

**Town of Sharon  
P.O. Box 250  
Sharon, VT 05065**

**Bid Notice  
Lighting Upgrade - Town Garage**

*Bids due Noon, Wednesday, August 15th*

The Town of Sharon is soliciting proposals from qualified electricians for the installation of new lighting in Sharon Town Garage, located at 6754 Rte. 14.

Scope of Work: Lighting Upgrade to LED's

1. Remove existing light fixtures
2. Properly dispose of same
3. Swap existing fixtures with LED lights (estimate 30±)
4. Upgrade to include office, bathroom, and boiler room lights
5. Investigate feed to 2 Emergency Exit Lights; assure proper functioning and provide separate estimate for upgrade
6. Apply for and obtain state permit
7. Provide Town copy of final, detailed invoice from supplier for E-VT rebate application

Notes: Town garage doors are 10 ft. high; lights are approximately 13 ft. 6" – 14 ft. off the ground. Town crew to provide loader with ladder or staging to assist Contractor with installation.

**Schedule for work completion:** October 15, 2018

**How to bid:**

**Please complete, sign, and submit the attached bid form by NOON Wednesday, August 15th, 2018** to Sharon Selectboard via email to [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net), by mail to Sharon Selectboard, P.O. Box 250, Sharon, VT 05065, or by hand-delivery to Sharon Town Offices at 69 VT Rte. 132 any time Monday-Thursday 7:30AM – 4:30PM. Bids shall be valid for 30 days. *Please do not fax your bid.*

If you have never performed work for the Town, please supply the names, phone numbers, and business name for 3 professional references on the bid form provided.

**Inquiries:**

There is no mandatory pre-bid meeting. In order to schedule an inspection prior to bid submittal, please contact the road crew at 802-763-7194 (garage). Please leave a message and phone number, and the Foreman or a crew member will return your call. You may also contact the

crew at [roadcrew@sharonvt.net](mailto:roadcrew@sharonvt.net). The Selectboard Office may be reached at 802-763-8268 x 4, if need be. The Town Garage shares an access road with The Sharon Academy from Rte. 14.

**Acceptance/rejection of bids:** The Selectboard reserves the right to reject any and all bids, if it deems it is in the public's interest to do so.

**Bid Award:** A bid award, if there is one, is expected to occur as a result of Selectboard action August 20<sup>th</sup>, 2018.

**Insurance Requirements:**

- 1) Commercial general liability insurance including, but not limited to, bodily injury, personal/advertising injury, broad form property damage, products & completed operations liability, and contractual liability with limits of, at minimum, \$1,000,000 combined single limit for each occurrence.
- 2) Statutory Worker's Compensation and Employer's liability insurance with limits of, at minimum, \$1,000,000 any one occurrence. Sole proprietors without employees must cover themselves with Workers Compensation. Excluded corporate officers must provide a certificate showing the exclusion.
- 3) Commercial auto liability insurance covering all owned & hired and non-owned vehicles, with limits of, at minimum, \$1,000,000 combined single limit for each occurrence.
- 4) The Town of Sharon be listed as an additional insured on your certificate.

**Submission of IRS Form W-9**

Successful bidder must provide the Town of Sharon a completed IRS Form W-9 prior to commencement of work.

**Notice of beginning of work:** Contractor shall provide 5 days' notice to the road crew of anticipated work days.

*See attached bid form pages 3-4*

**BID FORM**  
**Town of Sharon, Vermont**

Selectboard@sharonvt.net

Due Date: Wednesday, August 15, 2018 at 12:00PM (Noon)

**Project Description:** Town Garage 2018 Lighting Upgrade

**Unit of Bid:** LUMP SUM

Bidder Contact Information:

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Cost of Materials: (provide detailed list)** \_\_\_\_\_

(attach list and lighting plan)

**Cost of Labor:** \_\_\_\_\_

**Total Lump Sum Bid** \_\_\_\_\_

**Exit Lights: (Bid Alternate #1): Brief description of work:**

Cost of Materials: (itemize) \_\_\_\_\_

Cost of labor: \_\_\_\_\_

**Bid Alternate #1 Lump sum total:** \_\_\_\_\_

**Timetable for completion of work:** \_\_\_\_\_

(over)

**Professional References:** (if you have not worked for the Town before)

Contact \_\_\_\_\_ Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Business Name \_\_\_\_\_ Phone \_\_\_\_\_

**Required Attachments to Bid form:**

1. Insurance Certificate

**Any comments you would like to make with regards to this bid?**

**Signature of Authorized Bidder** \_\_\_\_\_ **Date** \_\_\_\_\_