

Town of Goffstown REQUEST FOR PROPOSAL

The Town of Goffstown, New Hampshire seeks proposals to repair the clock tower at the Town Hall located at 16 Main St.

TOWN HALL CLOCK TOWER SCOPE OF WORK PROPOSAL:

1. Reposition weather vane to its original location, sealed from the outside using a rubber boot.
2. Replace screens within the louvers with grey or black steel mesh screening.
3. Replace sheathing and moldings on clock tower where necessary to stop water penetration from the outside using materials that match the existing exterior facade. Areas of concerns can be identified from the inside of the clock tower where staining and daylight are visible.
4. Replace entire railing system using a synthetic material. Acorns that adorn the four corner posts may be fabricated from cedar.
5. Replace vertical corner boards and moldings which protrude 2-3", the base of the corner boards on all four sides, the skirting board with molding (located at the lower portion of the louvers on all sides) with materials that match the existing exterior facade.
6. Replace clapboards on front and back of clock tower. New clapboards to match existing clapboard material. Flashing should be checked and repaired (if needed).
7. Replace first three rows of clapboards on each side of the clock tower. New clapboards to match existing clapboard material. Flashing should be checked and repaired (if needed).
8. Scrape and sand all woodwork to a clean surface.
9. Fill all open cracks and joints with 50 year white polyurethane caulking.

10. Refasten all loose moldings, corner boards and siding (if necessary) using stainless steel shank nails or stainless steel screws.
11. Apply one full coat of Benjamin Moore primer, and two full finish coats using Benjamin Moore low lustre to all scraped, sanded, and new wood surfaces to finish.
12. Apply one full coat of rustoleum primer to all metal work around clocks and other areas with metal.
13. Removal of any debris (and all related costs) generated by this project will be the responsibility of the contractor. Site must be left clean every day from start to finish of project.
14. Work will take place during normal Town Hall hours of operation: Monday through Friday 8am to 4pm.

COST- PLUS PROPOSAL:

Please provide a cost per person/per hour to complete additional repair work (that is beyond the scope of the work identified in items # 1 through 14). Cost for materials will be established and agreed to by all parties before any additional repair work may commence.

YOUR PROPOSAL MUST INCLUDE:

- Declaration and length of your warranty/guarantee of materials and workmanship (labor).
- Proof of Liability Insurance – 2 million minimum.
- Proof of Worker’s Compensation Insurance (if applicable).
- Copy of any licenses and/or certifications that may be required by the manufacturer for installation of their product and/or to meet local code requirements.
- Three references, listing name and telephone number of company and/or individual(s) who may be contacted regarding the qualifications and suitability of your company for this job.
- Length of time anticipated to complete work outline in this proposal.

Project scheduling will be agreed to by all parties.

RFP SUBMISSION /SELECTION PROCESS:

All proposals in response to this RFP must be received in a sealed envelope and clearly marked "TOWN HALL CLOCK TOWER" by 2:00 pm, Wednesday, June 9, 2010 at the Selectmen's Office. RFPs will be opened publicly by the Finance Director and Town Administrator (or their designees). Bid award is anticipated within two weeks of bid opening.

The Town requests that a total of 3 copies of the proposal be submitted. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc.

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a one hundred twenty (120) day period from opening.

The Town reserves the right to reject any or all proposals as it may determine, to waive any non-material irregularities, defects in form or information in any RFP, and to accept or reject any item or combination of items, where the best interest of the Town is served.

Please address any questions you may have about the scope of work and/or this RFP process to Janice O'Connell at #603-497-8990 x105.