

## TOWN OF LYMAN

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

### REQUEST FOR PROPOSALS

## BUNGANUT PARK ACCOMMODATION IMPROVEMENT PROJECT

**PROJECT TITLE:** Bunganut Park Accommodation Improvement Project

**PROPOSAL DUE DATE:** August 4<sup>th</sup>, 2025 by 1:00pm

Sealed bids will be opened on **August 4<sup>th</sup>, 2025 during the Select Board meeting.**

**PERIOD OF PERFORMANCE:** Delivery of items must be completed by October 1<sup>st</sup>, 2025

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#### 1. INTRODUCTION

The Town of Lyman is requesting proposals from qualified Contractors to provide wheelchair accessible composite material picnic tables and for placement at Bunganut Park, located at 224 Brock Road, Lyman, Maine 04002

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 4<sup>th</sup>, 2025 by 1:00pm EST.**

Proposals must be addressed to:

Town of Lyman, Select Board  
RFP: Bunganut Park Accommodation Improvement Project  
11 South Waterboro Rd  
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP: Bunganut Park Accommodation Improvement Project**". **Proposals will be opened publicly during the Select Boards regular meeting on August 4<sup>th</sup>, 2025.** The Town will not except late bids. Questions regarding this request for proposal should be directed to:

[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)

Tel. (207)-247-0642

11 South Waterboro Rd  
Lyman, ME 04002

## 2. SCOPE OF WORK

The Town of Lyman received funding from the Lifelong Maine Community Connections Grant program, which awards funding for small projects that make public spaces more welcoming and accessible for Maine's age friendly communities. This project must be fully completed by December 15, 2025. The goal of the Bunganut Park Accommodation Improvement project is to provide wheelchair accessible tables to augment seating and replace existing seating that is beyond repair.

- **Site location for delivery of items:** 224 Brock Rd Lyman, ME 04002 (Bunganut Park)
- **The specific items requested are:** Composite material wheelchair accessible picnic tables
- **Quantity:** 9
- **Items are to be delivered by:** October 1, 2025. Contractor shall supply and deliver all materials
- **Other:** Vendor is to specify assembly requirements, if any, approximate size of tables, color options available; grey is preferred, and any other services or labor required.
- Contractor must provide proof of insurance coverage including a certificate naming the Town of Lyman as additionally insured and must agree to terms and conditions as outlined in the Towns Contractor/Subcontractor Agreement.

## 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: Bunganut Park Accommodation Improvement 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.
- If awarded the contractor will enter into a Contractor/Subcontractor agreement with the Town on which the agreement and terms shall be provided by the Town.
- If awarded, 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 Maine 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.

The Town of Lyman is tax exempt and will provide an exemption certificate to the bidding vendor awarded.

#### 5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Lyman, Select Board and plainly marked "**RFP: Bunganut Park Accommodation Improvement 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.

The Town Manager 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 Town Manager. 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.

Lindsay Gagne  
Town Manager  
11 South Waterboro Rd Lyman, ME 04002  
Tel. (207)-247-0642  
email: [Townmanager@lyman-me.gov](mailto:Townmanager@lyman-me.gov)

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

## 6. BID PROPOSAL FORM

Due: **August 4<sup>th</sup>, 2025 by 1:00pm EST.**

To: Town of Lyman, Select Board  
RFP: Bunganut Park Accommodation Improvement Project  
11 South Waterboro Rd  
Lyman, ME 04002

### **Contractor must provide individual cost per item**

**\*\*\*Include description; Materials type, approximate size, color options available (grey is preferred)**

**\*\*\* Include any additional services, labor, delivery, assembly, etc.**

**\*\*\*Specify if assembly is provided by the vendor or not provided.**

**\*\*\*Town of Lyman is tax exempt, and will provide an exemption certificate to the bidding vendor awarded.**

**List Description of Units:** Include Type of materials, approximate size and/or seating capacity, color options available (grey is preferred), and any other descriptions

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**Cost per unit \$**\_\_\_\_\_ **Quantity – 9 tables**

A. Cost per unit x 9 units \$\_\_\_\_\_

B. Assembly Cost: \$\_\_\_\_\_

C. Shipping/Delivery fees \$\_\_\_\_\_

D. Other (labor, services, etc.) \$\_\_\_\_\_ List other:\_\_\_\_\_

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**TOTAL AMOUNT \$**\_\_\_\_\_

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.

Company \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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