

TOWN OF ISLE LA MOTTE
INVITATION TO BID: EAST SHORE/ NOBLES HILL ROAD CULVERT & DITCHING PROJECT

The Town of Isle La Motte (the "Town") is currently accepting bids for a culvert and ditching contract for a grant-funded and scoped project. This project will be using the road segment 19312.1 from MRGP map for Isle La Motte's East Shore Road.

Please Complete the Bid for the following specifications:

1. Work to be completed on Road segment 19312.1, starting at the corner of Nobles Hill Rd. & East Shore Rd., heading North.
2. Create a hole and place a bucket in it to act as a catch basin for water that bubbles up from an existing underground spring.
3. Install a discharge pump while working on the inlet side to ensure that the existing underground spring water does not flood the road or work area.
4. Run the discharge hose up hill so grass and soil can filter the water and prevent it from running into the roadway.
 - Install and secure a silt fence on the outlet side of the road.
5. Remove metal plates from the road and keep at the site for emergency service needs.
6. Remove the pavement over the existing culvert.
7. Remove the existing culvert, material and the headwall on the discharge side (lake side) of the culvert.
8. Install stone catch containment, on the outlet side (lake side) of the culvert to the following specs:
 - 4 feet wide X 2 feet toward the lake, filled with stone to filter silt and sediment.
9. Replace existing cross culvert with 24" HDPE cross culvert.
10. Install new 24" HDPE culvert (provided by the Town) and compact the stone to state standards.
11. Create a shallow ditch on the inlet side (non-lake side), oriented North to South.
12. Dig a hole 3' wide X 3' long X 12" deep and fill with $\frac{3}{4}$ minus stone at the head of the inlet culvert.
13. Cut shoulders at road segment to allow for water runoff.
14. Hydro-seed or cover with seed and hay on both sides of the culvert to mitigate silt and sediment runoff.
15. Proper signage indicating the road closure must be used.

Other Requirements:

- Contractor must use a discharge pump while working on the inlet side to ensure that the existing underground spring water does not flood the road or work area.
- A hole must be dug, in a Southwest direction, 3' from the inlet, to contain water from the spring.
- Caution must be used at all times to ensure that materials do not go over the bank into the lake.
- Care must be taken at all times to minimize the impact to the lake.
- Road will be paved at a later date to allow time for fill to settle and be compacted.
- Materials removed from the road will be moved to an area designated by the Road Commissioner.
- Because this is a dead-end road, the existing steel plates must be kept on site and ready to install quickly as a temporary bridge if emergency responders need immediate access.

Bid Requirements:

All bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications, and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

1. The Contractor must provide a firm completion date for all work in the bid, which must be no later than September 15th, 2026.
2. All work should be completed no later than September 15th, 2026 and all invoices must be submitted by September 15th, 2026.
3. The bid **must** include cost estimates for the specification in the bid.
4. The Contractor **must** include **five** copies of the bid in the envelope.
5. The Contractor **must** file a certificate of insurance stapled to the outside of the sealed bid envelope being submitted
6. **If the bid is mailed**, the sealed bid and insurance certificate must be placed within an addressed and stamped envelope. The sealed bid and insurance will be removed from the addressed envelope to check that the insurance was included and date stamped.
7. Contractor **must** provide a signed copy of the contract within 7 days of bid being accepted.

Project Requirements:

1. The Contractor shall meet with the Road Commissioner and a SB member at the road segment(s) prior to start of work, and no later than five days after bid award and direct any questions on the work to the Road Commissioner.
2. The Contractor shall be liable for any personal property damages which The Contractor causes.
3. Equipment breakdown experienced by The Contractor is the sole responsibility of The Contractor, and in no way shall reflect a cost overrun.
4. The Contractor will provide and use flaggers and proper signage (e.g., two "Road Work Ahead" signs) to conform to State of VT standards.
5. The contractor shall be responsible for leaving the roads and roadsides in a neat and orderly condition at the end of each workday.
6. Prior to payment, the work performed must be inspected by and determined to be complete by the Road Commissioner.
7. Work must conform to State and Town road standards.
8. Contractor must maintain regular and open communications with town officials.

Contract Requirements:

1. Contract will be signed by the Selectboard before work starts.
2. In the event this contract is not adhered to, The Town will have the option to terminate said contract with a thirty (30) day notice to The Contractor.
3. Contractor whose bid is accepted will be required to post a performance and payment bond of 100% of the contract price within five (5) business days of being awarded the contract.

Payment:

Assuming timely and successful completion of work tasks as specified above, and Road Commissioner sign off that the work is complete and correct, all payments will be made within thirty (30) days of submission of the applicable invoice.

Bid Submission Details:

Bid form and proof of insurance must be sealed and received at the Town Office located at 42 **School St. Ext. Isle La Motte, Vt. 05463** or mailed to **P.O. Box 250 Isle La Motte, Vt. 05463** by July 15th 2026 at 4:00 pm. **Please write: "Attn: EAST SHORE/ NOBLES HILL ROAD CULVERT & DITCHING PROJECT and date of bid opening (July 15th, 2026) on the front of the envelope.** A signed contract will be required once the bid has been awarded.

Bids will be opened at the Select Board Meeting on July 15th, 2026. Any questions regarding this bid please contact Isle La Motte Road Commissioner Robin Gutierrez at roads@islelamotte.gov.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

A pre-bid, bidders meeting will take place on July 6th, 2026 at 7PM. Bidders can meet with the Road Commissioner at the town hall at 7 PM.

Bid Submission Checklist:

- Bid Form
- Bid name (on outside of the bid envelope)
- Bid submission deadline (on outside of the bid envelope)
- Date, location, and time of bid opening
- Specifications for the project or services including quantity, design, and performance features (see attached bid form to help with submission of the bid)
- Five copies of the bid documents
- Bond and/or insurance requirements.
- Any special requirements unique to the project or purchase.
- Delivery or completion date.

Bid Selection Criteria:

- Price
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements
- Bidder's financial responsibility
- Bidder's availability to provide future service, maintenance, and support
- Nature and size of bidder
- Contract provisions that are acceptable to the Town
- Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service

CULVERT BID FORM

Name/Company: _____
Address: _____
Phone Number: _____
Email: _____

Specification:

Detail of work to be performed

Specification: Labor Cost _____
Specification: All Materials and Quantities to be used _____
Specification: Equipment Costs _____
Specification: Total Cost _____

Completion Date (assume work may begin after meeting with the Road Commissioner and a Selectboard member.

(All work must be completed by September 15, 2026.)

Describe the equipment you propose to use for the contract:

Please describe any deviations from the bid specifications that you will need to follow or would suggest to the Town:

Signature of Bidder: _____
Date: _____