

Town of Wilton, NH
Invitation for Bids #05-23
Highway Garage Electrical Work



Date Posted: April 13 2023
Proposal Deadline: April 27th 2023

Staff Contacts

Administrative Inquiries: Nick Germain, Town Administrator

Wiltonta@wiltonnh.gov - 603-654-3299

Technical Inquiries: Mike Tatro, Public Works Director

highway@wiltonnh.gov - (603) 654-6602

Inquiry / Submissions Addresses:

Street Address

Administration Office
Wilton Town Hall
42 Main Street
Wilton, NH 03086

Mailing Address

Wilton Town Hall
Town Administrator's Office
P.O. Box 83
Wilton NH, 03086

It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator (wiltonta@wiltonnh.gov) in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source

The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town of Wilton.

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1 General Information and Submission Process

1.1 Key Dates

Bid Deadline: April 27th @ 2:00 PM

Anticipated Bid Opening: April 27th @ 2:15PM

Anticipated Award Timeframe: Within 10 Days of the Bid Deadline

Anticipated Contract Signing: Within 10 Days of Bid Deadline

1.2 Obtaining Bid Documents

The Town of Wilton's primary outlet for distributing documentation for this project is the Purchasing page on the town's main website: www.wiltonnh.gov. Essential documents can also be received in hardcopy from the Wilton Fire Department or Administration Department.

1.3 Inquiries

Technical or administrative questions should be directed to this IFB's main contact listed on the cover page; technical questions will be referred to the Wilton Highway Department. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this RFP will be released as addenda.

1.4 Mandatory Site Visit

To bid on this project, a respondent or their representative **MUST** attend a mandatory site walkthrough with the Wilton Public Works Director (603-654-6602). Such a walkthrough may be scheduled to occur up to **April 26th 2023**.

1.4 Submission Instructions

Sealed hardcopy proposal packages, clearly marked "IFB 05-23 Highway Garage Electrical Work" must be received by Administration Department staff at 42 Main Street in Wilton before the proposal deadline at 2:00PM. Each package **must include** at least one copy of the following two (2) items:

1.4.1 Completed bid sheet(s) (**Attachment Item #1**). All entries and signatures on each bid sheet must be typed or written in ink; pencil will render a submission disqualified

1.4.2 All other requested support information identified under Section 5 (Mandatory Proposal Components)

1.5 Review and Award Process

Bid packages not verifiably received by the Town of Wilton by will be immediately disqualified. Barring emergency, a public bid opening will be held on April 27th 2:15PM in the Wilton Town Hall Court Room (42 Main Street), where appropriately received bid packages will be opened and read aloud/recorded.

Thereafter, town personnel relevant to the project will review all bid package components received, verify whether or not they meet the town's requested requirements and prepare a recommendation for the Wilton Select Board. The Wilton Select Board, at their next feasible scheduled meeting, will consider the bids received: The Town of Wilton will award a contract to the lowest priced proposal to a candidate that can demonstrate competent completion of the requested work through submitted credentials, which will be deemed at a minimum as journeyman electrician licensed in good standing with the State of New Hampshire. The Town reserves the right to reject all bids received.

2. Background

The Town of Wilton (Pop. 3800) is a mostly rural NH community with a small, more urbanized town center. It possesses numerous public buildings and facilities at various sites located throughout the town, including a Highway Garage at 89 Whiting Hill Road.

In January 2023, a fire broke out at Wilton's Highway Garage that caused significant damage in the vehicle bay area. Part of this damage included total loss of various electrical system components in that portion of the building. Subsequently, the town has completed cleanup and building rehab efforts and now seeks to finish up the program by replacing the simple electrical system.

Worksite is an extremely utilitarian highway garage with an approximately 14' ceiling: Estimated 4180 Sq foot total. While hazmat cleaning and most debris has been cleaned out, there may be some remaining non-functioning electrical components still remaining at work areas. Work is desired to be completed as soon as possible.

2.1 Purpose

The Town of Wilton is utilizing a sealed bid process in compliance with its purchasing policy. Given that the town has generally identified the type of work needed, a simple request for bids process is being utilized.

2.2 Desired Outcome

- The town secures the complete anticipated electrical work listed in the scope of services below
- Performance of requested scope of services complies with all regulatory and safety requirements for a commercial grade repair garage in the State of New Hampshire and according to local regulation

3. Scope of Services

Electrician(s) will provide all labor and materials related to staging, installing, and cleaning up for the following:

Remove and Replace all wiring within the three affected bays

Install Emergency Lighting at Pass Doors According to instructions of the Wilton Fire Department

Supply and Install 3-Lighting Switches at designated locations

Supply and Install 6- FI Protected Wall Outlets

Supply and Install 10-LED High Bay Lights (Atlas IHB24)

Supply and Install 1-250v 50 AMP Welding Outlet

Supply and Install 1-250V 30 Amp Compressor Circuit

Removal of misc. remaining, non-functioning/damaged electrical system components

4. Award Requirements

4.1 Performance

Work must comply with all applicable state and local Town of Wilton building and safety requirements. The Wilton Fire Department and Public Works Director will certify work stipulating progress payments and must sign off before project is deemed complete. Access to the site for work performance will be guaranteed between the hours of 7:30AM and 4:00 PM Monday through Friday.

4.2 Method of measurement and payment

Before contract signing, the Town of Wilton will render progress payments towards completion of the project according to a mutually agreed upon schedule with the respondent.

4.3 Work and Materials Guarantee

Any material or workmanship found to be defective for up to one (1) year from the date of acceptance by the Director shall be replaced by the Contractor at no cost to the awarding authority. Upon notification of defective material or workmanship, the respondent shall immediately replace such defective areas.

4.4 Change Order

Changes to work, price, or contract performance conditions will not be executed without written approval from the Wilton Town Administrator and Director.

4.5 Insurance Requirements

The awarded vendor at their cost will be required to provide a certificate of liability insurance with the following minimums:

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
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Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability	
Combined Single Limit (Per Occurrence)	\$1,000,000

Professional Liability:

Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

5. Mandatory Proposal Components

5.1 Resume of the electrician to perform the work that includes name, address, telephone number, and e-mail address

5.2 At least three (3) references, including contact information, for projects completed by the electrician with similar scopes of work

5.3 A brief introductory letter signed by the respondent that includes, at a minimum:

5.3a. Acknowledgement that the respondent is willing and capable to provide all proposed services and material, as well as adhere to mandatory award requirements and addendum instructions that may be issued

5.3.b Answering the following question: Has the vendor been disqualified from a state, local, or federal government contract in the last five years? If so, please explain under what circumstances this occurred.

5.4 A completed bid sheet (Attachment Item #1)

5.5 Proof of appropriate electrician's licensure and any other misc. material deemed by the respondent to recommend their selection

Attachment Item #1

Bid Sheets

Town of Wilton IFB 05-23: Highway Garage Electrical Work
Bid Sheet

Total BID AMOUNT: _____
(NUMERALS)

Total BID AMOUNT: _____
(WRITE OUT IN WORDS)

Broken Out Component Costs:

Labor: _____

Materials: _____

Earliest Estimated Date Available to complete work: _____

Contractor and/or Company name _____

Business Address: _____

Telephone Number: _____

E-mail: _____

Print Representative's Name (Printed)

Signature

Date