

**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, 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. 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 20th, 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** _____