



REQUEST FOR PROPOSALS

TOWN OF SHARON

BUILDING MANAGER Municipal Buildings

ISSUE DATE: September 22nd, 2022

DEADLINE FOR SUBMITTAL: October 12th, 2022 at 12:00PM; Bid Opening to Follow

CONTRACT AWARD DATE: October 17th, 2022 (anticipated)

CONTACT: Nicola Shipman, Selectboard Assistant

Email: selectboard@sharonvt.net

Phone: (802) 763.8268 ext. 4

Website: www.sharonvt.net

GENERAL

The Town of Sharon is accepting bids for a Building Manager for all municipal-owned buildings.

Proposals must be received by **Wednesday, October 12th, 2022 at 12:00pm** at which time the opening will take place. Submittals can be emailed, mailed or hand delivered. Email bids must be in PDF format. Fax submittals will not be accepted.

Contractors interested in the role must submit proposals to:

Mailing Address: Town of Sharon Selectboard, PO Box 250, Sharon, VT 05065

Physical Address: Town of Sharon Selectboard, 15 School Street, Sharon, VT 05065

Email Address: selectboard@sharonvt.net

Mailed or hand delivered proposals must be in sealed envelopes with the following information printed on the outside:

“Building Maintenance and Repair Manager”

Name of Contractor

Due date and time

As it is the sole discretion, the Town may reject incomplete proposals submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for proposals implies a contractual obligation with any firm, nor will the Town reimburse costs for submittal preparation.

Proposals received after the deadline will be rejected and returned unopened.

All questions related to this Request for Proposal should be submitted in writing or by email to Nicola Shipman at selectboard@sharonvt.net no later than October 5th, 2022.

RFP TIMELINE

Item	Deadline
Deadline for RFP Questions	October 5 th , 2022
Proposals due	October 12 th , 2022 at 12:00PM
Award Date	October 17 th , 2022 (anticipated)

SCOPE OF WORK

The Town of Sharon, VT seeks a General Contractor/Builder to assist with the upkeep and maintenance of Town-owned buildings. The Town of Sharon Building Manager would be available to identify and complete projects on an as-needed basis as authorized by the Selectboard.

The Selectboard understands that work may need to be completed outside of normal business hours to accommodate the Contractor's project workflow.

Sharon Town buildings are primarily historic wood frame buildings, except for the Sharon Town Garage. Carpentry skills are a must. An awareness of how to repair historic buildings so as not to change the character of the building is also important.

The Town of Sharon Municipal buildings include:

- Old Town Hall (Historical Society) – 24 VT Rte 132 (The Green)
- The Gazebo – 20 VT Rte 132 (The Green)
- Sharon Town Offices – 15 School Street
- Old School House Building – 20 School Street
- Baxter Library – 5114 VT Rte. 14 North
- Sharon Town Garage – 6754 VT Rte 14 North

The Building Manager scope of work will include:

- generating a list of maintenance priorities and timeline for completion in collaboration with the Selectboard Assistant
- performing maintenance and repair projects on the exterior and interior of the municipal buildings as authorized by the Selectboard
- informing the Selectboard Assistant which projects will require additional expertise and/or licensed technician to complete
- ensuring all building systems (sewer, water, heat, etc.) are functioning correctly and receive regular routine care and upkeep
- notifying with the Selectboard Assistant should any major repairs be identified
- responding to unexpected building issues (blocked drains, heating issues, safety issues, etc.) to resolve them in a timely manner

TYPE OF BID

Contractor will provide the Town with an hourly billing rate for labor to be in effect for the duration of the contracted term of November 1, 2022 – October 31st, 2023.

AWARD

The Town of Sharon does not obligate itself to accept the lowest or any proposal and reserves the right to reject any or all proposals, and to waive any formalities, informalities, and minor deviations in any proposal. Award will be made to the lowest overall responsive and responsible bidders.

INSURANCE REQUIREMENTS

The Contractor, and any subcontractors if not covered by the Contractor, shall maintain the following minimum coverages for the duration of the contract. The Certificates of Insurance shall name the Town as additionally insured party as its interests may appear. All policies shall be noncancellable without 30 days prior written notice from the insurance carrier to the Town.

Workers' Compensation: Workers' compensation insurance at minimum of \$500,000 for any one occurrence, in accordance with the laws of the State of Vermont and any other state in which it is performing the Contract Scope of Work.

General Liability Insurance: Commercial general liability written on an occurrence form with limits of not less than:

\$1,000,000 Each Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$50,000 Damages for Premises Rented to You

Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract.

Automotive Liability: Automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the contracted project. Limits of coverage shall be in the amount required by any applicable state law.

Indemnification: The Contractor shall defend, indemnify and hold the Town harmless against: any injury, death, loss, suit or claim, including expenses and attorneys' fees arising from any negligent action or omission on the sole part of Contractor and its Subcontractors in connection with the project.

CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each subcontractor named in the proposal upon award of this contract.

Prior to signing the contract, the Contractor shall provide the Town with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Proposal requirements for the Contractor and any subcontractor. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Sharon Selectboard, P.O. Box 250, Sharon, VT. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

The cost of preparing, submitting, and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received because of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

QUALIFIED DISADVANTAGED AND WOMEN-OWNED BUSINESSES

Qualified disadvantaged (DBE) and women (WBE) owned businesses are encouraged to submit proposals. Sharon is an Equal Employment Opportunity employer.

PROPOSAL REQUIREMENTS

Contractors must use the Bid Form provided (Attachment A).

Bids will be considered unresponsive if the Bid Form is not complete.

Bids may include additional information if it will help the Town better understand your certifications, background and/or experience.

--END--

ATTACHMENT A
BUILDING MAINTENANCE AND REPAIR
BID FORM

Primary Contact Name: _____

Name of Business: _____

Physical Address: _____

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Best Contact Method: Daytime Phone / Cell / Email / No Preference

Please include with this bid form:

- Certificate of Insurance with Town of Sharon named as Additional Insured
- W-9

Hourly Rate for Nov. 1st, 2022 – Oct. 31st, 2023 \$ _____/hour
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List Three Professional References:
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1. Name: _____

Contact Information: _____

2. Name: _____

Contact Information: _____

3. Name: _____

Contact Information: _____

Respectfully Submitted,

Signature: _____

Title: _____ Company: _____