

TOWN OF LONDONDERRY

100 Old School Street
South Londonderry, 05155

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2018-3EOC

PROJECT TITLE: EOC Emergency Generator

PROPOSAL DUE DATES: Proposals are due by June 15, 2018, no later than 4:00 PM. Sealed bids will be opened on June 18, 2018.

ESTIMATED TIME PERIOD FOR CONTRACT: Project will must be completed by September 30, 2018.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

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2. Scope of Work
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1. INTRODUCTION

1.1 Purpose

Proposals are requested for the installation of a 50 kw diesel generator, 200-amp automatic transfer switch (ATS) and fully programmable ATS controller with Ethernet enabled communications capability at the Londonderry Town Office located at 100 Old School Street, South Londonderry, VT 05155.

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2. SCOPE OF WORK

The Town of Londonderry is seeking a qualified contractor to install an emergency generator at the Londonderry Town Office, located at 100 Old School Street, South Londonderry, VT 05155.

Contractor will provide all necessary site preparation including, trenching for electrical connections to the building and the installation of a concrete pad on which the generator will be placed.

Contractor will install a 50 kw diesel generator, 200 Amp Automatic Transfer Switch (ATS) and fully programmable Automatic Transfer Switch Controller with Ethernet enabled communications capability.

Contractor will make all electrical connections and perform a full operational test of the generator, transfer switch and controller before acceptance by the Town.

Contractor's bid will include descriptions of all site work to be performed and full technical specifications for all technical components.

Contractors will provide an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.

Contractor will meet with the Town of Londonderry Emergency Management Director (EMD) before beginning work to confirm schedules and specifications.

3. GENERAL INFORMATION FOR BIDDERS

3.1 Right to Accept or Reject Proposals

The Town of Londonderry reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

3.2 Right to Cancel or Postpone the Project

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

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3.3 Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town of Londonderry reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town of Londonderry and the selected firm.

4. PRICING

Proposals will clearly state and explain all costs associated with the services to be provided. The Town of Londonderry will not make advance, incremental or partial payments. All work must be satisfactorily completed before being invoiced.

There is no expressed or implied obligation on the part of the Town of Londonderry to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Londonderry in care of the **RFP Coordinator** and plainly marked **“EOC Emergency Generator – June 15, 2018.”**

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

No electronically submitted proposals will be accepted in response to this request.

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5.1 RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this request:

Robert Nied
Town Administrator/RFP Coordinator
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Phone Number 802-824-3356
Email: townadmin@londonderryvt.org

All communication between the bidder and the town upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

5.2 No Obligation to Contract

This RFP does not obligate the Town of Londonderry to contract for services specified herein.

The Town of Londonderry reserves the right to reject all bids and to either withdraw the RFP or reissue a revised RFP at a later time.

5.3 Commitment of Funds

The Town of Londonderry Select Board is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this RFP.

No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

5.4 Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an RFP.

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5.5 Insurance Requirements

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed.

The Contractor's policies shall name the Town of Londonderry as an additional insured.

5.5.1 Liability Insurance

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

5.5.2 Automobile Liability Insurance

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

5.5.3 Workers' Compensation

The Contractor will, at all times, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The town will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

6.1 Evaluation Procedure

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

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6.2 Evaluation and Selection Criteria

The Town of Londonderry will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

6.3 Notification to Bidders

The RFP Coordinator will notify the Apparently Successful Contractor of their selection on, or about, June 22, 2018.

6.4 Start of Work

Work will commence on a date and time mutually agreed to by the Town of Londonderry and the Contractor, following the execution of an approved and signed contract.