

# Town of Proctor

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45 Main Street  
Proctor, VT 05765

Phone: 802-459-3333  
Fax: 802-459-2356

## Invitation for Bids

### Professional Services – Master Electrician

The Town of Proctor is inviting bids from licensed and insured **Master Electricians** to provide electrical services on a time and materials basis for a period of one year. Bids shall include: 1) an hourly rate for the July 1, 2016 – June 30, 2017 Fiscal Year, 2) material mark-up, not to exceed 15%, 3) proof of current State of Vermont Electrical License, and 4) proof of current insurance as specified below.

#### General Requirements:

For all non-emergency work, a labor and material cost estimate shall be provided and approved prior to doing the work. Estimate greater than \$500 require Selectboard approval. For emergency work costing more than \$500 Department Heads and Town Manager shall be notified as soon as reasonably practicable.

The Town maintains accounts at Graybar Electric, Yankee Electric, and Twin State Electric. Materials shall be purchased from these vendors using the Town account whenever possible. A “job name” shall be provided vendors at time of purchase to insure invoices are posted to the correct Department and project.

All work shall meet standards and specifications as defined by the Vermont Fire Safety and Building Code, current revision, and the Electrical Safety Rules, current revision.

#### Insurance Coverage Requirements:

The contractor shall agree to provide and maintain the following types and \*amounts of insurance for the term of the contract. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A-, financial size category VII or greater. [www.ambest.com]

Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. *The Contractor must list the Named Member as Additional Insured's on their Commercial General Liability Policy.*

Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. *The Contractor must list the Named Member as Additional Insured's on their Commercial Auto Liability Policy*

Statutory Worker's Compensation Insurance and Employers Liability with limits of, at minimal, \$1,000,000 any one occurrence. *The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.*

The Contractor shall provide the Named Member with such Certificates of Insurance, as required above, prior to the commencement of the Agreement. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without

thirty (30) days written prior notice , except ten (10) days for non-payment of premium, to the Named Member .

**Subcontractors must comply with the same insurance requirements as contractor.**

Bids:

Bids shall be received at the Town Office, 45 Main Street, Proctor, VT 05765 **no later than 4:00 p.m. on Monday June 27, 2016.** The bid shall be presented in a sealed envelope clearly marked with the project name "Professional Services - Electrician". Submit one (1) hard copy of the bids. Bid shall be double-sided on 8 ½ by 11 paper, use recycled paper if possible and no fancy binders or plastic covers.

Bids will be opened and read aloud at the Regular Selectboard meeting scheduled for 6:00 p.m. on June 27, 2016.

Bids shall be good and may not be withdrawn for a period of 30 days after the opening of the bids. It must be understood this Invitation for Bids does not commit the Town of Proctor to accept any bid submitted. The Town of Proctor reserves the right to accept or reject any or all bids, to negotiate with selected firms or to cancel the Invitations for Bids in part or in its entirety. All bids will become part of the Town of Proctor's official files without obligation on its part.

Questions and requests for additional information may be directed to:

Stan Wilbur, Town Manager  
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proctor\_manager@comcast.net