

**Town of Tinmouth  
515 North End Road  
Tinmouth, VT 05773  
802-446-2498 Town Office  
tinmouthtown@vermontel.net**

**REQUEST FOR SEALED BIDS**

**FOR ELECTRICAL UPGRADES AND BACK UP GENERATORS FOR THE  
TINMOUTH TOWN OFFICE AND VOLUNTEER FIRE STATION**

Bids are due in writing at the Tinmouth Town Office 9 Mountain View Road in Tinmouth, VT (mailing address 515 North End Road) on or before **Tuesday, June 27, 2023 at 5:00 PM**. Sealed bids will be opened at a public bid opening that evening at 7:00 PM at the Town Office. Faxed bids are not accepted.

**Goal of the project:** The goal of this project is to provide backup power to the Tinmouth Emergency Operations Center (Town Office). This will include work at both the Tinmouth Town Office and the Fire Department. This will be one project and fixed price bids will be made directly to the Town of Tinmouth.

**Bid Specifications:**

**1. Town Office/Emergency Operations Center:**

The electrical service for this building was installed in the 70's and it is in a closet next to a chimney. This is a code violation and must be replaced with a new service. Second item is to install an emergency generator ~22KW. Since this building is on the Historic Register, the location of the generator and propane tank should ideally be on the east (back) side of the building to minimize the visual impact from the road. If any historic artifacts or human remains are unearthed, work must be stopped in the vicinity of the find, immediate measures to avoid or minimize harm to the finds/remains taken, and proper notifications made. Upgrade to electrical service includes a meter can(if necessary), panel, and grounding. Install panel in basement. Extend existing circuits in panel to new panel to eliminate code violations. Provide permitting and inspection. when digging for the level base for the generator, please notify the Selectboard Assistant/Town Clerk, Gail Fallar.

- Install 200A service to replace existing service in Town Office. Install new service drop, Coordinate with Green Mountain Power for connection. Location of new panel box to be optimized to locate the panel box, meter can, transfer switch and emergency generator ideally on the east (back) side of the building to minimize impact to the historic building from the street. Location to be approved by Town representative prior to work commencing. Coordinate work schedule with Town Clerk to minimize disruption to Town operations.
- Install a new propane fired generator to power the Tinmouth Town Office/EOC, ~ 22KW generator and automatic transfer switch to run the entire building including future heat pump(s). Specify make and model of proposed generator and KW rating. Transfer switch to be installed on exterior of building near to newly installed meter can. Generator to be installed ideally on the east side of the building to minimize the visual impact on the historic building from the road. Install level stone base for generator. Run conduit and wiring to transfer switch and refeed panel from transfer switch. Separate neutrals and

grounds in panel as required by code. Install cold weather kit for generator.

- Coordinate propane service with Proctor Gas, the Town's propane provider. Cost of propane install to be billed directly to the Town and this cost is not included in this scope, but the coordination is. Tank location to be approved by Town representative to minimize impact to historic building from the street.

## **2. Fire Department Generator**

- Install a new propane fired generator to power the Tinmouth Fire Department, ~ 22KW generator and automatic transfer switch to run entire building. Specify make and model of proposed generator and KW rating. Transfer switch to be installed on exterior of building next to meter can on the north side of the building. Generator to be installed on north side of building near meter can. Install level stone base for generator. Run conduit and wiring to transfer switch and refeed panel from transfer switch. Separate neutrals and grounds in panel as required by code. Install cold weather kit for generator. Coordinate propane service with Proctor Gas, the Fire Department's propane provider. Provide startup on generator.

Bidders will provide a total price for the installation of the full scope 1 and 2 on the bid submission form.

Successful bidder will provide proof of liability insurance to the Town.

This project is funded by a Federal Grant and must be completed and invoiced on or before September 15, 2023.

A bid information sheet will be provided and will be completed by each bidder to allow for fair comparisons between bidders.

**Bid Submission:** All bids must be submitted on the provided bid submission form in sealed envelopes, addressed to the Town in care of the Select Board, and plainly marked with the name of the bid and the time of the bid opening. 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. A bidder who declines to make a bid and does so in writing to the Select Board shall be counted as a bidder in order to meet the requirements of a minimum of two bidders.

**BID OPENING:** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Select Board at the bid opening. Each bidder will complete a bid request sheet provided by the Town in the Request for Bids.

**CRITERIA FOR BID SELECTION:** In evaluating bids, the Select Board will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance requirements.
6. Bidder's availability to provide future service, maintenance, and support.
8. Any other factors that the Select Board determines are relevant and appropriate in connection with a given project or service.

**The Select Board reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Select Board reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract.**

For questions or to set a time to review the project, please contact Gail Fallar, Select Board Assistant/Town Clerk at 802-446-2498 or [tinmouthtown@vermontel.net](mailto:tinmouthtown@vermontel.net), and/or Cathy Reynolds at 802-881-6775 or [cathyreynolds802@gmail.com](mailto:cathyreynolds802@gmail.com).

**Town of Tinmouth Bid Submission Form**

**Due June 27, 2023**

**Electrical Upgrades and Back Up Generators  
for Town Office and Tinmouth Volunteer Fire Department**

**Contractor Business Name:**

**Contact Person:**

**Address:**

**Work Phone:**

**Cell Phone:**

**Email:**

**Please enclose additional information as needed to explain any necessary deviation from the specifications contained herein.**

**Make and Model of proposed generators:**

**Total Price:**

**Estimated completion date:**

**Entire project must be completed and invoiced on or before September 15, 2023 due to Grant Requirements.**