



City of Barre, Vermont

“Granite Center of the World”

Request for Bids

**Barre City Hall
Rooftop A/C & Controls Replacement**

Issued: December 12, 2023

Bids Due: January 16, 2024

Project Purpose

The City of Barre, Vermont is soliciting bids for the installation of a rooftop AC unit (and controls) at the Barre City Hall located at 6 North Main Street. City Hall is a four story masonry building built in the late 1800s which houses City offices as well as the Barre Opera House. The AC unit being replaced serves only City offices and the City Council Chamber.

Project Description

The City of Barre, Vermont invites qualified HVAC contractors to provide a bid to replace the current (installed early 1980s) rooftop system with new, multi zone rooftop. The proposal should include multiple zones as per the current system. This property is owned by the City of Barre.

The successful bidder shall furnish all labor, equipment, materials, services, insurance, notifications, permits, and licenses/certificates.

General Conditions

The conditions of this contract and general requirements of this construction document apply to this contractor, all subcontractors, materials and suppliers and other persons furnishing labor and materials under this bid.

1. The bidding contractor shall provide a completed USDA Debarment Certification form along with his/her bid submission.
2. The work required under this contract includes all tools, labor, materials, equipment and sub-contracted expenses.
3. All materials, supplies, equipment and vehicles need to be placed in areas designated for staging. The contractor shall erect protective barriers (including but not limited to barricades, fencing, etc.) to protect the general public.
4. The contractor shall supply all equipment necessary to complete the work. The contractor is responsible for disposing of all waste and debris generated during the project.
5. If the bidder has never performed work for the City of Barre, contact information for three (3) qualified references.

Subcontractors

In the event the contractor wishes to use subcontractors on this project, the contractor shall state so and after due review the City of Barre shall determine if it has reasonable objection to any such person or entity. The contractor shall not contract with a proposed person or entity to which the City of Barre disapproves.

The contractor shall retain and coordinate all subcontractors as needed to perform the project. All costs associated with the bid shall be included in the contractor's lump sum price.

Payment

Payment will be made to the contractor (generally within fifteen (15) days of submission of an invoice) in the following manner:

Payment #1: Upon 50% completion of the project.

Payment #2: Upon 100% completion of the project, (completion is defined as all “punch list” items being complete including clean-up of the site.

Insurance

The contractor shall purchase insurance from and maintain (in a company or companies lawfully authorized to do business in Barre City) such insurance as will protect the contractor from claims which may arise out of or result from the contractor’s operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone for whose acts any of them may be liable. The requirements for insurance shall be consistent with the requirements laid out in Attachment I.

Coverage shall be maintained without interruption from date of commencement of the work until the date of final payment. Certificates of Insurance acceptable to the City of Barre shall be filed with the City of Barre prior to commencement of work.

Indemnification

The contractor will indemnify and hold harmless the City of Barre, their agents and employees from and against all claims, damages, losses and expenses. This indemnification shall include attorney’s fees arising out of, or resulting from the performance of the work, and is caused to whole, or in part, by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the City of Barre or any of their agents or employees, by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under workmen’s compensation acts, disability benefit act or other employee benefit acts.

The obligation of the contractor under this paragraph shall not extend to the liability of the City of Barre, its agents or employees arising out of preparation or approval of drawings, opinions, reports, surveys, change orders, designs, or specifications.

Termination for cause

The City of Barre may terminate the contract if the contractor:

1. Does not proceed in an expeditious manner with adequate forces to accomplish the work within the contracted time;
2. Fails to begin the work within the specified time;
3. Fails to pursue the work in a manner to ensure proper completion;
4. Pursues the work in a manner to render the completed project unsuitable to the City;
5. Discontinues work on the project;
6. Fails to make payments to subcontractors for materials or labor in accordance with the respective agreement between contractor and the subcontractors;
7. Persistently disregards directive of the City of Barre or laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
8. Otherwise is guilty of substantial breach of a provision of the contract documents.

When any of the above reasons exist, the City of Barre may without prejudice to any other rights or remedies of the City of Barre and after giving the contractor and contractors surety, seven days written notice, terminate employment of the contractor and may, subject to any prior rights of surety:

1. Take possession of the site and of all materials, equipment, tools, and construction equipment machinery thereon owned by the contractor;
2. Accept assignment of subcontractors pursuant to the following:
 - a. Each subcontractor agreement for a portion of the work is assigned by the contractor to the City of Barre provided that assignment is effective only after termination of the contract by the City of Barre for just cause and only for those subcontract agreements which the City of Barre accepts by notifying the subcontractor in writing and assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the contract.

