

CITY OF RUTLAND
CITY HALL, 1 STRONGS AVENUE
POST OFFICE BOX 969
RUTLAND, VERMONT 05702

INVITATION TO BID

*Pursuant to Chapter 17 of the Revised Charter of the City of Rutland,
Vermont sealed bids are requested for the following:*

AUTOCAD CIVIL 3D ON-SITE TRAINING

The City of Rutland is soliciting bids from Certified AutoCAD Trainers to provide On-Site Civil 3D AutoCAD training to City Staff.

In order to be considered responsive to this bid, each proposal must conform to the following requirements:

1. Submit two (2) completed copies of the Bid Sheet in a sealed envelope.
2. Clearly indicate the following information on the outside of the sealed envelope or package containing the Bid:

Name and address of the Bidder
Due date and time
Envelope contents (e.g., Bid Documents)
Project name: "AutoCAD On-Site Training"

If any of the above requirements are not met, the bid will not be considered.

Before work begins, the Vendor shall provide the municipality with one or more Certificate(s) of Insurance showing evidence of all coverages required below and naming the municipality as an Additional Insured. All Certificates shall contain a provision stating that the coverages afforded under said policies will not be cancelled, materially changed, or not renewed without thirty (30) days written prior notice to the municipality, except ten (10) days for non-payment of premium.

The Vendor is responsible to verify that:

1. all work activities related to the agreement shall meet minimum coverages and limits
2. Minimum insurance coverages are:
 - Statutory Workers' Compensation Insurance & Employers Liability Insurance - \$1,000,000 per occurrence.
 - Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate annually.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Bidder for the Bidder's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a bid is the sole expense of the bidder. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for bids in part or in its entirety if it is in the best interests of the City. This solicitation of bids in no way obligates the City to award a contract.

All questions related to this Invitation to Bid shall be directed to James Rotondo, City Engineer at (802) 773-1813. Other than for very routine questions, all questions will be answered in writing and will be posted on the City Website (3) days prior to the submittal deadline. (No questions will be answered after this date.)

Bids should be submitted to Sara Magro, Purchasing Agent in the City Clerk's Office and sent to arrive at the City offices no later than:

Submittal Deadline: 4:00 p.m. on Tuesday, December 27, 2016. Bids received after the deadline will not be accepted.

Bids will be opened at the regularly scheduled Rutland City Board of Finance meeting at City Hall on:
Proposal Opening: 2:00 p.m. on Wednesday, December 28, 2016.

Bids should be sent to: Sara Magro, Purchasing Agent
City of Rutland
P. O. Box 969
Rutland, VT 05702

Physical Address: City Hall
52 Washington Street
Rutland, VT

AutoCAD CIVIL 3D ON-SITE TRAINING SPECIFICATIONS

General

The intent of this specification is to provide a general description of the AutoCAD Civil 3D On-Site Training desired by the City of Rutland.

The class will be comprised of (2) students. The student's current experience with AutoCAD is as follows:

- The first student has a good working knowledge of AutoCAD Land Desktop and has used it extensively. He is not familiar with the new Civil 3D platform, has not had any formal training with it and has only used Civil 3D sparingly.
- The second student is somewhat familiar with the new Civil 3D platform. He has received a week's worth of formal training some time ago, but has only used Civil 3D sparingly.

Schedule/Duration

1. A total of (5) AutoCAD training days shall be provided.
2. Training shall be divided into (2) separate sessions. It is desired that the first session consist of (3) days training and take place in late January 2017 or early February 2017. The information taught in the first session will then be practiced by the students prior to the second session. It is desired that the second session consist of (2) days training and take place in March or April 2017.

Description of Training

1. Training shall be provided by a certified AutoCAD instructor.
2. Training shall cover the basics of the software and shall be customized to fit the student's needs. The following is a preliminary list of subject matter that may be desired:
 - specific topics the participants are interested in or need help with
 - understanding and working with surfaces
 - proposed contours/earthwork
 - how to import and work with GPS survey files
 - major differences between Land Desktop and Civil 3D
 - building/designing water, sewer & stormwater networks
 - changing scales of drawings
 - setting up templates
 - model/paper space and viewports
 - integration with GIS
3. Training shall be hands-on, with the students using computers loaded with Civil 3D software
4. The Trainer shall supply all computers, software, projectors, screens, extension cords and all other equipment and teaching aids necessary.
5. The City will provide a conference room with office furniture dedicated for the training. Standard electrical outlets will be made available for use.

Location

1. The training will occur in a conference room in City Hall located at 52 Washington Street, Rutland, Vermont 05702.

