS HAVE MANY VARIABLES AND EXTRAS AND CHANGES MAY BE MADE AS THE PROJECT PROCEEDS. WE AGREE TO WORK WITH THE TOWN OF HANCOCK ON ALL CHANGES. WE FURTHER AGREE THAT ALL CHANGES WILL BE AGREED TO IN WRITING BEFORE ANY WORK IS TO PROCEED.

BID SUBMITTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Town of Hancock Grading

SIGNATURES OF COMPANYS AUTHORIZED AGENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

THE TOWN OF HANCOCK HEREBY ACCEPTS THE BID SUBMITTED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ THE HANCOCK SELECT BOARD AGREES TO THE TERMS STATED WITHIN THIS PROSPECTUS AND FURTHER AGREES THAT THE ABOVE NAMED COMPANY MAY BEGIN WORK AS STATED WITHIN.

HANCOCK SELECT BOARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

DATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_