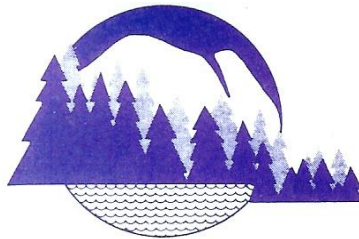


TOWN OF BRIDGTON

3 CHASE STREET
SUITE #1
BRIDGTON, MAINE 04009
WWW.BRIDGTONMAINE.ORG



BID/PROPOSAL PACKAGE

FOR:

Public Works Garage Generator & Old Town Hall Generator

LOCATED AT:

**31 Willett Road & 26 N. High Street
Bridgton, ME 04009**

DUE DATE:

November 30, 2018-2:00pm

PROJECT COMPLETION DATE:

May 15, 2019

MANDATORY PRE-BID MEETING:

**Wednesday, November 7, 2018 -9am at 31 Willett Road,
then immediately following at 26 N. High Street.**

TOWN OF BRIDGTON

The Town of Bridgton seeks bid proposals for (1) generator for the Bridgton's Public Works garage and (1) generator for the Old Town Hall, totaling two (2) generators. All respondents must attend the pre-bid meeting and adhere to the submittal process for their proposal or bid to be considered. Unless otherwise indicated, no electronic version of a proposal or bid shall be accepted, only hard copies.

All sealed submittals shall be clearly marked and sent to:

Todd Perreault, EMA Director
Generator Bid
8 Iredale Street
Bridgton, Maine 04009

Pre-Bid meeting is Wednesday, November 7, 2018 at 31 Willett Road,
then immediately following at 26 N. High Street.

Bids must be received no later than 2:00pm on November 30, 2018, at which time all the
proposals shall be opened.

The Town reserves the right to waive any informalities in the proposal process and will award the contract(s) based upon those proposals that meet and are in the best interest of the Town of Bridgton.

Inquiries should be directed to Todd Perreault, EMA Director at 207-647-8814.

Terms, General Conditions and Instructions

The Town of Bridgton seeks bid proposals for (1) generator for the Old Town Hall and (1) generator for Bridgton's Public Works garage, totaling two (2) generators. All respondents must attend the pre-bid meeting and adhere to the submittal process for their proposal or bid to be considered. Unless otherwise indicated, no electronic version of a proposal or bid shall be accepted, only hard copies. All submittals shall be clearly marked and sent to:

Todd Perreault, EMA Director
Generator Bid
8 Iredale Street
Bridgton, Maine 04009

Respondents shall be solely responsible to assure the completeness of their proposals. No addendums will be accepted once the deadline has been declared. All submittals shall become the property of the Town of Bridgton unless otherwise approved by the Town.

The Town of Bridgton has created the bid/proposal package. It should consist of the first section which outlines the general information and details of the process. The second section should contain the complete product or service specifications. Additional sections may be included as the Town determines. Failure to affirm with the Town receipt of the complete package will be cause to reject a respondent's bid/proposal if it is incomplete.

The specifications within this package are to be considered as a minimum. No exceptions to these minimum standards will be allowed relating to the gauge, alloy and type of structural metals to be used, if applicable or the use of a component that would lower the performance standard of that component or the overall product being sought by the Town.

Where the Town has indicated that a substitute or equal may be made it means that any substitute or equal must still meet the performance standards of the specifications and the respondent must provide documentation that their item(s) meet or exceed that which was specified.

If a bid bond or check has been required, the Town shall retain them until the execution of all necessary contract documents between the Town and the successful respondent. If the successful respondent rejects the award or fails to execute the necessary documents in a timely fashion, the Town, at its sole discretion, may attempt to enter into an agreement with the next lowest respondent or reject all bids and start the process over and shall keep

their bid bond or check to cover the costs of re-advertisement, changes in pricing as a result of the delay and to cover the costs of the Town associated with re-starting the process over again.

