

TOWN OF HANCOCK  
DEPARTMENT OF PUBLIC WORKS

Diane Kendall  
Town Administrator  
PO Box 6  
Hancock NH 03449

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Telephone 603-525-4441  
Fax 603-525-4427  
E-Mail townadmin@hancocknh.org

**Revised**

July 11, 2016

The Town of Hancock is requesting proposals for hot asphalt shim to be applied in various locations on town roads. All work will conform to the following specifications. This work is currently scheduled for August 1, 2016 and must be completed prior to August 31, 2016.

1. **General Description:** This work shall consist of the delivery and placement of NH DOT shim mix, hot asphalt pavement. Prior to the application of hot mix asphalt a tack coat of emulsion will be applied to the areas to be shimmed. Rolling with a minimum 3-5 ton roller will commence as soon as the hot asphalt has reached its optimum rolling temperature.
2. **Materials:** Hot asphalt will conform to NH DOT 3/8 inch surface treatment shim mix
3. **Equipment** will consist of a mechanical paver with a track drive system. A 3-5 ton roller, and a tack truck or wagon suitable to perform as needed.
4. **The locations and estimated tonnage is as follows:**
  - Antrim Road 475 ton
  - Reavley -234 ton
  - Depot-50 ton
5. All tonnages and locations are estimates and may be more or less when the actual work is completed. Payment will be made on actual tonnage in place. Budgets and proposal cost will dictate how much of the list is accomplished.
6. Proposals must remain in effect for 30 days from the opening.
7. The Town of Hancock will discuss weather related delays or postponements with the contractor. If the contractor chooses to move forward with impending weather issues, they will do so at their own risk. The Town will not pay for loads on trucks that cannot be placed due to rain or other inclement weather.

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The Town of Hancock will be providing the following items for the construction process.

1. Traffic Control
2. Direction and supervision as to the location and thickness of each shim area. The method of placement will be directed by the successful contractor

The contractor will be responsible for providing the following:

1. Appropriate sized equipment to perform the job as required.
2. The necessary manpower to perform all functions of the work, with the exception of the items mentioned above.
3. Certificate of insurance for general liability and workmen's compensation, prior to the work commencing.
4. Load slips will be turned in once a load has been placed on the roadway. Payment is for actual tonnage in place.
5. A full understanding of the work to be performed and the effort it will take to accomplish this in a timely manner.
6. Questions regarding the proposal should be directed to Jeff Wright , Highway Foreman: 603-562-5379
7. Work hours will be 6AM-6PM, Monday-Thursday

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**Pricing Sheet and certification**

Proposal pricing:

Placement of hot asphalt shim (includes tack) \_\_\_\_\_ per ton

I have examined this RFP and fully understand what is being requested in this proposal. I have asked for clarification on any areas that were unfamiliar to my firm. I am authorized to sign and bind my company into an agreement with the Town of Hancock for this particular proposal.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

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**MAIL OR DELIVER 4 COPIES OF PROPOSAL TO:**

Town of Hancock Offices  
50 Main Street  
Hancock, NH 03349

All proposals shall be in a sealed envelope marked “shim bid” and delivered no later than **2:00pm July 25<sup>th</sup>**.

**SELECTION PROCESS AND EVALUATION CRITERIA**

The lowest proposal with required experience and capacity will be selected. Prior relationship with the Town of Hancock will be used in evaluating the proposals.

**TERMS AND CONDITIONS**

The Town of Hancock reserves the right to reject any and all Proposals, to choose the proposal that best suits the needs of the Town, and to waive irregularities and informalities in the submittal and evaluation process. All proposals will be evaluated for conformity to the above minimum specifications. Errors and omissions may be cause for disqualification. All proposals must remain open for a period of 30 days.

This solicitation for Services does not obligate the Town of Hancock to pay any costs incurred by respondents in the preparation and submission of a Proposal, nor does it obligate the Town of Hancock to accept or contract for any expressed or implied services. The successful candidate will be required to sign a contract with the Town of Hancock within 15 days of award. Furthermore, the Town of Hancock reserves the right to award the contract to the next most qualified Provider if the contract is not executed within this time. The successful candidate must provide all the required documentation within 15 days of contract signing and must begin installation on the scheduled set by the Town of Hancock, mentioned above

**INSURANCE REQUIREMENTS**

The successful candidate will be required to show proof of insurance. Insurance limits shall be at a minimum: General liability, 500,000 each occurrence-2,000,000 aggregate. They will also be required to carry workmen’s compensation insurance for all employees, including owners of the company. Certificate of insurance will be required to be provided to the Town of Hancock within 10 days of the beginning of any work.

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**PAYMENT TERMS**

Payment will be made within 30 days of the dated invoice for completed work.