



TOWN OF WESTMINSTER

Louis Bordeaux, Town Manager
P.O. Box 147
Westminister, VT 05158
Tel. 802-722-4255 Fax 802-722-9816
Manager@westminstervt.org

Town of Westminister, Vermont Request for Proposals Repairs to “Hearse Shed”

Contact: Louis Bordeaux, Town Manager
Town of Westminister
3651 US Route 5
PO Box 147
Westminister, VT 05158
Manager@westminstervt.org

RFP Issuance: July 25, 2024
RFP Response Deadline: August 26, 2024, 11:00am

INTRODUCTION

The Westminister West Hearse Shed (the Shed) is located at the northeast corner of Westminister West Cemetery at the intersection of Church St. and Church Street Connector. It was constructed in the mid to late 19th century. The Shed has a footprint of approximately 16 ft. 10.5 inches x 20 ft. 6 inches, with the longer walls running East-West. There are 3 bents and the building is separated into 2 distinct bays. The western bay is a large drive-in opening accessed behind 2 large swinging doors. This bay is where the hearse would have been stored. The eastern bay is accessed by a 36” wide human door. There is one extant 40”x48” window opening in the West gable above the Tie Beam.

Three main areas were identified in July of 2023 as in need of immediate repair to preserve the Shed: Roof, Limited Wall Framing, and Sills. The Scope of Work listed here is based on this inspection and as further deterioration may have occurred, Bidders are requested to identify and include these in their RFP.

The repairs are to be done in a manner with materials and techniques of the original construction where feasible to preserve the historical integrity of the Shed (for example, roof sheathing should be broad boards NOT plywood). Original/existing materials are to be salvaged and reused where possible. Estimates should include expected nominal exterior trim work and painting that might be damaged during repairs, but repainting of the entire Shed is not contemplated as the current patina projects the desired character.

SCOPE OF WORK

Slate Roof Repair:

- Removal of slates and original cedar roofing materials
- Inspection of slates
- Existing slates are to be salvaged as feasible and supplemented with new slate as needed
- Repair and replacement of roof sheathing
- Application of appropriate underlayment
- Installation of slates

Structural Repairs and Framing Replacements

- 6ft. hewn fish scarf repair in South Top Plate
- Replacement of Bent 2 South Post
- 3ft. dutchman repair in North Top Plate
- Upwards of 6 Rafter replacements
- Upwards of 8 Post Bottom Repairs
- Full replacement of sills
- Full replacement of joists
- Reflooring as needed
- Rehangng of doors using existing hardware or reasonably matched new equivalents

PRE-BID MEETING

No Pre-Bid meeting will be scheduled. Specific questions should be submitted to the Town Manager (manager@westminstervt.org).

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. 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 Project Costs and a Project Schedule.

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
"Westminster West Cemetery Hearse Shed"
3651 US Route 5
PO Box 147
Westminster, VT 05158

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 11:00am on August 26, 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 RFP, for two additional years. Questions about the project should be directed to Louis Bordeaux at:
Telephone: 802-722-4255 Email: 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