



TOWN OF WINCHESTER

INCORPORATED JULY 2ND 1753

1 Richmond Road • Winchester, New Hampshire 03470
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www.winchester-nh.gov



Request for Proposals Town of Winchester – Conant Library Ceiling Repairs

Proposals due: **August 19, 2020 at 4:00 p.m.**

The Town of Winchester (the Town) is soliciting proposals from qualified firms (Contractors) for repairs from water damage to the ceiling at the Conant Public Library located at 111 Main St., Winchester, NH 03470. For more information Prospective Bidders may examine the Conant Public Library project by appointment.

The Town anticipates selecting the successful Contractor on or before **August 26, 2020** with work to be completed by the end of November 30, 2020.

The proposal pricing shall include all labor, insurance, materials, leasing of any lift(s), staging or ladders and all other such costs that the Contractor will incur in order to offer the Town a complete fixed price proposal fee to complete the work in a satisfactory workman-like manner.

If any additional work above and beyond what is outlined in this proposal is identified by the Contractor, the Town shall be notified immediately and prior to any additional work being done. Additional work may be done by the Contractor on a cost-plus materials basis or by the Town, as determined by the Town.

All work to be completed to the satisfaction of the Town.

Scope of work:

1. Repair 4 separate areas of water damage to the ceiling:
 - a. 1st in the larger room on the right (facing the Town Hall), 2nd in the small room towards the front of the building, 3rd in the small room towards the Police Station & 4th in the small room in the closet.
2. Replace the sheetrock, joint tape, joint compound, sand and paint.
3. Repaint the entire ceiling in both the small & large rooms.
4. All debris needs to be cleaned up and removed.

General Information

Award of Contract – It is the policy of the Town of Winchester that contracts are awarded only to responsible vendors. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request: have adequate financial resources for performance or have the ability to obtain such resources as required during performance; have the necessary experience, organization, technical and professional qualifications, skills and facilities; be able to comply with the proposed or required time of completion or performance schedule; and have a demonstrated satisfactory record of performance.

Selection – It is the policy of the Town of Winchester to select vendors based on the best overall value to the Town. Some of the factors considered when determining the best overall value are: Price, Quality, Warranty, Service, Availability, Past Performance with the Town of Winchester, and References.

Pricing – All prices should include all labor and material costs, and any discounts offered. Prices should also list option costs for alternate materials or labor requirements that may differ from the listed scope of work.

Governing law – All contracts entered into by the Town shall be governed by the laws of the State of New Hampshire. Any claims arising out of the contract shall be brought only in the Cheshire County Superior Court.

Insurance – The successful Contractor, prior to the execution of the contract, must produce a certificate of insurance, naming the Town an Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation Statutory
- Automobile and Equipment \$1 Million
- Property Damage \$1 Million
- General Liability \$1 Million

Submission Information

Proposals must be received at the Winchester Town Hall, 1 Richmond Road, Winchester, NH 03470 no later than 4:00 p.m. on August 19, 2020 in order to be eligible for consideration. Bids will be opened on August 26, 2020 @ 7pm during the Selectmen's Meeting. Each proposal must be submitted in a sealed envelope clearly marked: "Conant Library Repairs".

The Town of Winchester reserves the right to reject any or all proposals or accept the proposal the Town deems to be in Winchester its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

Any questions regarding this project and to schedule an appointment please call Karey Miner 239-4951 x1 or kminer@winchester.nh.gov.

TOWN OF WINCHESTER

Conant Library

Cost Proposal

CONTRACTOR INFORMATION

Contractor's Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Proposal:

Inspect, repair and/or replace as outlined in Scope of Work: \$ _____

Hourly Rate for additional labor: \$ _____ per hour

Proposed sub-contractors: _____

Additional information: _____

By signing below, you certify the rates above and a full understanding of the project as proposed and outlined in the scope of work and the project's timeline.

Name and Title of Authorized Signatory: _____

Signature _____ Date: _____