

TOWN OF RICHMOND

RICHMOND TOWN CENTER

203 Bridge Street, P.O. Box 285 Richmond, Vermont 05477

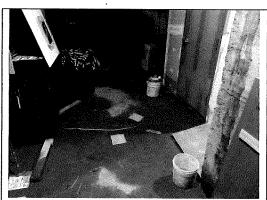


<u>Town of Richmond – Request for Proposals</u> <u>Town Center Basement Flood Cleaning</u>

The Town of Richmond is seeking a qualified contractor to clean up the flood damage from approximately 6 inches of water intrusion of the Town Center basement and crawl space.

Description of Project

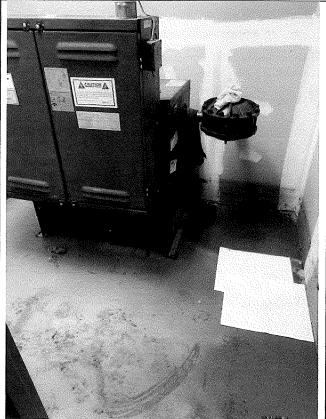
On July 10-11, 2023 the Town Center basement experienced some minor flooding that did not damage any mechanical and electrical equipment. The basement is cement flooring with part of the basement and crawl space being dirt floor. The project would include full inspection for moisture impact, disposal of non-salvageable contents, cleaning of impacted walls, removal of impacted drywall, application of anti-microbial to impacted areas, installing and monitoring of drying equipment. This project does not include environmental remediation, structural repair work, plumbing, or electrical services. The following images illustrate some of the work that needs to be done in the basement.



Town Center Basement Boiler & Elevator Room Door



Town Center Basement and Crawl Space



Town Center Basement Elevator Room

Site visits can be arranged by calling Duncan Wardwell at (802) 336-2092 or dwardwell@richmondvt.gov

Information for Contractors Proposal Submission.

Contractors are required to submit a sealed and signed copy of their bid. There must be three copies of the 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 <u>no later than</u> <u>Thursday September 7, 2023 at 1 pm.</u> Sealed Bids must be addressed to Duncan Wardwell and labeled as "Town of Richmond Town Center Basement Flood Cleaning 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 bid proposals 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.

Proposals will be opened and read aloud at 1:00pm on September 7, 2023 in the Town Center Meeting Room and via Zoom.

Topic: Town Center Basement Flood Cleaning Bid

Time: Sep 7, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/83205131602?pwd=citYcXI4SjRCd0E1aGtwQlQvQWpKdz09

Meeting ID: 832 0513 1602

Passcode: 252701

Find your local number: https://us02web.zoom.us/u/kd1lYGWmW0

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

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 Request for Proposal (RFP) Documents and the examination of Project site prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimate.

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.

interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement 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.

<u>Workers' Compensation.</u> 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

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 RFP is tentatively scheduled to begin in September 2023. Amendments extending the period of performance, if any, shall be at the sole discretion of the TOWN.

Billing

The Contractor shall invoice the Town of Richmond at the end of each month for the services provided that month. Invoices may be mailed to Town of Richmond, P.O. Box 285, Richmond, VT 05477 or placed in the Town Center Drop Box at 203 Bridge St., Richmond, VT 05477

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.

INSURANCE

Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the

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 cover.

RICHMOND TOWN CENTER BASEMENT FLOOD CLEANING BID FORM

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

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 perform the proposed air conditioning replacement project as outlined, all for the lump sum price for work in place.

RICHMOND TOWN CENTER BASEMENT FLOOD CLEANING LUMP SUM BID
Lump Sum \$: 2995.00
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.
<u>Identification of sub-contractors</u>
The following sub-contractors will be utilized in the completion of this contract:
Sub-contractor Specialty
Bid submitted by:
Contractor: 45 mart Pro LLC.
Address: PO Box 4(5) St. Tohnshum Vt 05819
1 hone. Cors 223 0424 D-mail. Smarthy Company & amail. Com
Contractor Authorized Agent Signature:
Printed Name and Title: Festus Smart Co-Owner
Date bid Signed: 69 06 2023



4SmartPro LLC.

About Us:

4SmartPro LLC. was started by Festus and Emily Smart while they were living in Dallas, Texas. They started over eight years ago providing one time home cleanings for make ready projects and they also provided basic lawn care services and interior painting.

