

**TOWN OF NORWICH
REQUEST FOR BIDS**

NEW GENERATOR – Tracy Hall Municipal Building, Town of Norwich Vermont

Issued: August 17, 2026

Project Description

The Town of Norwich is looking to purchase and have installed a new generator at the Tracy Hall Municipal Building located at 300 Main Street in Norwich, Vermont.

Scope of Services

The work required under the Scope of Services includes supplying (shipping and freight charges to be included) and installing (including labor) all components and materials needed to provide a 100kw, 120/208V backup emergency generator to power the Tracy Hall Municipal Building (Approximately 18,000 SF) located at 300 Main Street, Norwich, Vermont 05055. The electrical service at Tracy Hall is currently rated 120/208V 3 phase, 4 wire, 400 Amp. Typical service needs during an emergency outage are lighting, building heating, water, and fuel pumps.

The scope includes all electrical and mechanical work needed to properly install the generator according to state and local codes. Also included is the removal and disposal of the existing Tracy Hall generator.

Also included in the scope will be confirming that the existing concrete foundation is functional for reuse and, if not, installing an adequate concrete foundation for the new generator as well as all necessary excavation/trenching and backfill, pavement repair, installation of electrical wiring, final hook-up, testing, and start-up. The scope should also include on-site training, warranty, and an optional service agreement. A fully functional unit will be provided upon completion of the work.

The Vendor shall secure all required State of Vermont permits and inspections.

Specification Core Requirements:

- 100kw, 120/208V
- Diesel fired unit
- Outdoor enclosure
- 400 Amp service rated transfer switch (automatic)
- Surge Protection
- Emergency E-Stop
- Digital Controller that manages both the generator and the transfer switch functions
- Internet/Mobile Phone Monitoring Service (optional)

A minimum 5-year, 2000-hour parts warranty should be provided covering all systems and components. There should be a minimum 2-year service warranty

Full sound attenuated housing for quiet operation.

Provide a battery for power to the generator engine starter and to the digital control panel.

Intention Of Terms

The Town would like to have the generator installed and operable as soon as possible, but in no case no later than December 1, 2026.

All work will be performed at Tracy Hall, 300 Main Street, Norwich, VT.

Bidding Notification

If you are considering entering a bid for this work, please notify Town Manager Brennan Duffy at the following email address bduffy@norwich.vt.us. The Town will use this notification to contact you or your firm in the event that there is a change to the project or bid schedule.

Site Visit

Although a site visit is not mandatory, it is highly recommended due to the nature of the work. Please reach out to Brennan Duffy directly to schedule a visit.

Questions Due Date

Questions may be submitted by email to Brennan Duffy at the following address, bduffy@norwich.vt.us. The due date for questions is August 27, at 4:00 PM.

Bid Submission and Due Date

Bids are due by **September 16, 2026, at 1:00 PM** (prevailing time). Bids shall be submitted in a sealed envelope addressed to the Town Manager, Town of Norwich at PO Box 376, Norwich VT, 05055 or can be hand delivered to the Town of Norwich at 300 Main St, Norwich, VT 05055. The envelope should be plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bid received after the date and time specified will not be considered and will be returned to the bidder unopened. Any exceptions to the bid specifications or proposed work as described must be noted by the bidder. A bidder submitting a bid certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf with connection with or obligation to any undisclosed person or firm.

Project Schedule

The Town intends to open bids on September 16, 2026 at 2pm, at the Town Office; and the Selectboard intends to select a contractor by September 24, 2026.

Bid Information

Please provide:

- A detailed Scope of Work describing the work to be completed
- A list of all equipment to be provided
- Specification Sheets on the proposed unit and accessories to be installed
- A copy of the warranty to be provided with the unit
- A list of annual maintenance requirements and costs
- A list of any subcontractors to be used
- Completed bid tabulation
- Proposed start and completion dates for all work
- A list with descriptions of similar work performed
- Two references, with contact information, who are familiar with similar work performed

Criteria for Bid Selection

In evaluating bids, the Town will consider the following criteria:

- Price
- Bidders' ability to perform within the specified time limits
- Bidders experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and/or bond requirements
- Bidder's financial responsibility
- Bidder's availability to provide future service, maintenance, and support
- Nature and size of the bidder

- Contract provisions that are acceptable to the Town
- Bidder is not on any debarment list related to goods and services the bidder provides
- Any other factors that the Town determines relevant and appropriate in connection with the project

A low bid does not guarantee award of the contract.

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Norwich as an additional insured. The Certificate must also include Workers Compensation Insurance.

Payment Schedule

One invoice is to be submitted following the completion of all work and inspection by the Town's Public Works Director.

Town Contact

Questions may be directed to Brennan Duffy at the following address: bduffy@norwich.vt.us.

The Town reserves the rights to select any bid for any reason, and to reject any or all bids.

The Town also reserves the right to award any portion of the work as listed in the Project Description and Bid Form.

BID FORM
New Generator for Tracy Hall Municipal Building, Town of Norwich

Proposal of _____ (hereinafter called Bidder),
organized and existing under the laws of the State of _____
_____ doing business as _____

(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is _____.

Bidder acknowledges receipt of the following Addenda:

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

ITEM #	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	New Generator Supply and Install per Scope of Services				
	LS	1		\$_____	\$_____
	Unit Price in Words_____				
2	<u>Optional</u> Annual Maintenance Costs per Year				
	LS	1		\$_____	\$_____
	Unit Price in Words_____				
3	<u>Optional</u> Extended Warranty (5-years)				
	LS	1		\$_____	\$_____
	Unit Price in Words_____				

Total Bid (Total of above).

\$_____

The lowest responsive and responsible bidder will be determined by the Total Base Bid.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor

By

Title

Business Address

City State

Phone Number

Email Address

Date

ATTEST _____(Signature)