INVITATION TO BID

TOWN OF HANCOCK

PO BOX 100

HANCOCK, VT 05748

December 21, 2021

Sealed bids for the contract work described below will be accepted by the Town of Hancock until 2:00 PM, Tuesday February 15, 2022.

TYPE OF CONTRACT: (3) Three year Mowing Contract with the Town of Hancock. Contract is available for viewing upon request. Contact Town Clerk for information. (802) 767-3660.

BID OPENING: Sealed bids shall be marked “Mowing Bid” and will be publicly opened and read aloud on Tuesday February 15, 2022 at 6:00 pm at the Hancock Town Clerks Office.

All contractors must provide three references and must have proof of liability insurance upon award of contract.

Please contact the Hancock Town Clerk (802-767-3660) for a full copy of the prospectus or visit [www.hancockvt.org](http://www.hancockvt.org) to download a copy.

\*The Hancock Select Board reserves the right to reject any and all bids

Town of Hancock

Mowing Contract – Work Specifications

The Town of Hancock requires that the following areas be mowed and/or trimmed on a once a week basis for a contract period beginning May 1, 2022 and ending October 15, 2024.

Mowing and Trimming of the following areas (total area to be mowed is approximately 3 acres +/-):

1. The Town of Hancock Signs located on Route 100 at the North and South boundaries of the Town – to be mowed and trimmed weekly. The Town of Hancock Sign on Route 125 near Middlebury Snow Bowl – to be mowed and trimmed once per month.
2. The Hancock Fire Station and surrounding lawn areas.
3. The Hancock Green. The Green is located on the East side of Route 100 Between the Johnson’s Care Home and the Town Office/Library.
4. The Hancock Town Office/Library. Note the walkway that connects the Hancock Town Hall and the Hancock Town Office/Library is also to be mowed/trimmed weekly. The walkway will be mowed on the West side (Road Side) from the walkway to the West property line (about 10 feet) and on the East side for a width of 10 feet. All grasses to be removed from the walkway.
5. Hancock Town Hall and Parking Lot. Note all grasses are to be removed from the traveled areas. All guardrails are to be trimmed when mowing completed.
6. The Old Hancock Public Library (now the Hancock Historical Society bldg.)

Mowing and Trimming shall be done when the grasses are dry so that bunching can be avoided. If this occurs, the Contractor will have to rake these areas at their expense.

The Town of Hancock has special events that take place on the Hancock Town Green from time to time. The Contractor should check with the Hancock Town Clerk once a month to avoid any conflicts. If there were to be a conflict, the Contractor shall suspend mowing and trimming to a later date.

Insurance Requirements:

Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers’ Compensation insurance. If Contractor is not required by law to carry workers’ compensation insurance, in place of proof of workers’ compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Contractors policies shall name the Municipality as an additional insured.

End

Town of Hancock

CONTRACT FOR LIMITED SERVICES

This Contract is entered into on \_\_\_\_\_ \_\_\_\_, 2022 by and between The Town of Hancock (hereinafter “Municipality”) and \_\_\_\_\_\_\_\_\_\_\_, a Contractor, with a principal place of business in Hancock, Vermont, with a mailing address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hereinafter “Contractor”) for services to Municipality. Municipality and Contractor are referred to collectively as “parties.”

In consideration of the mutual covenants and agreements as hereinafter set forth, the parties hereto agree as follows:

## Article 1: Services Provided

Contractor agrees to perform the following service(s) according to the following timelines or schedule:

See Attached “Mowing Contract Work Specifications”

Contractor shall perform all services required under this Contract in a good workmanlike manner consistent with industry standards and according to the specifications and performance standards established by Municipality, if any. Municipality has the right to inspect and may reject any services provided by Contractor under this Contract that, in the Municipality’s determination, were not completed in a good workmanlike manner or that otherwise failed to satisfy the established specifications or performance standards.

## ARTICLE 2: COMPENSATION AND BILLING

Compensation for the above services will be $\_\_\_\_\_\_\_\_\_.