After having their first child, Ezekiel, they moved to Vermont and brought the business with them. They have now been in Vermont for over six years, where they have continued their original work, but have also expanded their scope of work. They now provide residential and commercial cleaning and janitorial services and home improvement services. They have also been expanding their painting and floor care as well. The company just recently became lead certified for painting and they also provide floor stripping, buffing, waxing, and sealing. We are also registered on Sam.gov for government contracts.

4SmartPro LLC.'s services have primarily been in Caledonia County, and Washington County.

Since one of the owners, Festus Smart is originally from Sierra Leone, West Africa, 4SmartPro LLC. has a focus of helping new immigrants who have relocated to Vermont find stable employment, and to make that stable employment more accessible to them.

Other Services:

Although not listed in this scope of work, 4SmartPro LLC. is also able to provide additional services as needed.

- Floor Care (stripping, buffing, waxing, sealing)
- Window cleaning
- Power washing
- Interior and exterior painting (including lead)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES

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If SUBROGATION IS WAIVED, subject to the terms and conditions of the this certificate does not confer rights to the certificate holder in lieu of suppose PRODUCER				NAME: Progressive Commercial Lines ouslotted and a service					
INC ANOMED CTRILC					PHONE FAX (A/C, No, Ext): 1-800-444-4487 (A/C, No):				
4804 LAUREL CYN #820, VALLEY VILLAGE, CA 91607				E-MAIL ADDRESS: progressivecommercial@email.progressive.com					
						INSURE	R(S) AFFORDIN	G COVERAGE	NAIC#
				INSURER A: United Financial Casualty Company				11770	
INSURE	D				INSURER B:				
Asmartoro				INSURER C:					
599 FARMER DR FARMER DR ST JOHNSBURY, VT 05819				INSURE	INSURER D:				
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GEICO GENERAL INSURANCE COMPANY

Washington DC

VERIFICATION OF COVERAGE (SEE BELOW UNDER CAUTIONARY NOTE)

MAILING ADDRESS EMILY R SMART AND FESTUS SMA 599 FARMER DR ST JOHNSBURY VT 05819-1454	.RT	Policy Number: 4 Effective Date: 03 Expiration Date: 03 Registered State:	3-03-23 08-20-23
effective and expiration date t	have issued coverage under th ields for the vehicle listed. This al responsibility requirement for e does not amend, extend or	your state.	
	e does not amona, ement		
Vehicle Year: 2015 Make: GMC Model: SIERRA VIN: 1GT121EG3FF673199			
COVERAGES		LIMITS	DEDUCTIBLES
Bodily Injury Liability		#400 000/#200 0 00	
Each Person/Each Occurrenc	е	\$100,000/\$200,000 \$50,000	
Property Damage Liability		\$2,000 \$2,000	
Medical Payments		φ 2, 000	
Uninsured & Underinsured Moto Each Person/Each Occurrence	orists ee	\$100,000/\$200,000	
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Collision			\$500 Ded/Waiver
Emergency Road Service		Full	
Rental Reimbursement		\$30 Per Day / \$900 Max	
X_Lienholder	Additional Insured	Interested Pa	arty
NORTHCOUNTRY FCU			
PO BOX 25493			
FORT WORTH, TX 76124-2493			
Additional Information:			
Issue Date: 2023-06-10			
ISSUE Date. 2023-00-10			

If you have any additional questions, please call 1-800-841-3000.

CAUTIONARY NOTE: THE CURRENT COVERAGES, LIMITS, AND DEDUCTIBLES MAY DIFFER FROM THE COVERAGES, LIMITS AND DEDUCTIBLES IN EFFECT AT OTHER TIMES DURING THE POLICY PERIOD. THIS VERIFICATION OF COVERAGE REFLECTS THE COVERAGES, LIMITS, AND DEDUCTIBLES AS OF THE ISSUED DATE OF THIS DOCUMENT WHICH IS SHOWN UNDER "ADDITIONAL INFORMATION" OR IF AN ISSUED DATE IS NOT SHOWN, THE DATE OF THIS FACSIMILE OR EMAIL.

