

# TOWN of SHARON, Vermont

69 Vermont Route 132

PO Box 250

Sharon, VT 05065

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[www.sharonvt.net](http://www.sharonvt.net)

## **Bid Solicitation Restrooms Ventilation Upgrade Old School House Building Sharon, VT**

### **Scope of Work:**

The Town of Sharon is accepting bids from qualified, insured contractors and licensed electricians for **installation of an in-line exhaust fan, associated ductwork, grilles, and electrical work** to provide improved ventilation for three bathrooms in the town-owned Old School House building. **This building is in educational use as a middle school.**

The Old School House (“OSH”) is a two-story wood-frame building located at 79 Rte. 132 opposite the Sharon Park’n Ride at I89 Exit 2 and next to Sharon Town Offices. (Please note the physical address for the OSH is being readdressed to 20 School Street, Sharon, VT.)

The successful bidder will assist the Town of Sharon, as building owner, with filing the proper work notices and reconciliation of construction permit requirements and fees. Jay Moody, Assistant State Fire Marshall in the Springfield Fire Safety Office is the point of contact for permitting this work (802)777-1748. All work shall be performed in accordance with NFPA, State fire safety, energy, and building codes.

The bathroom ventilation upgrade is in addition to a more major HVAC upgrade funded by Efficiency Vermont, including installation of a 2,000cfm ERV, associated ductwork, RGDs, mechanical and electrical work. This work has already been procured for, permitted, and scheduled separately by The Sharon Academy, which is the building tenant.

### **How to Bid:**

Please submit your **sealed bid by 3PM on Monday, November 30, 2020** to Sharon Selectboard.

1. Via email to [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) attn: Margy Becker, Selectboard Assistant
2. In person to Sharon Town Offices, 69 VT Rte 132 (*readdressed to 15 School Street*)
3. Via US mail to Town of Sharon Selectboard, P.O. Box 250, Sharon, VT 05065

*Do not fax your bid. FAXED bids will not be accepted.*

### **Pre-Bid Building Inspection:**

**Pre-bid building inspections will be by appointment only.** Please email or call to request your pre-bid inspection **BY 3pm MONDAY NOVEMBER 16.** Please email the Selectboard Office

at [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) ATTN: Margy Becker OR call 802-763-8268 x 4. Please leave a phone message and staff will return your call.

30 minute inspections will be scheduled daily for 3:30PM or 4:15PM on Wednesday, November 18, Thursday, November 19, or Friday November 20<sup>th</sup>. If required – appointments will be scheduled for Monday, November 23.

**Bid Review/Acceptance:**

The Sharon Selectboard will make the decision on **bid award during their next special or regular meeting and no later than Monday, December 7<sup>th</sup>, 2020**. Upon completion of an agreement for services, signed by both parties, the successful bidder will be given the notice to proceed.

**Required minimum bid content:**

1. Description of devices and hardware to be installed
2. Detailed itemization of work activities with associated cost of labor and materials
3. Itemization of any exclusions and values
4. Indication of Contractor availability, lead time for obtaining equipment/supplies; project timeline and proposed date of completion
5. Statement concerning whether Contractor has ever been de-barred from performing work in the State of Vermont.
6. Required payment provisions
7. Itemization of State codes being complied with and used to size devices and hardware
8. A statement certifying that all work is to be performed by contractors licensed and qualified to perform said work
9. Signature and contact information for Authorized Bidding Official
10. Evidence of Insurance

**Questions about this Bid Opportunity:**

Technical questions should be addressed to Ken Wright, 802-274-4533 (mobile). Ken is serving in the capacity of Old School House HVAC project liaison for the Town of Sharon. He will be leading pre-bid inspections.

Questions about the bid process may be addressed to Selectboard Assistant, Margy Becker at [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) or 802-763-8268 x 4.

**INSURANCE COVERAGE REQUIREMENTS**

The contractor shall agree to provide and maintain the following types and amounts of insurance for the term of this contract. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A-, financial size category VII or greater. [www.ambest.com]

**Commercial General Liability Coverage:**

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 with limits of, at minimum, \$1,000,000 Combined Single Limit for each occurrence.

*The Contractor must list the Town of Sharon as Additional Insured's on their Commercial General Liability Policy.*

**Workers' Compensation & Employers Liability Insurance:**

Statutory Worker's Compensation Insurance and Employers' Liability with limits of, at minimum, \$1,000,000 any one occurrence. *The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.*

**Professional Liability Insurance:** (Errors and Omissions Coverage)

Professional Liability Insurance Coverage for \$1,000,000 Each Occurrence and \$3,000,000 annual aggregate. *The Contractor must list the Town of Sharon as an Additional Insured on their Professional Liability Policy.*

**CERTIFICATES OF INSURANCE**

The Contractor shall provide the Named Member with such Certificates of Insurance, as required above and prior to the commencement of work. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without thirty (30) days written prior notice , except ten (10) days for non-payment of premium, to the Named Member .

**IMPORTANT:**

**Subcontractors must comply with the same insurance requirements as contractor's**