

# **Request for Proposal (RFP) For Town Hall Security Upgrade Town of Weathersfield, Vermont**

## **1. PROPOSAL ANOUNCMENT**

The Town of Weathersfield is seeking proposals to upgrade structural security of Martin Memorial Hall at 5259 Route 5 Ascutney, Vermont

## **2. PROPOSAL SPECIFICATIONS**

- 2.1 The contractor shall furnish all labor and equipment and ancillary services necessary to perform the structural changes of the Martin Memorial Hall.
- 2.2 Work shall be substantially completed on or before June 30, 2020
- 2.3 Proposals shall be submitted on the one-page Proposal Response Form provided and must be signed by the contractor or his authorized representative.
- 2.4 A tentative security plan is listed below, but this RFP is to solicit costs for the included plan and/ or other security options. Please bid on the included plan on the proposal sheet and add options to a secondary worksheet.
- 2.5 Options may be discussed with the submitting contractor prior to award.

## **3. BID AWARD**

- 3.1 The award will be given to the chosen contractor with terms and conditions to be approved before work is to be completed.
- 3.2 Invoicing shall be done upon completion of the project, unless prior arrangements have been made.
- 3.3 The chosen contractor will work under the direction of the Town Manager.
- 3.4 The Contractor will provide the appropriate documentation and non-employee work agreement to the Town of Weathersfield Accounts Payable Department before starting any work.

## **4. INDEMNIFICATION AND INSURANCE**

- 4.1 The chosen contractor shall comply with the following requirements
- 4.2 The contractor agrees to defend and save harmless the Town of Weathersfield, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.
- 4.3 The contractor shall carry comprehensive broad form general liability insurance in the amount shown below including protection for bodily injury and property damage.

- 4.4 Prior to the commencement of the work, certificates of insurance shall be supplied to the Town by the contractor detailing the required coverage listed in section 4.5. These certificates shall be issued by a carrier authorized to do business within the State of Vermont, and the Town of Weathersfield shall also be named as an additional insured.
- 4.5 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town of Weatherfield as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.
  - 4.5.1 General Liability-\$1,000,000 per occurrence
  - 4.5.2 Property Damage-\$1,000,000 per occurrence
  - 4.5.3 Personal Injury-\$1,000,000 per occurrence
  - 4.5.4 Worker's Compensation-Statutory Requirement

## **5. PROPOSAL INSTRUCTIONS**

- 5.1 There will be a site visit on **September 18, 2019 at 8AM** at Martin Memorial Hall at 5259 US Route 5 in Ascutney, Vermont.
- 5.2 Proposals shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state giving the names of all interested parties. The person signing the bid shall initial all corrections or erasures.
- 5.3 Proposals shall be submitted on the one-page "Proposal Response Form" provided and must be signed by the contractor or their authorized representative.
- 5.4 Requested descriptive material shall be submitted with the proposal.
- 5.5 In submitting the proposals, the contractor agrees that acceptance of any proposal by the Town of Weathersfield within 90 calendar days constitute a contract. No work shall be started until a purchase order has been approved by the Town Manager and a Notice to Proceed has been given.
- 5.6 Discounts for immediate payment or credit terms where offered will not be a factor in the determination of the lowest responsible bidder. Payment terms by the Town will be cash, less any applicable discounts, to be paid within 30 days of the completion of the work by the contractor and formal acceptance of the project and invoice by the Town.
- 5.7 The successful bidder shall indemnify and hold harmless the Town of Weathersfield against all claims for royalties, for patents, or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
- 5.8 All materials shall remain the property of the contractor until delivered to, installed and accepted by the Town.
- 5.9 Selection criteria: This bid shall be awarded to the contractor whose bid represents the best option and value to the Town of Weathersfield.

5.10 All proposals shall include the following

- 5.10.1 Company name, address and phone number
- 5.10.2 List of similar works performed
- 5.10.3 Material cost estimate
- 5.10.4 Labor cost per hour and total estimated hours

5.11 Questions relating to these specifications may be directed to the Town Manager by email at [weathersfield@weathersfield.org](mailto:weathersfield@weathersfield.org)

5.12 Interested bidders shall submit a copy of their proposal in a sealed envelope, marked "Security Upgrades and Installation" to:

Town Manager  
Town of Weathersfield  
5259 Route 5  
P.O. Box 550  
Ascutney, VT 05030

5.13 Proposals must be received by Town Office no later than 1:00 PM on October 10, 2019.

5.14 Unsealed, late, emailed, or faxed proposals will not be accepted.

**6. THE TOWN RESERVES THE RIGHT:**

- 6.1 to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal;
- 6.2 to amend, modify, or withdraw this Request for Proposals
- 6.3 to require supplemental statements or information from proposers
- 6.4 to extend the deadline for responses to this Request for Proposals
- 6.5 to waive or correct any irregularities in bids received
- 6.6 to negotiate separately with competing bidders.
- 6.7 to choose the proposals deemed in the best interest of the Town

**7. CALENDAR**

- 7.1 Request for Proposals posted September 5<sup>th</sup>, 2019
- 7.2 Proposals due: **October 10<sup>th</sup>, 2019 by 1:00 P.M**

**TOWN OF WEATHERSFIELD**  
**ASCUTNEY, VERMONT**  
**PROPOSAL RESPONSE FORM**  
**REQUEST FOR PROPOSAL FOR MARTIN MEMORIAL HALL**  
**SECURITY UPGRADE AND INSTALLATION**

Company's name, address, email address, and phone number:

List similar work performing building repair and painting contractor has successfully completed. Provide names and phone numbers of references. (attach separate sheet if necessary)

The cost of materials for the proposed work will be: \$\_\_\_\_\_

Labor will be charged at \$\_\_\_\_\_ per hour with \_\_\_\_\_ hours estimated to complete the project.

Total estimated cost of labor and materials \$\_\_\_\_\_

The undersigned, having familiarized himself/herself with the existing conditions of the roads in Weathersfield, hereby proposes to furnish all labor and equipment and ancillary services required to perform the roadside mowing work.

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

**Please submit any alternate proposals on a separate piece of paper.**