

Town of Wilton, NH
Invitation for Bids #07-23
Cemetery Garage Project



Date Posted: July 20, 2023

Proposal Deadline: August 15th 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.

Index

General Information and Submission Process	Page 2
Background information	Page 3
Scope of Services	Page 3-4
Award Requirements	Pages 4
Mandatory Response Components	Pages 5
Sample Mandatory Inspection Form	Pages 7
Bid Sheet (Attachment Item#1)	Pages 9
Site Details (Attachment Item#3)	Pages 10-13

1 General Information and Submission Process

1.1 Key Dates

Bid Deadline: August 15th, 2023 @ 2:00 PM

Anticipated Bid Opening: August 15th, 2023 @ 2:15PM

Mandatory Site Inspection Timeline: Must be executed before August 15th

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 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 IFB will be released as addenda.

1.4 Mandatory Site Inspection

Respondents must schedule and attend a mandatory worksite inspection with the Wilton Public Works Director or their Designee (603-654-6602 – highway@wiltonnh.gov) on a date and time prior to August 15th 2023 for a bid package to be accepted. Proof of attendance will be confirmed by signature on the example form located under "**Attachment Item #1**". The Town of Wilton will make every effort to arrange these meetings based upon mutually convenient schedules 7AM to 4:30 PM, Monday through Friday, Prior to August 15th 2023.

1.5 Submission Instructions

Sealed hardcopy proposal packages, clearly marked "IFB 07-23 Cemetery Garage" must be received by Administration Department staff at 42 Main Street in Wilton before the proposal deadline on August 15th 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 August 15th at 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.

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 cemetery garage building located within the Laurel Hill Cemetery a few minutes' drive from downtown.

Said cemetery garage has been used for decades to store various pieces of equipment for the maintenance of municipal land within the Town of Wilton. Critically, it is the primary storage location for a number of field mowers and other supplies.

After years of heavy use, it's been identified that the building has decayed significantly and requires builder intervention to maintain its integrity. Said worksite is a relatively small and extremely utilitarian garage located within a cemetery. Discretion and respect for working within the area is a must.

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 anticipated garage repairs.
- Performance of requested scope of services complies with all regulatory and safety requirements within the State of New Hampshire and according to local regulation

3. Scope of Services

A contractor will provide the following labor and materials to repair the **24x23 single story two car garage located at Wilton's Laurel Hill Cemetery**

- Replace all trim work
- Cut T1-11 up 2 feet to get rid of rot and replace with plywood.
- Fix the area of three windows that have been removed
- Install approximately 800 sq. ft. white vinyl siding
- Vinyl corners and soffits

4. Award Requirements

4.1 Performance

Work must comply with all applicable state and local building and safety requirements. The Public Works Director will certify work stipulating any agreed upon 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. There may be mandatory work stoppages required to accommodate burials if unavoidable, but these will be coordinated with at least a week's advance notice.

4.2 Method of measurement and payment

The Town of Wilton will render progress payments towards completion of the project according to a mutually agreed upon schedule with all vendors prior to contract signing.

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 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
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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 main contractor who will perform or oversee 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 respondent 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.

5.5 A completed bid sheet (**Attachment Item #2**)

5.6 Proof of appropriate licensure and any other misc. material deemed by the respondent to recommend their selection

Attachment Item #1

**Example Mandatory Site Inspection
Form**

IFB 07-23 Cemetery Garage
Mandatory Site Inspection Form

Date:

Contractor, Firm, or Business Name:

Name(s) of Representative(s) in Attendance

Printed name _____ Signature _____

Printed name _____ Signature _____

Printed name _____ Signature _____

Printed name _____ Signature _____

Printed name _____ Signature _____

Printed name _____ Signature _____

Inspection Attendance Certified

by: _____ *

Date _____

***Only Valid Through Wilton Public Works Director or An Approved Designee**

Attachment Item #2

Bid Sheet

Town of Wilton IFB 07-23: Cemetery Garage

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

Attachment Item#3

Project Location and Pictures