When the City of Barre terminates the contract for one of the reasons stated above, the contractor shall not be entitled to receive payment until the work is finished. If the unpaid balance of the contract sum exceeds costs of finishing the work, including the City of Barre expenses made necessary thereby, such excess shall be paid to the contractor. If such costs exceed the unpaid balance, the contractor shall pay the difference to the City of Barre.

Suspension for convenience

The City may, without cause, order the contractor in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. Only adjustments for lost days shall be made.

Compliance with Chapter 24 of Barre City Ordinances

In accordance with [Barre City Ordinance](#), any bid that exceeds a \$200,000 threshold must comply with the Community Investment Ordinance, unless such requirement is waived by the City Manager. The ordinance generally requires that contractors and subcontractors, if applicable, meet the following conditions:

- Comply with the obligations established by the City for payment of a “Responsible Wage,” which effectively incorporates the rates and fringe benefits authorized by Vermont Capital Construction Act in the Northern Area;
- Proper classification of actual employees as employees rather than as independent contractors;
- Comply with the federal Affordable Care Act (ACA) and federal Davis-Bacon and Related Acts (DBRA), to the extent required by law; and
- Comply with certain reporting requirements.

This ordinance also incentivizes the hiring of City residents, women and minorities. Any bidder that can demonstrate their ability to hire, maintain and assign to the project any of the following qualified employee demographics to ensure that any such combination equals 10 percent of the project’s workforce shall receive a 2 percent deduction of the total bid for scoring purposes:

- City residents;
- Women;
- Minority group members (defined as US citizens, permanent residents, or individuals who are authorized to work in the United States who are Native American or Alaska Native, Asian, Black or African America, Latino or Hispanic, and Native Hawaiian or other Pacific Islander);
- Veterans; and/or
- People with disabilities.

It is not anticipated that this bid will trigger this threshold, but should a bidder exceed the threshold amount of \$200,000 for any individual bid, these provisions would become effective.

Information for bids

Pre-bid site visits can be scheduled by contacting Jeff Bergeron at jbergeron@barrecity.org or (802) 498-3495.

Bids shall be provided on company letterhead and signed by an authorized agent of the contractor. Bids will be received by the City of Barre until **January 16, 2024 at 4:00PM**. Bids shall be delivered in a sealed envelope to:

Nicolas Storellicastro, City Manager
6 North Main Street, Suite 2
Barre, VT 05641

Bids must be plainly marked on the outside as **BID – BARRE CITY HALL ROOFTOP A/C PROJECT**. Each bid will then be publicly opened at said office and read aloud.

Bids shall be in the form of a written bid that includes a description of work to be performed, a schedule and budget for the service rendered. In addition, the bid shall include a list of any subcontractors that will be utilized and verification of insurance with specific coverages described earlier.

Bids will be evaluated and should address the following factors:

1. Ability to provide services listed;
2. Experience with similar projects;
3. Qualifications of staff; and
4. Total cost

Bids shall be effective and remain valid for 60 days after date and time set for receipt of bids. The City of Barre may waive any informalities or minor defects and/or reject any and all bids if such action is deemed in the best interests of the municipality. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids received after the time and date specified shall not be considered.

By submitting a bid, the bidder acknowledges the following:

1. The conditions affecting the work, including but not limited to physical conditions of the site which may bear upon site access, handling and storage of tools and materials, access to water, electrical service or other utilities, or which may otherwise affect performance of required activities;
2. The character and quantity of all surface and subsurface materials or obstacles to be encountered in so far as this information is reasonably ascertainable from an inspection of the site, including exploratory work done by the Owner or Owner's Representative;
3. The commencement of work under this contract on the date of issuance of the notice to proceed and to fully complete the project within the time specified in the contract documents. The contractor may be subject to liquidated damages in the sum of \$500 for each day thereafter if such delay is not agreed to in writing by the City.

NOTE: This bid can be coupled with the Public Safety Building HVAC Project.

Schedule

It is anticipated the Barre City Council will award the contract at their **January 23, 2024** council meeting. It is anticipated that Authorization to Proceed shall be provided by **January 30, 2024**. The work must be completed on a schedule agreed to in writing between the City and the Contractor following issuance of the award.

Appendix I

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 it 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 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 Contract. 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 Contract 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 Contract), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Contract 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 as 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 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; and (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 Contract. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.