**Invoices and Billing:** To be paid $\_\_\_\_\_\_\_ per month.

## ARTICLE 3: TERM

The term of this Contract shall be from May 1, 2022 to October 15, 2024. This is a three year contract however, the term of the Contract may be extended only by mutual written agreement of the parties.

## ARTICLE 4: INDEPENDENT CONTRACTOR

Contractor further acknowledges and agrees that it is an independent contractor and that nothing herein shall be construed to create the relationship of employer and employee between Municipality and Contractor. No employee-related withholdings or deductions shall be made from payments due Contractor. Contractor shall not be entitled to receive any benefits from Municipality and shall not be eligible for workers’ compensation or unemployment benefits.

## ARTICLE 5: ASSIGNMENT AND SUBCONTRACTING

This Contract is binding upon and inures to the benefit of the heirs, successors, and assigns of the parties hereto. Neither party hereto may assign its rights or obligations under the Contract without the prior written consent of the other party. This Contract shall be governed by the laws of the State of Vermont.

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the prior written approval of Municipality and subject to such conditions and provisions as Municipality may deem necessary or desirable in its sole discretion. If Municipality permits the use of subcontractors, no subcontractor may perform any work under this Contract without first providing Municipality certificates of insurance showing all of the coverages required in Article 10 of this Contract. Contractor shall be responsible for the performance of all subcontractors. Before paying a claim that involves the use of materials or labor supplied by someone other than the Contractor, Municipality may require Contractor to supply proof of payment for such materials or labor. Contractor shall pay the subcontractor(s) for undisputed services provided by them within [number] days of receiving payment from Municipality.

## ARTICLE 6: EQUIPMENT AND MATERIALS

Contractor warrants that it has the necessary equipment to provide the services required by this Contract. All materials used or supplied under this Contract shall be of first quality and meet the specifications established by Municipality, if any. Contractor will be solely responsible for supplying, storing, maintaining, and replacing any and all equipment that is necessary for implementing the services under this Contract. Municipality will not supply, nor will it pay for any repairs, maintenance or replacement of, or new equipment expenses, or temporary work related to signs, cones, or other traffic controlling equipment.

Municipality is exempt from sales tax on purchases for materials and products that are permanently incorporated into the infrastructure. Contractor shall pay all legal costs and assessed penalties for improper use of the municipality’s exemption certificate number.

## ARTICLE 7: Personnel

Contractor is responsible for compliance with all applicable State and Federal laws. Contractor will manage his/her own personnel without general oversight by the Municipality and shall oversee and coordinate sub-contractors that are approved by Municipality. All drivers and equipment operators will be properly trained and have all certifications and valid licensing required to operate said equipment. The Contractor must certify to the Municipality that all drivers operating a commercial motor vehicle are in a federally mandated random drug and alcohol testing program that complies with Federal Motor Carrier Safety Administration (FMCSA) requirements.

Contractor alone shall be responsible for ensuring compliance with all applicable regulatory requirements including but not limited to those from FMCSA and Vermont Occupational Safety and Health Administration (VOSHA).

Contractor further agrees to include this provision in all subcontracts.

## ARTICLE 8: SAFETY AND TRAFFIC CONTROL

The Contractor alone shall be responsible for the safety and security at mowing sites and when working in or adjacent to public highways. Contractor is solely responsible for traffic control, which practices shall comply with the Manual on Uniform Traffic Control Devices, latest edition.

The contractor is responsible for contacting Dig Safe prior to any excavation. No excavation is authorized until after Dig Safe has marked all existing utilities. Prior to construction, the contractor shall notify Municipality of adjacent utilities when work activity may affect them.

## ARTICLE 9: INDEMNIFICATION

Contractor shall indemnify and hold harmless Municipality, and Municipality’s agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorneys’ fees, liens, and judgments of every nature and description, brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures, and utilities (both public and private). All damage, injury, or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the Contractor’s expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

## ARTICLE 10: INSURANCE

**Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect.** Contractor agrees that it will provide and maintain during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Municipality a certificate of insurance showing such coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers’ Compensation insurance. If Contractor is not required by law to carry workers’ compensation insurance, in place of proof of workers’ compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Contractors policies shall name the Municipality as an additional insured.