United States of America United States Patent and Trademark Office

4SMARTPRO

Reg. No. 6,856,099

Registered Sep. 27, 2022

Int. Cl.: 37

Service Mark

Principal Register

Presentation Copy

4SMARTPRO 559 Farmer Dr St. Johnsbury, VERMONT 05819



Certificate of License - Vermont Asbestos and Lead Regulatory Program

Lead-Safe RRPM Firm

4Smartpro, LLC 599 farmer dr

Saint Johnsbury, Vermont 05819

LICENSE: RRPM-Firm-100128

EXPIRES: 6/15/2028

This certificate shall remain in force until the expiration date unless revoked or voided before that time. This certificate is not transferable and is valid only for the above party.

A copy of this certificate must be on the work site at all times.



Scan the QR Code for License Information

Vermont Department of Health Environmental Health 108 Cherry Street, Suite 201 Burlington, VT 05402 ALRP@vermont.gov



Leading Member Communities to Reduce Waste

CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

June 9, 2023

Reference for 4SmartPro, LLC

4SmartPro, owned by Festus and Emily Smart, has been the Central Vermont Solid Waste Management District's (CVSWMD) cleaning contractor since November 1, 2022.

They clean our 3-story office building in Montpelier and also our office at our Additional Recyclables Collection Center in Barre City.

I have found 4SmartPro to be extremely well-organized, efficient, personable and trust worthy. Their communication with us has been stellar.

Their scope of work includes cleaning and disinfecting kitchen, bathrooms, conference room and offices — all touched surfaces too. In times of lingering Covid, we know we can count of them for the job.

In my position here as Office Manager for 23 years, we have never had such a competent company servicing our cleaning needs. Staff who used to come to me with complaints about cleaning companies now come to me to comment on how clean the office is since contracting with 4SmartPro.

I recommend 4SmartPro highly and am happy to answer any questions future clients may have about the company's work.

Barb Baird

Office Manager - CVSWMD



4Smartpro, LLC.

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires July 12, 2028

Suile C. Chen

Sheila Canavan, Associate Division Director Existing Chemicals Risk Management Division

NAT-F251188-1

Certification #

June 28, 2023 Issued On



ONE STOP

ZERO ENERGY BUILDING



To Whom it may concern:

I am writing this letter to recommend Festus Smart, and his company 4SmartPro LLC, cleaning service.

He has cleaned my commercial and home properties.

Festus is a reliable, hardworking, highly dedicated, dependable, and a diligent worker with a very pleasant personality.

He is extremely knowledgeable and does an outstanding job.

He comes very highly recommended.

Sincerely,

John B. Unger Murphy

Murphy's ZERO Energy Building Inc.

Murphy's CELL-TECH LLC

One Stop for Zero Energy Building

439 Cliff St.

St. Johnsbury, VT 05819

Ph: (802) 748-5800 Cell: (802) 274-4352

Em: murphyscelltech@gmail.com Web: www.murphyscelltech.com









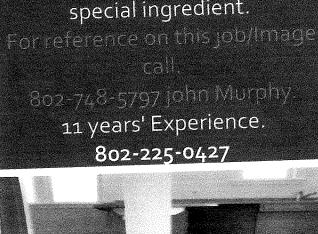


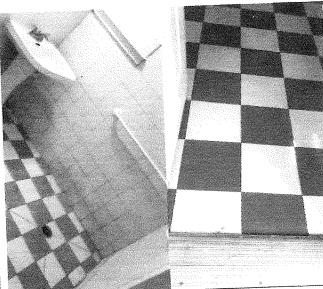




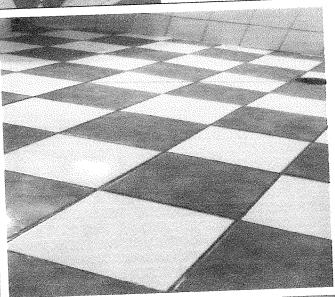
BEFORE AND AFTER.

Wet dry Vacuumed floor, Stripped, Scrubbed, Sealed, Finish floor wax along with special ingredient.









Cleaning & Janitorial, Floor Care

Mission: It is our mission to provide high-quality residential and commercial services to all our clients while treating each of them with respect and honesty. We will be courteous of their homes and businesses and will leave after each visit with the client's expectations of our services being met.

