

Town of Sharon



Invitation to Bid

Excavator
Purchase or Lease

ISSUANCE DATEJune 11, 2025
DEADLINE FOR ADDENDA.....June 26, 2025
DEADLINE FOR SUBMITTAL Thursday, June 26th, 2025 by 12PM EST

Contact:

Lucy Pierpont, Finance Manager
financemgr@sharonvt.net
(802) 763-8268 ext. 8

Prepared by the Town of Sharon

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Invitation to Bid

Eligibility

This invitation to bid is open to those bidders who satisfy the minimum qualifications stated herein and are not debarred by the State of Vermont.

Bid Purpose

The Town of Sharon is seeking to purchase or lease one (1) Excavator.

Invitation to Bid Specifications

1. All excavators quoted must be of the latest standard model being manufactured and which has been regularly advertised.
2. It is not the intent of these specifications to specify the make of unit or assemblies, although names may be used for reference.
3. The chosen Excavator will be a complete unit, including all accessories and extras, together with complete parts lists, service manuals and operator's manuals, to be delivered to the Highway Department, 17 Academy Dr., Sharon, Vermont.
4. The bid must include an estimated delivery date.
5. All bids must be submitted on the attached bid sheets, and each bidder is required to submit with their bid the complete manufacturers' specifications on the unit to be furnished.
6. All bids must include an exception sheet that clearly lists any item or items not meeting the enclosed minimum specifications. Not including this exemption sheet may disqualify the quote.

MINIMUM SPECIFICATIONS FOR EXCAVATOR

- ☐ Weight Class: 17,900-20,000 lbs.
- ☐ Standard Steel Tracks
- ☐ Maximum Dump Height: 14 – 18ft
- ☐ Maximum Digging Depth: 14ft
- ☐ Maximum Reach: 23-25ft
- ☐ Horsepower Range: 53-72HP
- ☐ Reduced Tail Swing Radius
- ☐ Hydraulic Pin Grabber with quick hitch
- ☐ All attachments must have mounting pins installed
- ☐ Additional 48-inch Clean Up Bucket with tilt / quick attach
- ☐ Hydraulic Thumb
- ☐ Air-Conditioned Cab
- ☐ Windshield Wipers

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- ☐ Quick/easy oil change system
- ☐ Seatbelt (retractable)
- ☐ Fire Extinguisher mounted in cab
- ☐ LED Work Lights
- ☐ Meets EPA Tier 4 Final Emissions
- ☐ Full assembly
- ☐ Pattern switch valve included
- ☐ AM/FM Radio

General Information

1. **Right to Accept or Reject Proposals:** The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable.
2. **Right to Cancel or Postpone the Project:** The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this Invitation to Bid.
3. **Right to Retain:** Proposals submitted become the property of the Town of Sharon.

Pricing

1. Responsive bids will clearly quote the price for the excavator as outlined in ATTACHMENT A.
2. Pricing submitted will be valid for a minimum of 30 days from the bid submittal date.
3. The Town of Sharon is a tax-exempt municipality, and the bidder will ensure the Town is not charged for tax for any purchases.

Qualified Disadvantaged and Women Owned Businesses

Qualified disadvantaged (DBE) and women (WBE) owned businesses are encouraged to submit.

Submission Instructions

1. Bids may be submitted by mail, in person or electronically.
 - a. Email bids must be provided in PDF format and sent to the attention of Lucy Pierpont, Finance Manager. The subject line shall include: **SHARON_EXCAVATOR_2025**
Email to: financemgr@sharonvt.net
The Town will accept the delivery time to the recipient's inbox as the official timestamp for email submittals.

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- b. For mailed or hand-delivered bids, a sealed bid will be clearly marked in the lower left-hand corner:

TOWN OF SHARON FINANCE MANAGER

SHARON_EXCAVATOR_2025

VENDOR NAME

DUE DATE AND TIME

Mail to: Town of Sharon Selectboard, PO Box 250, Sharon, VT 05065

Hand Deliver to: Town of Sharon Selectboard, 15 School Street, Sharon, VT 05065

2. Additional materials which clarify and/or supplement the response form may be included.
3. 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. Bidders shall bid to the specifications and any exceptions must be noted. 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.
4. Bid opening shall take place immediately following the submittal deadline of Thursday, **June 26th, 2025 at 12:00PM EST.**
5. Bids will be reviewed at a public meeting of the Selectboard soon after the submission deadline.

General Provisions

1. Bid Coordinator Contact Information

All communication between the bidder and the Town upon release of this bid shall be with the Finance Manager. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the Finance Manager.

