



**TOWN OF STARKSBORO  
REQUEST FOR BIDS (RFB)**

**Purchase of Vertical Lift for Town Hall**

The Town of Starksboro is soliciting sealed bids for the purchase and installation of a 2-stop vertical lift to be installed inside the old Town Hall and Library located at 2827 Route 116, Starksboro, VT 05487.

**Specifications:**

- Capacity: 750 lbs.
- Number of stops: 2 stops
- Travel Distance: 117"
- Fire Rated landing door

**ADDITIONAL INFORMATION/REQUIREMENT**

1. Vertical Lift equipment and parts shall be warrantied for a period of 36 months. Work associated with the installation of vertical lift machinery shall be warrantied for 1 year.
2. Details on any service requirements for vertical lift shall be included in the bid.

**BID REQUIREMENTS**

1. Questions due by July 9, 2024 by 4:30 p.m.
2. Request for site visit can be arranged for July 9<sup>th</sup>.
3. **Bid submission deadline: Thursday, July 11, 2024 by 4:30 p.m.**
4. Bids shall be valid for 30 days after bid submission unless otherwise agreed to.
5. The bid shall be sent through email to Rebecca Elder, Town Administrator at [Rebecca@starksborovt.org](mailto:Rebecca@starksborovt.org) or delivered to the Town Clerk's office c/o Rebecca Elder, Town of Starksboro, 2849 Vermont Route 116, Starksboro, VT 05487. \*
6. \*Include "Vertical Lift for Town Hall RFB" in the subject line for emailed bids or written on the sealed envelope for dropped off bids.

Questions about this RFB or requests for further information shall be emailed to Rebecca Elder ([Rebecca@starksborovt.org](mailto:Rebecca@starksborovt.org)) and Susan Thompson ([sthompson@gmavt.net](mailto:sthompson@gmavt.net)). No questions will be answered if submitted after 4:30 p.m. July 9, 2024.

Any addenda to this RFB will be posted on the Town website ([www.starksborovt.org](http://www.starksborovt.org)) on the "Request for Proposals and Bids" page. No addenda will be added after 4:00 p.m. Tuesday, July 2, 2024.

The following estimated milestone dates are provided for planning purposes.

- RFB distributed: Monday, June 24, 2024
- RFB published in newspaper of record June 27, 2024
- Bids due: July 11, 2024 by 4:30 p.m.
- Selectboard selection: (estimate) Tuesday, July 16
- Notification of selection: (estimate) Wednesday, July 17
- Placement of order for lift: (estimate) On or after Thursday, July 18

### **SELECTION CRITERIA AND RESERVATION OF RIGHTS**

The Town may elect to interview any respondents or none. In evaluating bids, the Selectboard will consider the following criteria:

- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the Town.
- Quality of the materials and services specified in the bid.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- Contract provisions that are acceptable to the Town.

The Town reserves the right to reject any or all bids and to award the contract as determined to be in the best interest of the Town.

Further, the Town expressly reserves the right to:

1. Reject any or all RFB submittals, amend or supplement the RFB, terminate the RFB process at any time, reissue the RFB, and extend the time for submission of the responses by notification to all parties who have received a copy of the RFB.
2. Request more information from any or all bidders.
3. Waive or decline to waive irregularities in the submittal or in the RFB process.
4. Decline to enter into an agreement with any of the bidders.
5. Enter into negotiations with any, all or none of the bidders.

All bids become the property of the Town of Starksboro upon submission. Local businesses, minority-owned businesses, woman-owned businesses, and Section 3 businesses are encouraged to respond. The Town of Starksboro is an equal opportunity employer.

## **HISTORICAL INFORMATION**

Installation of a vertical lift is to enable the second floor of Starksboro's circa 1911 historic Town Hall to meet ADA guidelines. The Starksboro Public Library is located on the first floor of the building. The lift will be installed inside the building envelope, proximate to the stairs, front door, and restrooms. This is a critical step to bring the building up to current ADA compliance.