



TOWN OF BERWICK
WHERE TRADITION MEETS TOMORROW

INVITATION & REQUEST FOR SEALED BIDS

Design Services

BERWICK, MAINE

RELEASE DATE: January 2, 2025

SUBMISSION DEADLINE DATE: January 27, 2025, at 4PM

BID OPENING: January 28, 2025 at 10:30am

SECTION 1. INTRODUCTION

The Town of Berwick invites and requests bids from qualified contractors to provide services for the Town of Berwick to provide design services. If there are any questions, please contact the Berwick Communications and Media (BCM) Director, Jeremy Kasten, at 207-630-8100.

SECTION 2. SCOPE OF WORK & PRODUCTS REQUESTED

The scope of work includes working with various Town Departments as requested by Department Heads to produce materials that conform to the Town of Berwick Brand. Please see The Town of Berwick Brand Guide at https://cms2.revize.com/revize/berwick/Planning%20Docs/Berwick_Brand_Guide_2023.pdf

Design needs may include the following:

- 1. Bring Your Lawn Chairs to Sullivan Square Design.**
(See <https://www.lawnchairsberwick.com/>)
- 2. Template design for Town communications. Please see the Town of Berwick Facebook Page and YouTube page for reference.**
- 3. Design of Town of Berwick signs as needed.**

SECTION 3. ADDITIONAL REQUIREMENTS, NOTES AND CONDITIONS

- Projects shall be completed in a reasonable amount of time.
- Please include hourly rate and any other applicable fees or reimbursable rates.
- The Town reserves the right to submit change order(s) in writing to the selected contractor. In that event, the town will negotiate with the selected contractor to determine the value of the change order(s).
- Insurance: The selected contractor shall have and maintain general liability insurance and worker's compensation insurance in force until all work is completed and accepted by the Town.

The selected contractor shall furnish the Town with a certificate of insurance naming the Town as an additional insured within two weeks of notice to the selected contractor of the acceptance of its bid.

- E. To the fullest extent of the law, the selected contractor shall indemnify and hold harmless the Town and its agents and employees against all claims, damages, losses, and expenses, including but not limited to, attorney's fees arising out of or resulting from the performance of work entailed in this bid request, regardless of standard of care. This indemnification extends to all costs and all fees.
- F. The terms and specifications of the bid invitation shall become part of and incorporated within the formal agreement (see attached agreement) executed for the provision of the services requested in this document.

SECTION 4. PROCESS

The process for bid selection is governed by and set forth in the Town of Berwick's Purchase Policy Directive, a copy of which will be provided at no cost to any interested and qualified respondent upon request. All purchases of services are subject to the conditions set forth in section 7 of said Policy. Selection shall be made based on advantage to the Town. The bid presenting the most advantageous outcome for the Town, as determined by its Select Board, will be selected.

SECTION 5. SUBMISSION REQUIREMENTS

All responses to this invitation and request shall consist of two copies within sealed envelope(s) and shall be submitted to the Town of Berwick. Please include relevant experience and/or references in your submission. Responses may be mailed, or hand delivered to the Town Clerk's Office, and shall be clearly and boldly marked as follows:

“RESPONSE TO DESIGN SERVICES RFP”

Responses shall be addressed as follows:

**TOWN OF BERWICK
ATTN: TOWN CLERK
11 SULLIVAN STREET
BERWICK, ME 03901**

Late bids shall not be accepted under any circumstances. Submissions must include a complete bid form with contact information as shown on the enclosed document entitled **“BID FORM”**.

SECTION 6. BID OPENING

Bids will be opened at the Berwick Town Hall Auditorium. The bid award will be considered on February 4, 2025, at the regularly scheduled Select Board meeting which begins at 6:30 p.m. and takes place within the Select Board meeting room at the same address above (Berwick Town Hall).

The Select Board may act upon the bids at that time, or alternately may take them under consideration for action at a subsequent meeting. The Town reserves the right to select or reject any and/or all bids or bid components as may be in its best interests.

BID FORM

We herewith submit our bid in accordance with the requirements and specifications herein acknowledged as follows:

1. That the needs for products and services are the best estimates of the Town at the time of this bid request, but that those estimated needs may vary in reality. We agree to supply the products and services required, whether more or less than those estimates, at the prices quoted herein.
2. We carry general liability (including products liability) insurance, which is in force and shall remain in force during the term of this contract.
3. We carry worker's compensation insurance, which is in force and shall remain in force during the term of this contract.
4. We agree to comply with the general specifications listed in the RFP.

Company Name: _____

Company Address: _____

Company Telephone: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Representative's Telephone Number: _____

Representative's Email (if available): _____