

Request for Proposal

Pavilion Door Electric Strikes

Hartford, Vermont

Contact: **Scott Hausler, Director of Parks & Recreation**
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
Phone: 802 295 9908
E-mail:

RFP Issuance: January 10, 2023

RFP Response Deadline: January 27th, 2023 at 10:00am

1. INTRODUCTION

The Town of Hartford is seeking vendors to provide and install (6) access door strikes in 3 Maxfield Pavilions. The strikes should lock and unlock based on a timing system.

2. SCOPE OF SERVICES

Electric door strikes for 3 pavilions at Maxfield

➤ Provide and install (6) Industrial grade strikes designed for extreme weather and heavy duty applications. Strikes should be modernized for future data point access controls.

➤ Provide and install the associated wiring from the breaker box in each pavilion to the access doors.

➤ Provide and install (3) event timers for 365 days 24/7

➤ Provide and install all hardware, switches and electrical supplies.

➤ Provide estimated start and completion date for project if awarded as specified.

➤ Provide and document the complete start-up of the door systems and include (1) calendar year of maintenance and troubleshooting service.

3. SCHEDULE OF BIDDING

1.10.23	Request for Proposals
1.20.23	Questions to Request for Proposals deadline
1.25.23	Town reply to questions (Addendum to be issued to Contractor)
1.27.23	Bid Due Date
1.30.23	Contractor Selected and Bid Award

4. GENERAL INFORMATION

Proposals shall be submitted in a envelope with the contractor's name, address and phone number mailed or delivered to the address below. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Gail Ostrout, Acting Town Manager
171 Bridge Street
White River Junction, VT 05001
Clearly marked envelope "Pavilion Door Electric Strikes"

(Signature of Bidder & Date)

(Title of Bidder)

(Contractor)

(Street/P.O. Box)

(Town, State, Zip)

(Phone # / fax#)

Competent Contract Supervisor: _____ years exp. _____

AVAILABLE START DATE _____

NOTE:

All proposals must be received no later than January 27th at 10:00am. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Scott Hausler at:
Telephone: 802-295-5036
E-mail: shausler@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of the Bid, BIDDER certifies that bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to Bid with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical

personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.

5. INSURANCE REQUIREMENTS

WORKERS COMPENSATION:

The CONTRACTOR is required to carry full and complete Workers’ Compensation insurance for all employees engaged in work on this project. The same requirements for Workers’ Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor’s liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must list the Named Member as Additional Insured’s on their Commercial General Liability Policy

6. CONTRACTOR SELECTION

The Town reserves the right:

1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

7. DESCRIPTION OF PAY ITEMS

Item#	Description of work
1	Cost of providing and installing (6) Industrial grade strikes designed for extreme weather and heavy duty applications as specified in the RFP.
2	Provide estimated start and completion date for project if awarded as specified.
3	Warrantee of all products and service.
4	List of 3 commercial customers where you have installed and provided maintenance to a similar product installation.

Location of project: Maxfield Sports Complex, 120 Lesle Drive, White River Junction, VT 05001