## ARTICLE 11: WARRANTY AND BONDN/A

N/A

## ARTICLE 12: NON-APPROPRIATION

N/A

## ARTICLE 13: TERMINATION

Municipality may terminate this Contract, with or without cause, upon 30 days written notice.

## ARTICLE 14: DEFAULT

The occurrence of any of the following shall constitute default by Contractor and, if not corrected within 10 days of Municipality providing Contractor written notice of the default, shall allow Municipality to terminate this Contract:

1. failure to adequately perform or deliver the required services;
2. if applicable, failure to provide the required bonds or other security acceptable to Municipality before starting any work;
3. declaration of bankruptcy by Contractor;
4. making a material misrepresentation to Municipality;
5. persistently disregarding laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction; or
6. failure to perform any other material provision of this Contract.

Upon default of this Contract by Contractor, Municipality may withhold any payment due Contractor for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of Municipality.

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, acts of public authorities, or delays or defaults caused by public carriers; provided the non-performing party gives notice as soon as possible to the other party of the inability to perform. The Municipality and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable effort to mitigate its effects.

In addition to the above, in the event of a State or Federal Disaster Declaration, Municipality reserves the right to suspend certain provisions of this Contract to conform with FEMA or Vermont Emergency Management regulations and directives.

Upon completion of the work or upon termination of the Contract, the Contractor shall remove from the vicinity of the work all equipment and all temporary structures, waste materials, and rubbish resulting from its operations, leaving the premises in a neat and presentable condition. In the event of failure to do so, the same may be done by the Municipality at the expense of the Contractor.

## ARTICLE 15: REMEDIES

Default or breach of this contract by Contractor shall entitle Municipality to seek remedies under law and as provided by this Contract. In the event this Contract is terminated by reason of default by Contractor, Municipality may recover the necessary costs of termination, including but not limited to, administrative, attorneys’ fees and legal costs, from Contractor. Except when caused by uncontrollable circumstances, if Contractor fails to meet any performance deadlines established by this Contract, or fails to perform in accordance with the specification, terms, and conditions of this Contract, Municipality shall have the right to purchase the services and materials from other sources on the open market or to purchase those items necessary to continue functioning until delivery from Contractor is complete. Municipality may deduct as damages from any money due or coming due to Contractor the differences between Contractor’s price and the higher price or the costs of temporary items. Municipality may require Contractor, at Contractor’s sole expense, to re-perform any items of work provided for in this Contract that do not meet the established specifications, standards, or Municipality directives.

Any remedies available to Municipality are cumulative and not exclusive. The seeking or exercising by Municipality of a remedy does not waive its right to seek or exercise any other remedy available to it at law, in equity, by statute, or under this Contract.

## ARTICLE 16: ARBITRATION

Should disputes arise between the Contractor and the Municipality about this Contract or any related matter, the parties agree to arbitrate any such controversy, pursuant to the Vermont Arbitration Act, 12 V.S.A. § 5651 et seq.

## ARTICLE 17: CONTRACT DOCUMENTS

This Contract shall constitute the entire agreement between the parties on the subject matters. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. There shall be no modifications or amendments to this Contract or to the Addendum unless said changes, modifications, or amendments are in writing duly executed by the parties.

## ARTICLE 18: SEVERABILITY

The provisions of this Contract are severable and if a court of competent jurisdiction holds any portion of this Contract unconstitutional or invalid, the remainder of this Contract shall not be affected and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties do hereby execute this Contract on the day and year first written above.

**MUNICIPALITY: By the members of its Selectboard:**

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

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

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

 In the presence of:

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

 Witness as to Municipality

**CONTRACTOR:**

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Owner

 In the presence of:

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

 Witness as to Contractor