



State of Vermont
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2017 CAT II Maintenance Rental Agreements

Contractors: Please read before submitting your proposals!

There have been several changes to the Request for Proposals (RFP) and Proposal submission requirements in the last few years. *It is very important that you read the entire RFP very carefully.*

The RFPs and the RFP Changes will be posted directly on the Contract Administration site throughout the process, eliminating the extra step of having to access the FTP site with a User Name and Password. This allows easier access for everyone. **It is your responsibility to check the website for RFP Changes, Amendments and the Question and Answer postings before submitting your proposal.** This was a highly successful change in procedure last year and we envision continuing this for future CAT II MRA RFPs.

Ongoing changes - You will notice the posting time and the Bids Due dates are changing. They changed last year, this year, and will change next year. Our goal is to post the RFP in mid-September with proposals due in November. Please begin checking the web in September. **This year they will close November 30th, next year's bid (2018 season) will close mid-November!** Looking ahead to next year (2018), we intend to have the contracts follow the calendar year to begin on January 1st.

You are required to complete the cover sheet, Contractor's Experience and Qualifications sheet in the RFP packet and include them in your proposal. Please enter all of your information, your company's information and your administrative contact's information. *If any contact information changes during the contract period, please send us the updated information.* Having all of this information in a uniform format made it easier for anyone at VTrans to contact you throughout the year, and we feel that it resulted in a more equal award process for everyone.

There is a list of required submittals in the RFP letter. These items are required for a compliant proposal. Please check and double-check the list before submitting your proposal. This seemed to reduce confusion and certainly helped with an increase of completed packages submitted.

It's very important that we are able to read your rates. We are providing a fillable pdf form for your rates. If you need more than one page, utilize "save as" to create a second blank form for your use to continue listing the rates.

The required equipment list is on a separate page this year based on your feedback that last year's form was inadequate for contractors with multiple models of the same equipment. The numbers appearing

alongside the equipment are Class Codes and must be entered on the price sheet. The required equipment for each RFP has been bolded with an asterisk beside it. **This is the equipment required to perform tasks for the specific Activity only.** Proposals submitted without the required equipment will be rejected.

We do not send out notifications. All notices and updates are posted on the website. If you do not regularly check the website, you risk missing the opportunity to submit a timely proposal or receive notice of important RFP Changes, Amendments and the Question and Answer document. Please check the website often!

Proof of appropriate insurance is not required until a contract is awarded; but, it speeds up the process if you provide an appropriate Certificate of Insurance as soon as possible. No work may be performed (including mobilization), even with a Notice to Proceed, without a current, compliant Certificate of Insurance on file with Contract Administration. To avoid delaying your eligibility to propose for any future work assignments, please submit your Certificate of Insurance in a timely manner. If you already have proof of the required compliant insurance (see Attachment C of the RFP), you may submit it with your proposal package. VTrans will not approve your contract prior to receipt of a Certificate of Insurance proving adequate insurance coverage.

You must be registered with the Secretary of State's office in order to contract with VTrans. Check that your registration is active, as it must be renewed annually. www.vtsosonline.com/online

If you are a Vermont vendor, you can register on the Vermont Bid System and receive an automatic email based on the keywords that you select. Be sure to call the number in the instructions on the site so the staff at the Vermont Procurement Technical Assistance Center (PTAC) can complete your request. The website is: www.vermontbidsystem.com/ . The site is provided by PTAC. The PTAC staff is a great resource for answering any questions about the State's RFP process.

PTAC staff will be conducting workshops around the state to assist contractors with the CAT II MRA procurement process. I will post the PTAC Workshops flyer on the Contract Administration Current RFP site when dates are confirmed; so check the site regularly. The workshops schedule will also be posted on the PTAC site: accd.vermont.gov/economic-development/programs/ptac .

We look forward to a successful 2017 season with you. As always, please email me at Bonnie.Sanders@vermont.gov if you have any issues or concerns.

Thank you.

Bonnie Sanders
VTrans Contract Administration