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PH 802.823.0116 511 CENTER ST., POWNAL, VT 05261 [www.townofpownal.org](http://www.townofpownal.org/)

**INVITATION TO BID**

April 26, 2024

The Town of Pownal is hereby inviting bids for the law enforcement needs of the Town.

1. TERM: This is a 1 year bid period. From July 1, 2024 – June 30, 2025
2. PRIMARY WORK SITES AND LOCATION: The Town of Pownal, VT
3. GENERAL STANDARDS:

The Town is inviting bids for services that address the law enforcement needs of the Town of Pownal. This includes, but is not limited to, law and ordinance enforcement, patrol, emergency response, investigation and reporting.

1. BID FORMAT:

Please provide detailed responses to the following:

* Provide a price per hour for patrol, ordinance enforcement, paperwork, investigation, travel and/or any other specific tasks you will complete for the Town.
* Provide areas of coverage within the Town.
* Provide total amount of weekly hours offered to the Town.
* Provide days and hours of coverage that will be offered to the Town.
1. INSURANCE:
* Bidders must include a valid Certificate of Insurance with the bid showing that the following minimum coverages are in effect.It is the responsibility of the vendor to maintain current certificates of insurance on file with the town through the term of the contract. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the vendor for the vendor's operations. These are solely minimums that have been established to protect the interests of the Town of Pownal.
* Workers Compensation: With respect to all operations performed, the vendor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.
* General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to: Premises - Operations Products and Completed Operations Personal Injury Liability Contractual Liability The policy shall be on an occurrence form and limits shall not be less than: $1,000,000 Each Occurrence

$2,000,000 General Aggregate

$1,000,000 Products/Completed Operations Aggregate

$1,000,000 Personal & Advertising Injury

* Automotive Liability: Vendor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the contract. Limits of coverage shall not be less than $1,000,000 combined single limit.

\*\*The Selectboard of the Town of Pownal reserves the right to accept or reject any or all bids. And if awarded to vendor, Selectboard reserves the right to terminate the contract with 30 days notice.\*\*

**Sealed bids should be marked on the outside of envelope indicating law enforcement bid.**

**Sealed proposals may be dropped off at Town Offices or mailed to:**

**Town of Pownal**

**511 Center Street**

**Pownal, VT 05261**

**ATTN: Tara Parks – Law Enforcement Bid**

**Proposals are due by noon on Thursday May 30, 2024.**

**Bids will be opened and summarized by the Executive Assistant before being discussed and awarded at a duly warned Select Board meeting.**

**Questions regarding this invitation to bid should be directed to the Executive Assistant to the Board, Tara Parks 802-823-0116, ext. 110**