

Notice to Bid

Town of Ira
53 West Road
Ira, VT 057

Maintenance Person

The Select board is looking for an individual to do routine maintenance work at the Town Office, Town Hall and associated grounds. The right candidate will be available to be on call and attend monthly select board meetings. This individual will have the skills to do some limited carpentry, plumbing and general maintenance work. The individual will have the capability to utilize problem solving techniques to fix malfunctions and good communication skills. The specifications are enclosed. Please include references with your bid submission.

Sealed bids are due at the town office by 2:30 pm, May 18, 2018. Certificate of liability insurance must be submitted with the bid. The board reserves the right to reject any and all bids. The board will open and review the bids at a regular select board meeting on May 21, 2018 at 5:00, and notify the successful bidder thereafter.

Steve Martelle
Melanie MacDonald
Robert Toppin

Town of Ira seeks bids on the following for the term of 12 months 7-1-2018 – 6-30-2019

- 26 Mowing and trimming of the Town Office and Town Hall lawns (trimming includes the bank along town road)
12 Walk thru to complete the monthly checklist
Shovel walkways as needed at the Town Office and Town Hall
The number of times indicated above are estimates
Approved additional maintenance jobs will be paid at an hourly rate set by the select board.

Monthly General Maintenance

Town Office

- Check water softener for salt and add salt as needed
- Inspect office furniture for needed repairs
- Replace light bulbs as needed
- Test Emergency Lights
- Inspect Fire Extinguishers
- Inspect building/fence/bulletin board for needed repairs
(Report repair concerns to the Town Clerk)

Town Hall*

- Inspect building/bulletin board for needed repairs
- Replace water filter
- Inspect Fire Extinguishers
(Report repair concerns to the Town Clerk)

Seasonal General Maintenance

Town Office

- Set up/removal of Dehumidifier
- Contact contractor for furnace cleaning
- Maintain Emergency light/respond
- Change window/screen in storm door

Town Hall*

- Maintain Emergency light/respond
- Contact contractor for furnace cleaning
- storm windows/screens

Annual General Maintenance

Town Office

- Replace water filter
- Clean septic tank filter
- Fire Extinguisher inspections

Town Hall*

- Fire Extinguisher inspections
- Clean septic tank filter
- Put Red Light in window
- Contact contractor for slate roof inspection/repairs
- Inspection with Historical Preservation

**Historical Preservation has rules regarding repair work – All repairs must comply with the grant rules.*

Bid Submission Form

All bids are for a term of 12 months and will be reviewed annually with an option to renew the contract on an annual basis. A certificate of insurance is due with all bids. Bids are due no later than May 18, 2018 by close of business. The Town of Ira has the right to refuse any and all bids.

Name: _____

Contact Information: _____

Bid Proposal: _____

Signature

Date