REQUEST FOR PROPOSAL

RFP 20-02 – Painting Town Hall and the Prescott Library Trim

Acceptance Date: 2:45 PM Thursday, March 26, 2020

Sealed bid proposals, plainly marked, “RFP 20-02– Painting Town Hall and the Prescott Library Trim” on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until 2:45 PM Thursday, March 26, 2020 when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town’s web site: www.hooksett.org, or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Inquiries
All questions regarding the scope of the work for this job should be directed to the Town of Hooksett Public Works Director Earl Labonte at elabonte@hooksett.org.

Competition
It is the Town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than seven (7) days prior to the proposal acceptance date.

Introduction
Guidelines to Perspective Firms
It is the policy of the TOWN that contracts are awarded only to responsible offerors. In order to qualify as responsible, a prospective CONTRACTOR must meet the following standards as they relate to this request:

1. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance:
2. Have the necessary experience, organization, technical and professional Proposals, skills and facilities:
   a. Be able to comply with the proposed or required time of completion or performance schedule:
   b. Have a satisfactory record of performance.
   c. Be certified as a lead safe contractor in New Hampshire.
3. There will be a mandatory Pre-proposal meeting to be held on site, 35 Main Street, Room 204, Hooksett on the 4th of March at 2 pm.
4. Timetable:
   Mandatory Pre-proposal meeting March 4, 2020 At 2 PM
   RFP Due March 26, 2020
   Required Completion date June 30, 2020
5. Limitations: This Request for Proposals does not commit the TOWN to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.
   The TOWN reserves the right to accept or reject any or all statements received as a result of this request, or to cancel in part or in its entirety this Request for Proposals, if in the best interest of the TOWN to do so.
6. Revisions to Request for Proposals: Any questions or inquiries must be submitted in writing and must be received by the Public Works Department no later than seven (7) calendar days before the RFP date in order to be considered. Any changes to the RFP will be provided to all offerors of record.
7. Technical Evaluation: In the evaluation of the proposal the TOWN, at its discretion, may obtain technical support from outside sources. The offerors will agree to fully cooperate with the personnel of the above organization.

Background
The Town of Hooksett is home to an estimated 14,000 residents and is located in south-central New Hampshire.
Scope of work:

The Town Hall (35 Main Street) building currently serves as town offices. The services requested are, Paint Preparation – Scrape, prime, and seal entrance doors, windows and trim work. And Minor Carpentry – replace rotted clapboards, fascia, and trim boards as needed. The Project Objectives / Goals are to remove bubbling paint from the exterior of TOWN Hall and prepare surface for painting. Also included in this proposal are all interior walls, doors and window areas of the gym. If lead based paint is encountered, properly document quantities removed and ship to an approved receiving location in accordance with NH DES and US EPA regulations. Work also includes the interior walls of the town Gym. For the Prescott Library the work only includes the exterior trim of the building.

There will be a mandatory Pre-proposal meeting to be held on site, 35 Main Street, Room 204, Hooksett on the 4th of March at 2 pm.

Vendor Proposals
Please list similar projects or work the Company has completed and other municipalities that have been serviced by the proposer and recent references on similar painting contracts.

Insurance
The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

Umbrella Insurance Coverage
Per Occurrence $1,000,000

Commercial General Liability Insurance
Each Occurrence Limit $1,000,000
General Aggregate Limit $2,000,000
Products/Completed Operations Aggregate Limit $2,000,000
Personal and Advertising Limit $1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos):
Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence) $1,000,000

Workers Compensation/Employers Liability Insurance
Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability) $500,000
Bodily Injury by Disease Aggregate Limit $500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory) $500,000

Reservation of Rights
The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.

**Criteria for Reviewing Proposals**

In reviewing proposals, the Town will carefully weigh: 1) vendor’s Proposals 2) municipal experience, 2) pricing 3) delivery of services.

**Submission Requirements:**

**Items Addressed**

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the Proposals of the company and municipal experience.
4. Has the company been in bankruptcy, reorganization or receivership in the last five years? If so please explain current status.
5. Has the company been disqualified or terminated by any public agency or Town? If so please explain under what circumstances this disqualification or termination occurred.
6. Proposal must include 5 copies of the proposal one for the finance Department.

**Firm Pricing**

Proposed fees must be firm for Town acceptance for 120 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

**Submission**

Be sure the proposal is completely and properly identified. The face of the package shall indicate “RFP 20-02– Painting Town Hall and the Prescott Library Trim” and the acceptance date and time.

Prospective bidders must monitor the Town’s website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to the Town Administrator, 35 Main Street, Hooksett, NH 03106 or hand delivered to the Hooksett Municipal Center, 35 Main Street, Hooksett, NH, and Attention: Town Administrator.

**LATE BIDS WILL NOT BE ACCEPTED**

**END OF REQUEST FOR PROPOSAL**