. Provide services in Cleaning & Janitorial, Painting, Carpentry, Floor Care, Stripping, scrubbing, sealing and finishing wax., Make Ready.

Our vision for you and your staffs is to keep you relaxed and stress-free while using our services; to always use environmentally friendly and no toxic products.

June 12, 2023

To whom it may concern:

It is my pleasure to provide SmartPro and Festus Smart this recommendation. I had heard of his work from a friend who was extremely relieved and pleased by the quality of the work Festus and his crew had done for her. These past few years have been extremely challenging to find qualified and skilled workers for a reasonable price...and in a reasonable time frame.

Festus is all of that and more. He has an "old school" work ethic and finds great satisfaction in the satisfaction of his customers. Festus listens to his customers and then plans with them on how best to accomplish the task at hand. He communicates as the job is being done and if there is a concern, it is his as well. He is efficient, cost conscious, collaborative and respectful of his and our time and resources.

I can recommend him and his work without reservation. You will be delighted with any work he and his staff do for you.

Sincerely,

Mary Ann Gessner 802-751-5298

SINCERELY,

YOUR NAME



Compose

Reference

References x



camille mille comile@yahoo.com>

93 M

Exterior House Painting Job

4SmartPro was quick to visit and give an estimate that was competitive. They were friendly, and completed the job in a timely manor.

C. Mille

Pr:

Mr.Smart cementarocomosny@gmail.coms

to camille

Thank you very much for the reference, I wanted to come by today if ok.

4SmartPro Festus Smart.



This is to recognize

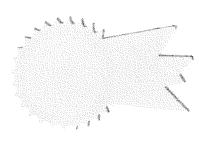
Smart Pro Cleaning and Janitorial Services

as the Lifestyles Unlimited, Inc.

Vendor of the Month

October 2016

John Shirley, Director of Vendor Program DFW



Logged in as. Festus Smart



Downloads	Vendor ratings	
Vendor list	Office Date range Start End	
Vendor ratings	Dallas/Ft. Worth, TX Custom dates 2/1/2016 (12/3/2019)	
Videos	Wo	ias/FI. wih.
My account	Pro Cleaning and and pay attention to detail from scrubbing the inside of and Janitorial Great hold. Short notice and was very accommodate in their work menute schedule changes. They take pinde in their work and pay attention to detail from scrubbing the inside of the oven to dusting off cabinet and closel shelves. Great hold.	nasafi.
	Smart 1005/2016 Smart Pro provided great service on very short notice Wo Pro Pro United Property on the next day TX the tenant moved out and before a showing that evening. With his guck response and great job I was and State Property over in just one day. Please	onh,
	give him a call and add non to your com-	ellas F1. orth, (

Respond to rating

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Utestyles Unlimited recommends using the Google Chrome browser to access and use this site. Some site functionality may not be available when using other browsers.

Use of this site and software constitutes acceptance of our finally Policy

v8 2 23, updated 24 Oct 2016



Downloads	Vendor ratings	
Vendar list	Office Date range Start End	
Vendor ratings	Dallas/Ft. Worth, TX Custom dates 6/1/2016 12/4/2016 Go	
Videos	give him a call and add him to your learn!	
My account	Smart 09/28/2016 I hired Smart Pro a few weeks ago for an extremely Jay Gupta Positive Dallas/Ft Orly house that my previous tenant left. Festus & team Unit of the property of the standard of the property move in ready. If m sure to hire Festus again. Smart 09/28/2016 I hired Smart Pro a few weeks ago for an extremely Jay Gupta Positive Dallas/Ft Worth, TX or the property for a standard property and the property move in ready. If m sure to hire Festus again. Keep up the great job!	
	Smart 0921/2016 We recently moved into a new house and wanted to Pro have some professional clearing done before moving day. Festus did a great job with the cleaning, we were and very impressed with his professionalism and his attention to detail. He regrouted all bathrooms, cleaned floors, baseboards, and even ceiling laris Very reasonable prices. We'll definitely use him again.	
	Smart 0909/2016 I did a minor rehab on my prinary and had little Rudy Postive Dallas FI Pro Rexibitly for timing and Festus helped me out quite a bit. I was impressed with his commitment and and versality. White doing the clean he re-grouted the Janitorial shower and look away all my bagged rehab garbage.	

Respond to rating

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