

# TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002  
Tel: (207)-247-0642 FAX: (207)-499-7563

## REQUEST FOR PROPOSALS DRY HYDRANT INTALLATION PROJECT

**PROJECT TITLE:** Dry Hydrant Installation project

**PROPOSAL DUE DATE:** August 5<sup>th</sup>, 2024 by 1:00pm

Sealed bids will be opened on August 5<sup>th</sup>, 2024 during the Select Board meeting.

**PERIOD OF PERFORMANCE:** Construction of the project must be completed by August 31<sup>st</sup>, 2024

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### 1. INTRODUCTION

The Town of Lyman is requesting proposals from qualified Contractors to install a new dry hydrant at 244 South Waterboro Rd Lyman, Maine.

The intention of this RFP is to solicit responses and formal proposals and select a single organization to provide services to the Town of Lyman.

The scope of work is as outlined in this request for proposal. This document does not commit the Town of Lyman to any contract for any service, supply, or subscription whatsoever. The Town of Lyman will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

**Please submit your proposal in a sealed envelope to the Town of Lyman by August 5<sup>th</sup>, 2024 by 1:00pm EST.**

Proposals must be addressed to:

Town of Lyman, Select Board  
RFP: Dry Hydrant Installation Project  
11 South Waterboro Rd  
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP: Dry Hydrant Installation Project**". **Proposals will be opened publicly during the Select Boards regular meeting on August 5<sup>th</sup>, 2024.** The Town will not except late bids.

Questions regarding this request for proposal should be directed to:

[mduross@gmfd.org](mailto:mduross@gmfd.org)

Or call the Goodwins Mills Fire Department: 207-247-0642

## 2. SCOPE OF WORK

- Dredge the existing pond (Approximate 11,000 square feet) on the property and trench an area approximately 40-feet long and 8-feet wide to location of new hydrant to be installed. Goodwin Mills Fire Department (GMFR) will pump down the existing water to assist with dredging efforts.
- Provide materials for and install a 18-inch culvert with blue-board donuts capped with concrete for the dry hydrant riser. See Attachment A for project specifications.
- Contractor shall dredge and pile the existing sediment nearby, on the property for landowner(s) use.
- Contractor shall supply loam, seeding, and other materials necessary to restore land areas to near existing conditions as before trench work was done.
- Contractor shall be responsible for providing all equipment necessary to perform the work. GMFR will provide materials for pipe/hydrant installation.
- Contractor must provide proof of insurance coverage including a certificate naming the Town of Lyman as additionally insured.

The location of the dry hydrant is to be installed on 244 South Waterboro Road Lyman, Maine. GMFR has obtained a licensed approval from the property owners for access and installation of a dry hydrant on the property. For a copy of the license agreement, contact GMFR.

Work is to be completed by August 31<sup>st</sup>, 2024

Contractors will submit an all-inclusive, fixed price bid, including subcontractor costs, if applicable.

## 3. CONDITIONS & INSTRUCTIONS TO BIDDERS

- Bidders shall use the enclosed bid form and submit additional information/credentials attached with bid form.
- Proposals must include separate line-item costs for any or all the items outlined on the proposal form.
- Proposals must be completed in full and must be signed by a firm official or representative. Proposals may be withdrawn prior to the time set for the official opening. Request for withdrawn must be submitted in writing.
- Proposals will be opened publicly. Bidders or representatives may be present at opening.
- Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
- Please state **“RFP: Dry Hydrant Installation Project”** on submitted, sealed envelope.
- The Town of Lyman reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the Town.
- The Select Board will review sealed bids in an open public meeting and may, at the boards’ discretion, delay award pending further review. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the “best interest” of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.

- **RIGHT OF REFUSAL.** The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.
- The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the Town of Lyman as an additional insured.
  - **Liability Insurance (Or Commercial Liability):** Contractor shall maintain general liability with a limit of not less than One Million Dollars (\$1,000,000), combined single limit.
  - **Automobile Liability Insurance:** Contractor shall maintain automobile liability insurance with a limit not less than One Million Dollars (\$1,000,000) combined single limit.
  - **Workers' Compensation:** Contractor will maintain workers' compensation in amounts required by Main law and Employer's Liability Insurance, as necessary, as required by Maine law. If in the event the contractor is not required to carry workers' compensation according to Maine law, then the contractor must provide the Town with an approved Independent Contractors Status from the State of Maine.

#### 4. PRICING

Proposals will clearly state and explain all costs associated with the services provided. The Town of Lyman will not make any advance payments. Invoices for services performed shall be submitted once the work is completed. The Town will pay the contractor on the next available accounts payable warrant provided all required documents per RFP are received.

