Town of Charlotte

ESTABLISHED 1762

# TOWN OF CHARLOTTE

## IS ISSUING A REQUEST FOR BIDS

## For Library Generator Installation

**Issued: July 30, 2026**

The Charlotte Library is requesting bids for the purchase and installation of a 26kW air-cooled standby generator to provide backup power to the Library during weather-related power outages. This project is being funded in part by a T-Mobile Hometown Grant awarded to support the Library's role as a community cooling/warming center. The Town of Charlotte is a tax-exempt municipality; documentation of the Town's tax-exempt status will be provided upon request.

### Scope of Work

- Furnish and install one (1) 26kW air-cooled standby generator, sized and specified in coordination with the Town Energy Committee and the Library's electrical needs.
- Furnish and install a concrete or composite generator pad and all mounting materials per manufacturer specifications.
- Perform all related electrical work, including but not limited to: installation of an automatic transfer switch, connection to the Library's electrical panel, and all wiring necessary for automatic start/transfer during a power outage.
- Coordinate connection of the generator's fuel supply line with the propane tank installer (see related Request for Bids for Library Propane Tank Installation, or the combined Request for Bids for Library Generator and Propane Tank Installation, if that option is selected by the Town).
- Obtain all required electrical and building permits, and coordinate all necessary inspections.
- Test and commission the generator system, including verification of automatic transfer function, and provide the Library with operating instructions.
- Provide all labor, equipment, and materials necessary to complete the installation in good working order.

### Security Requirements

No special security requirements apply to this project.

### Pre-Bid Meeting

A pre-bid meeting for this Major Purchase will be held on August 25th at 12:00 PM at the project location listed below, unless waived by the Selectboard. Prospective bidders are encouraged to attend.

### Project Location

Charlotte Library, 115 Ferry Road, Charlotte, VT 05445.

### Proposal Requirements

In accordance with the Town's Purchasing Policy, each bid submitted in response to this Request for Bids shall include the following:

- Total bid price, including any price margin over wholesale materials cost, if applicable
- Hourly rate and mark-up percentage on materials for any additional work
- A proposed payment schedule and proposed percent retention
- Three (3) qualified references for similar work
- A signed bid form certifying that the bid is made in good faith, without fraud or collusion with any other bidder, and that the bidder is competing solely on its own behalf without connection to or obligation to any other person or firm
- A Certificate of Insurance meeting the requirements described below

### Insurance Requirements

The selected vendor/contractor providing labor for this project shall provide a valid Certificate of Insurance naming the Town of Charlotte as an additional insured, with minimum coverage of $500,000 per incident and $1,000,000 in overall coverage. The Certificate of Insurance must remain valid for the period the work is being performed, and must be provided before any work begins. A sole proprietor with no employees must instead sign a Hold Harmless Agreement and a Non-Employee Work Agreement; a contractor with employees must provide a Certificate of Insurance for Workers' Compensation.

### Questions

Questions regarding this Request for Bids may be directed to Bryce Bierman, Town Administrator, at the Charlotte Town Office.

### Submission Instructions

Sealed bids are due by 3:00 P.M. Monday, September 14. Bids shall be submitted in a sealed envelope addressed to the Selectboard and plainly marked with the project name and the bidder's name.

**Mailed or hand delivered to:** The Selectboard, c/o Bryce Bierman, Town Administrator, Charlotte Town Office, 159 Ferry Road, P.O. Box 119, Charlotte, VT 05445.

Envelopes should be labeled "Library Generator Bid." If hand delivering, use the mail slot to the right of the front door. Bids will be date-stamped upon receipt. Bids may be withdrawn by written request prior to the scheduled bid opening. Bids received after the submission deadline will not be considered.

### Bid Opening

Bids will be publicly opened and read aloud by the Selectboard or its designee on September 14, including the name and address of each bidder and the bid price submitted.

### Criteria for Bid Selection

In evaluating bids, the Selectboard may consider price; the bidder's schedule for completion and ability to perform within the specified time limit(s); the bidder's demonstrated experience and reputation, including past performance for the Town; the quality of the materials and services proposed; the match between the specifications requested and the specifications proposed; the bidder's ability to meet other terms and

conditions, including insurance requirements; the bidder's availability to provide future service, maintenance, and support; and any other factors the Selectboard determines relevant to this project.

## Reservation of Rights

The Town of Charlotte reserves the right, in its sole discretion, to accept or reject any or all bids, in whole or in part; to waive any informalities or immaterial irregularities; to modify the scope of this Request for Bids prior to award; to call for rebids; and to make an award that, in its sole and absolute judgment, will best serve the Town's interest. The Town may not necessarily select the lowest bid.

## Payment

Invoices for work performed shall be submitted to the Town Treasurer's Office together with a duly executed IRS Form W-9. No payment will be made until a completed W-9 is received. The cost of goods and services received before June 30th shall be expensed to that fiscal year.