

TOWN OF LYMAN

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

REQUEST FOR PROPOSALS

TOWN HALL BACKUP GENERATOR INSTALLATION

PROJECT TITLE: Town Hall Backup Generator Installation

PROPOSAL DUE DATE: August 4th, 2025 by 1:00pm

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

PERIOD OF PERFORMANCE: Delivery of items must be completed by September 24th, 2025

CONTENTS OF THIS RFP:

1. Introduction
2. Scope of Work
3. Conditions & Instructions to Bidders
4. Pricing
5. Submission of Proposals
6. Bid Proposal Form

1. INTRODUCTION

The Town of Lyman is requesting proposals from qualified Contractors to upgrade and install a backup generator at the Town Hall, located at 11 South Waterboro Rd, 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 4th, 2025 by 1:00pm EST.

Proposals must be addressed to:

Town of Lyman, Select Board
RFP: Town Hall Backup Generator Installation
11 South Waterboro Rd
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP: Town Hall Backup Generator Installation**". **Proposals will be opened publicly during the Select Boards regular meeting on August 4th, 2025.** The Town will not except late bids.

Questions regarding this request for proposal should be directed to:

townmanager@lyman-me.gov

Tel. (207)-247-0642

11 South Waterboro Rd

Lyman, ME 04002

2. SCOPE OF WORK

Contractor shall provide and install a backup generator replacing the existing generator located at the Town Hall as outlined in the scope of work below

- **Site location for services:** 11 South Waterboro Rd Lyman, ME 04002
- **Generator Specs:** 22KW Backup Generator with a 200amp transfer switch.
- **Work to be performed by:** September 24, 2025. Contractor shall have all work completed.
- The existing generator is mounted on a concrete pad and connected to the current gas line. The contractor will be responsible for coordinating with the gas company to ensure proper and safe disconnection/reconnection.
- The existing generator and its transfer switch being replaced will remain the property of the Town.
- Contractor is to supply all materials required for the installation and services.
- Contractor is responsible for disposing of waste materials.
- Contractor is responsible for coordinating and obtaining all permitting requirements.
- 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: Town Hall Backup Generator Installation"** 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: Town Hall Backup Generator Installation"**

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

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

6. BID PROPOSAL FORM

Due: **August 4th, 2025 by 1:00pm EST.**

To: Town of Lyman, Select Board
RFP: Town Hall Backup Generator Installation
11 South Waterboro Rd
Lyman, ME 04002

Contractor must provide cost for bid

*** Site location for services: 11 South Waterboro Rd Lyman, ME 04002

*****Generator Specs:** 22KW Backup Generator with a 200amp transfer switch.

*****Work to be performed by:** September 24, 2025. Contractor shall have all work completed.

List Description: Include materials, labor, other.

[illegible]

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 _____