



# Town of Charlotte

ESTABLISHED 1762

## **REQUEST FOR BIDS**

The Town of Charlotte is requesting bids for the building of, site preparation for, and installation of a wooden storage shed, located at Charlotte Central School.

## **SCOPE OF WORK**

1. Build approved 8'x12' shed design, no windows, with wooden siding, and large locking door.
2. Prepare site for shed installation, including putting down base material and leveling area.
3. Transport and installation of the shed at Charlotte Central School.

## **INSURANCE REQUIREMENT**

The selected bidder shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than \$1,000,000. The Certificate must also include Workers Compensation Insurance, and Automobile Insurance for vehicles used to transport any necessary equipment/machinery.

## **BID DEADLINE & SUBMISSION:**

Bids should be either mailed, or hand delivered, to Nathaniel Bareham, Town Administrator, at the Charlotte Town Office, P.O. Box 119, Charlotte, VT 05445, no later than 4:00PM on Monday, December 2<sup>nd</sup>, 2024.

## **BID**

**Bidder's Name:**

\_\_\_\_\_

**Bidder's Address:**

\_\_\_\_\_

**Bidder's Phone Number:**

\_\_\_\_\_

**Bidder's E-mail Address:**

\_\_\_\_\_

**Cost Estimate:**

\$ \_\_\_\_\_

**Estimated Time of Completion (if approved on 12/2/24):** \_\_\_\_\_

For additional information, or to request a walkthrough of the site, contact either Zac Farnham-Haskell, at [recreation@townofcharlotte.com](mailto:recreation@townofcharlotte.com), or Nate Bareham at [townadmin@townofcharlotte.com](mailto:townadmin@townofcharlotte.com).

**THE TOWN OF CHARLOTTE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY  
OR ALL BIDS FOR ANY REASON, AND MAY NOT NECESSARILY SELECT THE  
LOWEST BID.**