There is no expressed or implied obligation on the part of the Town of Lyman to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

#### 5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Lyman, Select Board and plainly marked "**RFP: Dry Hydrant Installation Project**"

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 opening 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 unsolicited person or firm.

No electronically submitted proposals will be accepted in response to this request.

The GMFR Fire Chief will serve as the single point of contact for this request. All official communication between the bidder and the Town upon release of this RFP shall be with the GMFR Fire Chief. Any other communication will be considered unofficial and non-binding on the Town. However, bidders are encouraged to inquire about the scope of work, if necessary, to help submit an accurate bid.

Chief Matt Duross  
Goodwin Mills Fire Department (GMFR)  
481 Goodwin Mills Rd  
Lyman, ME 04002  
Tel. (207)-499-7878  
email: [mduross@gmfr.org](mailto:mduross@gmfr.org)

This RFP does not obligate the Town of Lyman to contract for services specified herein.

**6. BID PROPOSAL FORM**

Due: **August 5<sup>th</sup>, 2024 by 1:00pm EST.**

To: Town of Lyman, Select Board  
RFP: Dry Hydrant Installation Project  
11 South Waterboro Rd  
Lyman, ME 04002

**Contractor must provide scope of work and cost estimate**

Scope of work/ Description	Cost
Additional Services/Fees, if applicable:	
	Subtotal \$
	Total \$

The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Town of Lyman.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Telephone # \_\_\_\_\_

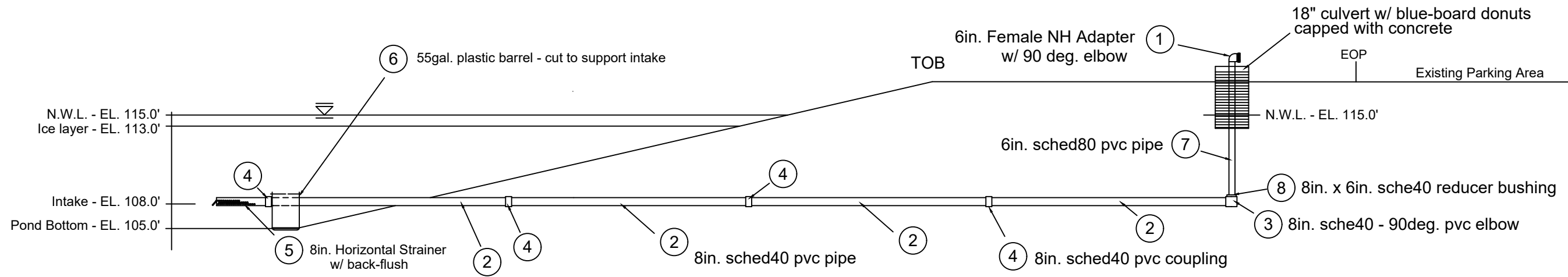
Title \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Web Site \_\_\_\_\_

# ATTACHMENT: A



Bill of Materials					
#	Description	No.	Unit	Unit Cost	Total
1	6" Female NH Adapter w/ 90deg elbow	1	EA		
2	8" dia. sched40 pvc pipe	70	LF		
3	8" dia. sched40 pvc 90deg. elbow	1	EA		
4	8" dia. pvc coupling	1	EA		
5	8" Horizontal Strainer w/ backflush	1	EA		
6	55gal. barrel for intake support	1	EA		
7	6" dia. sched80 pvc pipe	10	LF		
8	8" x 6" sched40 pvc reducer	1	EA		
	Bollards, Guard Posts - Riser Protection				
	Removal of pond dredge material				
**Contractor to provide the following, see below*					
Dredging & General Pond Work (outlet, bank, landscaping etc.)					
Installation of Dry Hydrant - including culvert pipe, blue-board & concrete cap					
Total					

Notes: Goodwins Mills Fire & Rescue has agreed to help pump down the pond to start the work.

Provided by RFP-NE

Lyman has on-hand

Provided by RFP-NE

Provided by RFP-NE - we may need 4 of these, but Lyman has 3 on-hand - 2 sched40 & 1-sched80

Provided by RFP-NE

Provided by RFP-NE

Lyman has on-hand

Lyman has on-hand

Provided by landowner or Town of Lyman

Provided by landowner

Goodwin's Mills Fire & Rescue 244 Waterboro Road		
Rural Fire Protection of New England LLC 170 Lower Sumner Hill Road Sumner, ME 04292		
Drawn by: Troy Dare		
Reviewed by: Matt Duroos, Goodwin's Mills Fire Chief		
Date: 6/12/24 (Rev. 7/11/24)		
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