



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477



**Town of Richmond – Invitation to Bid (ITB)**

**TOWN OF RICHMOND OFFICE PROJECT**

September 30, 2024

**Description of Project**

1. Design and install a building wide access control system. Provide a magnetic door access control system for doors indicated to have a card reader. Provide wireless access control for interior doors as indicated. The magnetic access control system and the wireless control system to use the same credentials.
2. Design and install a video surveillance system with 6 wall or ceiling mounted cameras and a recording device.

**Site visit will be conducted October 9, 2024 at 10:00 AM**

**Information for Contractors Proposal Submission.**

Contractors are required to submit three copies of the sealed and signed bid.. Electronic copies will not be accepted prior to the deadline but shall be submitted after bids are open.

The bid, whether mailed or hand delivered, must arrive at the TOWN no later than **3pm October 23, 2024**. Sealed Bids must be addressed to the Duncan Wardwell and labeled as **“Response to TOWN OF RICHMOND-OFFICE SECURITY PROJECT” Invitation to Bid.**

**Mailing Address**

Town of Richmond  
P.O. Box 285  
Richmond, VT 05477

**Physical Address for Delivery**

203 Bridge St.  
Richmond, VT 05477

Contractors mailing bids should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further

consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

The Owner assumes no responsibility for costs incurred in the preparation, presentation, or submission of the bid.

**Proposals will be opened and read aloud at 3:05pm on October 23, 2024 in the Town Center Meeting Room and via Zoom.**

TOWN OF RICHMOND  
RICHMOND TOWN CENTER  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/88022037490?pwd=WfcwW6taONAJnwMkqmBiiwfh6YxSEW.1>

**Meeting ID:** 880 2203 7490

**Passcode:** 203537

**Find your local number:** <https://us02web.zoom.us/j/88022037490?pwd=WfcwW6taONAJnwMkqmBiiwfh6YxSEW.1>

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent.
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

**Examination of Contract Documents and Project Site**

Each bidder is solely responsible for thorough review of the Invitation to Bid (ITB), Documents and the examination of Project site prior to submitting a Bid. Bidders are responsible for inspecting the work locations and making their own area and quantity estimates.

## **General Project Scope Requirements**

1. Provide all labor, material, and equipment to complete the work indicated per the project drawings, specifications and this ITB including but not limited to the following.
2. Provide on-site supervision by a qualified individual anytime contract work is performed on site.
3. Provide daily clean-up of worksites.
4. Contractor to final clean project.
5. Maintain safe access to each building throughout the duration of the project. Any interruption in service or access must be authorized by the town manager or their representative.
6. Contractor to demolish and legally dispose of debris as required to install new work. All required lead testing to be performed by this contractor.
7. Patch and paint existing conditions disturbed by the installation of new work.
8. Provide safe and secure separation of the work area from the public.
9. Contractor to use low VOC products throughout the project.

## **Submission Requirements**

- **Proposal Content:**
  - Company background
  - Relevant experience in access control and video surveillance system installations.
  - References
    - Three building owners or managers currently using the proposing firm's systems
    - Five municipal system installations completed within the last three years.
- **Warranty:** Specify the length of the warranty (e.g., 1 year, 3 years). Common durations are typically 1 to 3 years.
  - **Coverage:**
    - **Parts:** Clarify which components are covered (e.g., controllers, card readers, locks).
    - **Labor:** Indicate whether labor costs for repairs or replacements are covered.

- **Exclusions:**
  - Clearly state what is not covered by the warranty (e.g., damage due to misuse, vandalism, or natural disasters).
  - Exclude consumables (e.g., batteries, key cards) unless explicitly included.
- **Responsibilities:**
  - Define the responsibilities of both parties (vendor and client).
  - Specify how warranty claims should be reported and processed.
- **Response Time:**
  - How quickly the firm will respond to warranty claims.
  - Include a timeframe for resolving issues (e.g., within 48 hours).
- **Voiding Conditions:**
  - Describe actions or situations that could void the warranty (e.g., unauthorized modifications, improper maintenance).

### **Questions**

Questions regarding interpretation of the content of this ITP must be emailed to Jay Labare at [jlabare@apexconsulting-llc.com](mailto:jlabare@apexconsulting-llc.com) by 4:00 PM local time October 17, 2024.

### **License**

The successful bidder and any subcontractor(s) must possess a current and valid contractor's license(s) in the classification(s) required by law to perform the work.

### **Insurance Requirements**

No later than ten days following issuance of the notice of award, Contractor is required to procure and provide proof of the insurance coverage required in the form of certificates and endorsements. The required insurance must cover the activities of Contractor and its Subcontractors relating to or arising from the performance of the Work, and must remain in full force and effect at all times during the period covered by the Contract until the date of recordation of the notice of completion. The coverages may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or "umbrella" policies, provided each such policy complies with the requirements set forth herein. (Please refer to Insurance requirements attached)

### **Award Procedure**

The bid will be awarded subject to availability of funds. The Town of **Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.**

### **Stop Work:**

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish or perform the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

### **Period of Performance**

The period of performance of any contract resulting from this ITB is tentatively scheduled to begin on or about **November 1, 2024** and to end prior to **December 31, 2024**. Amendments extending the period of performance, if any, shall be at the sole discretion of the TOWN.

### **INDEMNIFICATION**

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney's fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

Contractor agrees to maintain at all times during the period of the work all of the following:

**General Liability.** Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products- completed operations liability (if applicable).

Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability

policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

**Automobile Liability.** Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance at that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

**Workers' Compensation.** Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

## **WARRANTY AND BOND**

### **100% P&P bond**

### **Attachments to ITB**

Richmond Town Offices Access Control & Surveillance Plans 27SEPT24-ITB ACC-1  
Richmond Town Offices Access Control & Surveillance Plans 27SEPT24-ITB ACC-2  
Richmond Town Offices Access Control & Surveillance Plans 27SEPT24-ITB ACC-3

**TOWN OF RICHMOND OFFICE PROJECT**

**BID FORM**

**Submit this page along with supporting documents as your complete bid**

The undersigned, having become familiar with the scope of work as outlined in the description of project, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to complete the design and installation of an access control system for the **TOWN OF RICHMOND OFFICE PROJECT** per the plans and this invitation to bid, all for the lump sum price for work in place.

**ACCESS CONTROL SYSTEM**

Lump Sum (Number) \$: \_\_\_\_\_

Lump Sum (Written) \_\_\_\_\_

\_\_\_\_\_ Dollars

**VIDEO SURVELLIENCE SYSTEM**

Lump Sum (Number) \$: \_\_\_\_\_

Lump Sum (Written) \_\_\_\_\_

\_\_\_\_\_ Dollars

This proposal is guaranteed for \_\_\_\_\_ days.

**Bid submitted by:**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Authorized Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date bid Signed: \_\_\_\_\_