

**Bid Opening Meeting – Highway Small Garage Roof**

**August 30, 2017**

**10:00 AM  
Town Hall Conference Room**

**Present:**

Frank Heald, Municipal Manager  
Ulla Cook, Town Clerk/Treasurer  
Ron Tarbell, Highway Foreman  
Diane Knight, Municipal Office

**Call to Order:**

- a. Frank Heald called the Bid Opening for the Small Highway Garage Roof Replacement to order at 10:00 am.

**Bid Opening:**

- a. Frank Heald said that as per the policy approved by the Select Board, this bid opening will take place with the Municipal Manager, Town Clerk/Treasurer and the Department Head. Bids will be opened, read and evaluated and awarded at the Ludlow Select Board’s regular meeting on September 4, 2017.
- b. Frank Heald said a total of four RFP’s were mailed out with two vendors responding.

Vermont Roofing Company	\$16,995	0% down required
Tyrrell Enterprises, LLC	\$23,400	50% down required

- c. Frank Heald said the committee will make a recommendation and the bid will be awarded on September 4, 2017 by the Select Board. The award will be contingent upon receiving the proper certificate of insurance for worker’s compensation.

**Adjourn:**

- a. Meeting adjourned at 10:09 am.

Respectfully Submitted,

Pam Cruickshank  
Acting Clerk