Unless otherwise indicated by the Town, a respondent may use their own forms and format to prepare their proposal or bid. Each proposal must clearly indicate the name of the company and the person who is authorized to make such a proposal. If more than one entity is involved in the same proposal, then all of the company names, corporate addresses, emails, contact numbers and other pertinent information must be included in the proposal or bid. Each proposal or bid must address every element of the Town's specifications or a full disclosure by the respondent as to which specifications were not met and why.

All proposals shall be delivered in a sealed package properly identifying the proposal or bid's purpose ie. "Generator Bid".

Periodically, the Town may issue an addendum to its bid/proposal package and at its sole discretion may choose to extend the deadline for all bids/proposals.

Respondents are invited to attend the opening of all sealed proposals on the date and time and at the location indicated in the public notices.

A declaration of an apparent low bidder or successful bidder does not constitute the award of the bid. The award shall be made only after a thorough review of the proposal or bid and the actions by the Select Board. The final decision to make an award shall rest with the Bridgton Town Manager. Their decision shall be final.

If a performance or materials bond is required it shall be presented to the Town after an award is made and before any notice to proceed is issued.

Selection of the successful proposal or bid shall, in part, be based upon the completeness of the submittal, the quality and price of the item(s), the reputation of the respondent and the ability of the respondent to meet all deadlines for delivery of the item(s). In some cases it may be deemed necessary to negotiate with the respondents to assure the Town receives the item(s) it expects.

A brief and precise narrative of the company or companies (if more than one are working together on the bid/proposal) shall be included indicating the background and other municipalities that were supplied the goods or services being proposed.

The Town of Bridgton reserves the right to reject any and all proposals or bids, to waive any formalities in the process and to ultimately make a selection that it deems is in the best interest of the Town of Bridgton.

SPECIAL CONDITIONS

In some of the Town's solicitations, special conditions shall apply. If any are required they shall appear here.

Payment Terms:

When large equipment is being procured, there may be a requirement for periodic payments for such items as the main truck and chassis as well as the completed equipment installation. Each bid/proposal must be specific as to the exact terms for said payment(s).

Additionally, some manufacturers offer a variety of payment plans including lease-purchases and financing. These terms and conditions must become part of the bid/proposal package. It must include a schedule of payments, annual interest rate(s), and all other incentives and payment options being offered.

Warranty and Guarantee:

All warranty and guarantee information, whether it be provided by the manufacturer or dealer, must be included in the bid/proposal package. Where the Town has specified the duration of such, the detailed information must be included and any variations from the Town's request must be clearly identified with an explanation including any alternative.

Plans, Drawings, Manufacturer's Specifications:

Included in the bid/proposal shall be any plans, drawings and manufacturers specifications that further detail the products conformity to the Town's bid/proposal request. Such documents that relate to the maintenance and operations of equipment and vehicles must also be included.

Engineer Certifications:

Where an engineer's certification is required as part of the Town's request or by Federal and State law, the details and certificates including the stamp of the registered P.E. must be included. These may include drive train torque, vehicle G.V.W, limitations, fabrication and welding details, vacuum and pressure minimums and maximums.

TOWN OF BRIDGTON

**3 CHASE STREET
SUITE #1
BRIDGTON, MAINE 04009**

INFORMATION AND SPECIFICATIONS FOR THE BID/PROPOSAL

NOTICE TO ALL BIDDERS: THE SPECIFICATIONS ARE ATTACHED TO THE GENERAL INFORMATION SECTION OF THE BID/PROPOSAL PACKAGE.

PLEASE REVIEW EACH SECTION CAREFULLY AND IF YOU BELIEVE SOMETHING MIGHT BE MISSING PLEASE CONTACT BRIDGTON PUBLIC SAFETY OFFICES AT 647-8814 IMMEDIATELY.

IT IS THE RESPONSIBILITY OF EACH RESPONDENT TO ASSURE THEY HAVE A COMPLETE PACKAGE. THE TOWN WILL NOT EXTEND THE BID/PROPOSAL DATE AND TIME DUE TO AN INCOMPLETE RESPONSE EVEN IF PORTIONS OF THE TOWN'S BID/PROPOSAL ARE MISSING.

