



## **TOWN OF WESTMINSTER**

Louis Bordeaux, Town Manager  
P.O. Box 147  
Westminster, VT 05158  
Tel. 802-722-4255 Fax 802-722-9816  
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### **Town of Westminister, Vermont Cemetery Department Request for Bids Replacement of Stone Wall**

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**Contact:** Louis Bordeaux, Town Manager  
Town of Westminister  
3651 US Route 5  
PO Box 147  
Westminister, VT 05158  
[Manager@westminstervt.org](mailto:Manager@westminstervt.org)

**RFP Issuance:** February 27, 2024

**RFP Response Deadline:** 2:00pm March 29, 2024

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#### **INTRODUCTION**

The Town of Westminister requests bids to remove the existing natural hand laid stone wall and replace it with a pre-cast concrete block wall at the New Westminister Cemetery located at 111 Kurn Hattin Rd., Westminster, VT 05346.

#### **SCOPE OF SERVICES**

This Request for Bids includes all the labor, material, equipment, and all other services necessary to complete the project as described at the New Westminister Cemetery located at 111 Kurn Hattin Rd., Westminster, VT 05346. The scope includes:

1. Removal of existing stone wall, approximately 400 feet to the north of the Old Cemetery tomb on Kurn Hattin Road, approximately 60 feet to the south and approximately 80 feet from the south of the entrance.
2. All products used in this job and provided by the Bidder must be new standard production models.
3. Material must be of the best commercial quality for the intended project use.
4. Engineering and design of the completed stone wall shall be such that the stress imposed through normal wear and tear shall not cause rupture, deformation or undue wear.

5. Bidders must include in their bid package full product warranty information and the most recent printed product specifications and literature for the pre-cast materials to be used on this project.

6. Time is of the essence. Bidders must indicate their date for completion of the project as part of their bid.

### **PRE-BID MEETING**

A mandatory Pre-Bid meeting will be held on Monday, March 18, 2024 at 11:00am (weather permitting) at the New Westminster Cemetery located at 111 Kurn Hattin Rd., Westminster, VT 05346

### **GENERAL INFORMATION**

#### **1. Materials to be used:**

1. Interlocking pre-cast concrete block, size and quantity sufficient to maintain integrity of cemetery earth.
2. Appropriate drainage pipe
3. ¾" stone
4. Fill dirt and top soil, as needed to complete the project.

#### **2. Installation and Other Considerations:**

1. Deconstruction, removal and disposal of existing stones at project site.
2. 12" deep, or greater, compacted base of the ¾" stone.
3. Placement of pre-cast blocks.
4. Back fill and compact ¾" stone.
5. Finish grade to top of new wall.

#### **3. Manufacturer's Warranty:**

1. Materials must be new and warranted by the manufacturer from defects in materials, workmanship and functionality for a period of one year.

#### **4. Contract Period:**

1. All work on the project is to be completed no later than September 30, 2024.

#### **5. Indemnification:**

1. The selected contractor agrees to defend and hold harmless the Town of Westminster, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of performance of the contracted agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission.

**INSTRUCTIONS TO BIDDERS**

**1. Proposals:**

1. All proposals must be submitted in ink (no pencil). Officials of corporations shall designate their official title. Partners or sole owners shall so state, giving the names of all interested parties. The person signing the bid shall initial any corrections.
2. Requested materials, such as product literature, must be submitted with the bid package.
3. Acceptance of any bid by the Town of Westminster within 60 days of the Response Deadline, constitutes a contract between the parties. No work shall commence until a purchase order has been approved by the Town Manager and Selectboard and a Notice to Proceed has been issued.
4. All materials remain the property of the contractor until final project acceptance by the Town of Westminster.
5. All bids, at a minimum, shall include the following:
  - a. Project Costs
  - b. Project Schedule
  - c. Technical specifications of retaining wall block material

Please review the evaluation criteria on page 5 to submit any appropriate additional materials as requested. Proposals must be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline will not be accepted. Proposal packages are to be delivered to:

**Town of Westminster**  
Attn: Louis Bordeaux, Town Manager  
3651 US Route 5  
PO Box 147  
Westminster, VT 05158

**Clearly marked and sealed envelope: "Westminster Cemetery Retaining Wall"**

\_\_\_\_\_  
Signature of Contractor & Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Town, State, Zip Code

\_\_\_\_\_  
Telephone Number

Available Start Date: \_\_\_\_\_

**NOTE:** All proposals must be received no later than 2:00pm March 25, 2024. Proposals and/or modifications received after this time will **not** be accepted or reviewed. Facsimile-machine produced proposals will **NOT** be accepted. The Town of Westminster reserves the right to extend any contractual agreement, based on this RFB, for two additional years.

Questions about the project should be directed to Louis Bordeaux at:

Telephone: 802-722-4255

Email: [manager@westminstervt.org](mailto:manager@westminstervt.org)

All proposals become the property of the Town of Westminster upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Westminster. This solicitation in no way obliges the Town to award a contract.

By submission of the proposal, applicant certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Proposals.

### **INSURANCE REQUIREMENTS**

#### **WORKERS COMPENSATION:**

The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

***The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.***

#### **GENERAL LIABILITY:**

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the

course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

***The Contractor must list the Named Member as Additional Insured on their Commercial General Liability Policy***

### **CONTRACTOR SELECTION & EVALUATION CRITERIA**

The Town reserves the right:

1. to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Proposals;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Proposals;
5. to waive or correct any irregularities in proposals received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

The following criteria, at a minimum, will be used to evaluate qualifications:

Item	Criteria	Weight
1	Total Maximum Fee	30%
2	Licenses and certifications to perform the work	20%
3	List and contact information for a minimum of 3 references	20%
4	Availability and proposed timeline to complete the work	20%

### **DESCRIPTION OF PAY ITEMS**

1. All labor, material, equipment, and all other services to complete the removal of the existing stone wall and construction of the new retaining wall at the New Westminster Cemetery; 111 Kurn Hattin Road; Westminster, Vermont as described in the Scope of Services.