Lucy Pierpont, Finance Manager
15 School Street, Sharon VT 05065
Phone: 802-763-8268, ext. 4
Email: financemgr@sharonvt.net

2. Commitment of Funds

The Town of Sharon Selectboard is the only entity that may legally commit the Town to the expenditure of funds for a contract resulting from this Invitation to Bid. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

3. Additional Requirements

- a. By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of any product or materials to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and

all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

4. Termination of Lease

The Town of Sharon has the right to terminate any lease at the end of their fiscal year if the voters of the town do not vote in favor of appropriating funds towards the lease payment.

Evaluation and Contract Award

A. Evaluation Procedure

1. Proposals will be evaluated in accordance with the requirements stated in this invitation to bid and the Town of Sharon Procurement Policy.
2. The Bid Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.
3. Bid award will be based on the following criteria and in no particular order:
 - Compliance with Specifications
 - Cost
 - Anticipated Re-Sale Value
 - Documented Performance
 - Features
 - Past Dealings with Vendor
 - Warranty
 - Service
 - Parts Availability
 - Any other criteria deemed in the best interest of the Town of Sharon
4. Responsive bids will include:
 - ☐ Bid Submittal (all items completed and signed by authorized agent)
 - ☐ Addenda, if issued, included in the submission
 - ☐ Attachment A (required of all bidders)
 - ☐ Attachment B (required for all bidders)
 - ☐ Attachment C (optional for all bidders)
 - ☐ Attachment D (optional for all bidders)

B. Notification to Bidders

The Bid Coordinator will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's acceptance of the bid and awarding of a contract.

-continue to Bid Form-

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TOWN OF SHARON BID FORM

Primary Bid Contact: _____

Name of Business: _____

Physical Address: _____

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

The undersigned's bid is as follows:

Make: _____ Model: _____ Year: _____

Warranty: _____ Delivery Date: _____

Not-to-Exceed Bid Amount:

Base Price	\$
Warranty Total	
Additional Fees	
Delivery	\$
Other (specify)	\$
Total Bid	\$

DELIVERY DATE AND ACCEPTANCE If awarded this contract within thirty (30) days after the time set for the opening of bids, vendor agrees to provide the goods/services as proposed without escalation of prices, and as outlined in the invitation to bid.

Respectfully Submitted,

Authorized Signature: _____

Print Name: _____

Title: _____ Date: _____

Attachment A – Exceptions Sheet
REQUIRED

Bidder Instructions: If there are any exceptions to the basic specifications listed, please indicate by checking the box next to the applicable specification. Use the space below to add any additional information as needed.

MINIMUM EXCAVATOR SPECIFICATIONS

- ☐ Weight Class: 17,900-20,000 lbs.
- ☐ Standard Steel Tracks
- ☐ Maximum Dump Height: 14 – 18ft
- ☐ Maximum Digging Depth: 14ft
- ☐ Maximum Reach: 23-25ft
- ☐ Horsepower Range: 53-72HP
- ☐ Reduced Tail Swing Radius
- ☐ Hydraulic Pin Grabber with quick hitch
- ☐ Additional 48-inch Clean Up Bucket with tilt / quick attach
- ☐ Hydraulic Thumb
- ☐ Air-Conditioned Cab
- ☐ Windshield Wipers
- ☐ Quick/easy oil change system
- ☐ Seatbelt
- ☐ Protection Screens
- ☐ LED Work Lights
- ☐ Pattern switch valve included
- ☐ AM/FM Radio

Please outline any exemptions and/or additional specifications below:

Attachment B – Warranty / Customer Service Agreement Sheet
REQUIRED

Bidder Instructions: Please attach the specific warranty agreement and customer service agreement. All questions are required to be considered complete.

- | | | |
|--|-----|----|
| 1. Will you include a Maintenance Penalty (minimally defined below)? | YES | NO |
|--|-----|----|

MAINTENANCE PENALTY In the event the machine is out-of-service more than 48 hours due to mechanical break-down, the bidder shall be subject to a break-time penalty of \$200 per day through the life of the warranty.

- | | | |
|---|-----|----|
| 2. Is your minimum Warranty Agreement attached to your bid? | YES | NO |
| 3. Is your minimum Customer Service Agreement to my bid? | YES | NO |

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Attachment C– Supplemental Bid Information

OPTIONAL

Bidder Instructions: If there is any additional supplemental information you would like to include in your bid not otherwise included please feel free to add here or attached as a PDF with your bid submittal.

Please include optional supplemental bid information below:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Attachment D– Lease Agreement
OPTIONAL

Bidder instructions: Please outline terms of lease agreement.

Lease Terms: _____

Yearly Payment: _____

Annual Hours: _____

Buyout Price: _____

Total Price: _____

Additional Lease terms: _____

[illegible]