UPON ACCEPTANCE BY THE TOWN OF BRIDGTON AND SIGNED BELOW, THIS OFFICIAL BID RESPONSE FORM AND SUCH OTHER DOCUMENTS AS STATED IN THE INSTRUCTIONS AND GENERAL CONDITION TO BIDDERS, SHALL SERVE AS THE CONTRACT.

BIDDER INFORMATION

The undersigned declares that the signer of this proposal is:

INDIVIDUAL doing business as: _____

PARTNERSHIP doing business as: _____

CORPORATION entitled: _____

Organized under the laws of the State _____ having its principal offices
of _____ at:

Authorized Signature

Printed Name and Title of Authorized
Signer

Firm or Corporate Name

Contact Name and Title

Street Address

E-mail Address

City/Town, State, Zip Code

Telephone Number

Date Signed

Fax Number

Social Security or Federal ID Number
(voluntary)

UPON ACCEPTANCE BY THE
TOWN OF BRIDGTON AND
SIGNED BY THE TOWN
MANAGER, THIS
OFFICIAL BID
RESPONSE FORM AND
SUCH OTHER DOCUMENTS AS
STATED IN THE
INSTRUCTIONS AND
GENERAL CONDITION TO
BIDDERS, SHALL SERVE AS
THE CONTRACT.

Signature

Robert A. Peabody Jr.

Typed Name

Town Manager

Title

Date

DOCUMENTATION/REQUIREMENTS

Contractor shall be required to:

- Complete and provide the Town with a W-9
- Provide proof of licensing required to complete the project
- Have the licensee be the installer
- Provide copies of workers compensation and liability insurance
- Attend the pre-bid meeting

REFERENCES

REFERENCES: Three (3) References with name, address, telephone number, and e-mail address:

Name	Address	Telephone Number	E-Mail Address

**TOWN OF BRIDGTON
CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all responders, must disclose if the Town of Bridgton, or its employee(s), are owners, corporate officers, employees, etc. of their business.

Indicate either “Yes” (if a Town employee is also associated with your business), or “No”. If “Yes”, give person(s) name(s) and position(s) with your business.

YES

NO

NAME(S)	POSITION(S)

COMPANY NAME: _____

BY (Printed Name): _____

BY (Signature): _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS _____

Required Specifications for one (1) generator to be located at 26 N. High Street enabling the building to be fully operational in case of a power outage.

- Minimum of 14/kw/14kVA
- Minimum of 58 amps produced
- 120/240 volts
- Single Phase
- Main line breaker
- Carburetor heater
- RDC2 Controller
- Electronic Governor
- Corrosion-proof polymer sound enclosure
- Oil drain extension with shut off valve
- Critical Silencer
- Automatic transfer switch to supply existing panel
- Battery, battery rack and cables
- Battery charger
- EPA certified fuel system
- To included grounding
- Limited Warranty
- All aspects of installations to meet national and local codes

Required Specifications for one (1) generator to be located at 31 Willett Road enabling the building to be fully operational in case of a power outage.

- Minimum of 59/kw/59kVA
- Minimum of 246 amps produced
- 120/240 volts
- Single Phase
- Main line breaker
- Carburetor heater
- RDC2 Controller
- Electronic Governor
- Corrosion-proof polymer sound enclosure
- Oil drain extension with shut off valve
- Critical Silencer
- Automatic transfer switch to supply existing panel
- Battery, battery rack and cables
- Battery charger
- EPA certified fuel system
- To included grounding
- Limited Warranty
- All aspects of installations to meet national and local codes

Scope of work required with the bid

- Delivery to site & set on supplied pad
- Factory warranty start up and testing
- Give specifications required for the site preparations by January 15th, 2019 (to be completed by the Town's Public Works Department)
- Give 14 day notice before project start
- Propane work to be done by others.
- Project to be completed no later than May 15, 2019