

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:*

### **2026 SEWER CLEANING, INSPECTION, & CONDITION ASSESSMENT**

The City of Rutland is soliciting bids from experienced Contractors to clean, inspect, and provide an evaluation report regarding the integrity of specific sewer mains. As part of the report, the Contractor shall make recommendations on how to repair any deficiencies they find (i.e. spot repairs, slip lining, replacement of piping).

In order to be considered responsive to this bid, each proposal shall be submitted to Sara Magro, Purchasing Agent, by mail, hand delivery, or via the city's online bid submission portal no later than:

**Submittal Deadline: 4:00 p.m. on Thursday, April 16, 2026.** 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: 3:30 p.m. on Friday, April 17, 2026.**

#### **Bid Submission Instructions**

##### By City's Online Bid Submission Portal

1. Visit [www.rutlandcity.org](http://www.rutlandcity.org)
2. Under the "Resources" tab, select "Submit Proposals & Bids"
3. Select "Bids" and search for "2026 SEWER CLEANING, INSPECTION, & CONDITION ASSESSMENT" as the Project Title.

##### By Mail or Hand Delivery

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

Name and address of the prime contractor

Due date and time

Envelope contents (e.g., Bid Documents)

Project name: "2026 SEWER CLEANING, INSPECTION, & CONDITION ASSESSMENT"

##### **Bids should be Mailed to:**

Sara Magro, Purchasing Agent  
City of Rutland  
P. O. Box 969  
Rutland, VT 05702

##### **Bids should be Hand Delivered to:**

Sara Magro, Purchasing Agent  
City Clerk's Office  
52 Washington Street  
Rutland, VT 05701

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

Prior to beginning any work, the Contractor 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 Contractor is responsible to verify that:

1. all subcontractors, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subcontractors, agents and workers
2. all coverage shall include adequate protection for activities involving hazardous materials
3. all work activities related to the agreement shall meet minimum coverages and limits
4. 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.
  - Property Insurance: "Open Perils" property coverage on a full replacement cost basis for all of the Contractor's real and personal property and the personal property of others in the Contractor's care, custody, or control located on or in any of the City's premises.
  - Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, - \$1,000,000 Combined Single Limit per occurrence.

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.

The City of Rutland considers illness and injury prevention of primary importance in all phases of its operations and administration. It is the objective of the City to provide a safe and healthful environment for all its workers and guests. For this reason, the City insists upon strict compliance with OSHA safety standards and environmental regulations. All consultants/contractors/vendors must be in compliance with all applicable safety laws and regulations.

Contractors shall erect and maintain all necessary safeguards for such safety and protection. It shall be the duty and responsibility of all contractors and their respective subcontractors to be familiar with and comply with 29 USC Section 651, et seq., the Occupational Safety and Health Act of 1970, as amended ("OSHA Act") and to enforce and comply with all provisions of this Act. If the City observes any situations which are in violation of this requirement, the Contractor will correct the violation immediately at their own expense. Work may not continue until the violation is corrected. If the City observes repeated violations, the City will consider this a breach of contract and may terminate the contract between the City and the Contractor without liability. The Contractor will be paid for work completed, and the Contractor will be responsible for paying any fines incurred by the City because of actions of the Contractor.

All questions related to this Invitation to Bid shall be directed to Ted Gillen, Assistant City Engineer, at (802) 774-7819 or by email at tedg@rutlandcity.org.

CITY OF RUTLAND, VERMONT  
**SCOPE OF WORK**

**SEWER CLEANING, INSPECTION, & CONDITION ASSESSMENT**

**Project Description**

The City of Rutland is soliciting bids from experienced Contractors to clean, inspect, and provide an evaluation report regarding the integrity of specific sewer mains. As part of the report, the Contractor shall make recommendations on how to repair any deficiencies they find (i.e. spot repairs, slip lining, replacement of piping).

The Contractor shall clean, inspect, and evaluate all wastewater/stormwater pipes as outlined in this document.

Contractors are permitted to bid on Bid Item #1 (sewer cleaning) only.

Contractors bidding on Bid Item #2 (Video Inspection & Condition Assessment Report), are required to bid on Bid Item #1 as well.

Contractors bidding on Bid Item #2 shall have experience/knowledge of slip lining.

The City's wastewater collection systems include a wide variety of conduit shapes, sizes, & materials. Sizes typically range from 6" to 36" in diameter. In addition, there are a variety of box sewers, some of which are as large as 5' x 6' in size. Prospective bidders shall have the necessary means and experience to clean and/or inspect any size sewer/material type of sewer.

The final deliverable shall include the following:

1. A copy of the video inspection
2. A condition assessment report that details all of the identified deficiencies
  - a. In the event that extensive deficiencies are identified, the Contractor shall indicate in the report if slip lining the existing pipe is an option or if full pipe replacement is recommended,
3. If slip lining is determined to be an option, the report shall include an estimated cost to slip line each applicable segment.

**Waste Disposal**

Materials removed from sewers are permitted to be disposed of at the Rutland City Wastewater Treatment Facility on Greens Hill Lane.

**Water Tanks**

The Contractor may coordinate with the city for the use of hydrants.

**Worksite Safety & Traffic Control**

The Contractor will be responsible for, providing traffic control, and providing, placing, and maintaining all signage. Changes to traffic control and signage may be required by the City at any time during the project if necessary.

The Contractor shall be responsible for initiating, maintaining, and supervising all work safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions to prevent damage, injury, or loss to:

- a) All employees on the work site and other persons who may be affected.
- b) The work site and all the materials and equipment to be incorporated whether in storage on or off the site.
- c) Other property at the site or adjacent, including but not limited to trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

The Contractor shall be ultimately responsible for ensuring that all work is done in a safe and responsible manner in accordance with all local, state and federal regulations.

CITY OF RUTLAND, VERMONT

**BID SHEET**

**SEWER CLEANING, INSPECTION, & CONDITION ASSESSMENT**

- 1.) The unit prices and contractor experience will both be used as the basis of comparison in determining award of this project.
- 2.) Unit pricing shall include the daily cost associated with the cleaning & inspection of sewers, the required traffic control, and preparation of the condition assessment report.

BID ITEM #	DESCRIPTION	UNIT PRICE (\$/day)
1	Cleaning of sewers	
2	Video Inspection of sewers & condition evaluation/report	

*The undersigning hereby states that he/she read and understands the accompanying, Invitation to Bid, Scope of Work, and Bid Sheet, and submits his/her bid accordingly.*

**BIDDER**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name and Title \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF RUTLAND** *(Bid is accepted once an authorized representative signs below)*

Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_