MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: GLENN MICHALOWSKI, TOWN MANAGER

FROM: PATRICK MALOY, PUBLIC WORKS DIRECTOR

SUBJECT: BID 2024-005 ROAD STRIPING RECOMMENDATION

DATE: JULY 10, 2024

Town of Lisbon, Public Works Department sent a request for Bids for Road Striping.

Bids were posted on the Town of Lisbon website June 5, 2024 to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 27, 2024 @ 10:00 am, but there were no bidders who submitted their bids. One interested party reached out after posting was closed and per manager approval accepted and received via U.S. Mail on July 10, 2024 @ 11:00 am.

The company that were sent a request for bids was Lucas Striping.

In order, the bids received and opened are as followed:

1. **Lucas Striping - $28,111.76 Recommended**
2. Elite Road Markings - Did not submit a Bid
3. Hi-way Safety Systems - Did not submit a Bid
4. On-The-Line Inc - Did not submit a Bid

After thorough review of our only submitted bid, I recommend that the winning bid go to Lucas Striping, due to being the only bid and they have conducted this work for us previously and do a great job. All work performed will meet our specification needs.

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

CONTRACT

This Agreement, made and entered into the date listed below, in the year two thousand and twenty between the Town of Lisbon, Maine, a municipal corporation existing under the laws of the State of Maine, hereinafter called "Owner", by its Town Manager, party of the first part, and

_____

Hereinafter called "Contractor", with legal address and principal place of business at:
Lucas Striping LLC
237 Plains Rd Readfield, Me.

Party of the second part.

WITNESSETH:

That the parties to these presents, each in consideration of the covenant and agreements on the part of the other herein contained, have covenanted and agreed and do hereby covenant and agree, the party of the first part for itself and the party of the second part for himself/herself and his/her heirs, executors, administrators and assigns under the penalties expressed in the Performance Bond and the Labor and Material Payment Bond as follows:

That this Agreement includes the following documents, hereinafter referred to as Contract Documents, which are attached hereto and incorporated by reference into this Agreement:

A. Notice to Contractors
B. Proposal
C. Contract
D. Notice of Award
E. Notice to Proceed
F. Supplemental Specifications
G. Standard Specifications
H. Contract Plans, if any
I. Addenda, if any
J. Federal Conditions, if any

That the party of the second part will do all the work, furnish all the materials, tools and equipment, except as otherwise specified, and do everything necessary and proper for performing and faithfully completing the work required by the Contract Documents in strict conformity with the provisions of the Contract Documents within the time specified in the Special Provisions, Plans, and the Standard and Supplemental Specifications. That the party of the first part will pay

by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Ordinance. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

Company Name	Lucas Striping LLC
Signature	Stephen K. Lucas
Title	Owner
Printed Name	Stephen K Lucas
Physical Address	2314 Middle Rd Sidney Me 04330
Mailing Address	
Firm's IRS ID # /DUNS#	26-2891865
Date	
Phone #	207-215-2320
Fax #	
E-Mail Address	Steve@lucasstriping.com

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed by August 31, 2024, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

1#	Description	Qty	Unit $ / Ft	Total $
1	Paint approx. 157,291.2 feet of double yellow line for road striping project as directed by Public Works Director.		$ .14	$ 22020.76
2	Paint approx. 87,014.4 feet of single white line for road striping project as directed by Public Works Director.		$ .07	$ 6091.00
Total Base Bid Price			$ 28111.76	

The undersigned acknowledges the receipt of Addenda numbered None.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, and before commencement of any work, he/she will stand by for final approval from Counsel during the next Council meeting following the acceptance of the proposal; and that once Counsel has accepted the proposal, he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed

the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

All work is to be completed by August 31, 2024.

2#	Description	Qty	Unit $ / Ft	Total $
1	Paint approx. 157,291.2 feet of double yellow line for road striping project as directed by Public Works Director.		$ .14	$ 22020.76
2	Paint approx. 87,014.4 feet of single white line for road striping project as directed by Public Works Director.		$ .07	$ 6091.00
Total Base Bid Price			$ 28111.76	

The party of the second part represents and warrants:

A. That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and,

B. That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and,

C. That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and,

D. That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all the other materials and conditions which may in any way affect the work or its performance.

If you are proposing to use any subcontractors, please list them here along with references for them. They will need written permission from the Town Manager as well as the required insurance coverage and certificate of insurance submitted to the Town Manager.

IN WITNESS WHEREOF, the said Town, by its Town Manager and the said

_____

_____

By its _____ thereunto duly authorized have hereunto set their hands and seals the date below written.

Signed in the presence of:

_____ By: ____
Witness Glenn Michalowski, Town Manager

Date: _____

Debbie Lucas By: _____
Witness Contractor

Date: July 2nd

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

NOTICE OF AWARD

To:

The Town of Lisbon has considered the BID submitted by you for the above described work in response to its Advertisement for Bids dated _____and Information for Bidders.

You are hereby notified that your BID has been accepted for the **2024 ROAD STRIPING PROPOSAL** for a total award of_____. You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance Security and certificates of insurance within ten (10) days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of the proposal accepted by Counsel, said Town of Lisbon will be entitled to consider all your rights arising out of the Town acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The Town will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of the NOTICE OF AWARD to the Town of Lisbon.

Dated this:_____

By: ____
Glenn Michalowski, Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by (firm) _____

this the _____day of _____, 2024

By: _____

Title: _____

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

NOTICE TO PROCEED

To:

You are hereby notified to proceed with the work entitled **2024 ROAD STRIPING PROPOSAL**, together with all necessary appurtenances, and to diligently prosecute the work.

You are instructed to immediately take the necessary steps for execution of the work following the acceptance of the proposal by Counsel (or other start time as specified) and that the work is to be completed by August 31, 2024 as stated in the Contract.

By: _____
Glenn Michalowski, Town Manager

Title:____

Date:____

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

DIVISION 10
SUPPLEMENTAL SPECIFICATIONS

10.00 SCOPE OF WORK:

The scope of work for this program, includes painting approx. ***157,291.2 feet of Double Yellow Lines and 87,014.4 feet of Single White Lines*** for all streets and roads listed below as directed by the Public Works Director and all work is to be completed by August 31, 2024.

Will not be striping on Route 125 where DOT project is currently ongoing for the length of .75 miles.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Atlantic Insurance & Benefits 58 High St Belfast ME 04915	CONTACT NAME: Elizabeth Perez PHONE (A/C, No, Ext): (207) 338-9787 FAX (A/C, No): (207) 338-9727 E-MAIL ADDRESS: liz@atlantic-insurance.com
INSURED LUCAS STRIPING, LLC 237 PLAINS RD READFIELD ME 04355	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Union Insurance Company — 25844 INSURER B : Acadia Insurance Company — 31325 INSURER C : Maine Employers Mutual — 11149 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** CL2452207266 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			CPA5546233-11	03/27/2024	03/27/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG RPCLE	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			CAA5546234-11	03/27/2024	03/27/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist BI-	$ 1,000,000 $ $ $ $ 1,000,000
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			CUA5546235-11	03/27/2024	03/27/2025	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		1810110320	03/27/2024	03/27/2025	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

for information purposes only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pat Cuelit

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
STEPHEN K LUCAS

2 Business name/disregarded entity name, if different from above
LUCAS STRIPING LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
237 PLAINS ROAD

Requester's name and address (optional)

6 City, state, and ZIP code
READFIELD, ME 04355-3123

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	6	–	2	8	9	1	8	6	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Stephen K Lucas Date ▶ 01-01-2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*