



Town of Sanbornton
Office of the Town Administrator
P.O. Box 124 · 573 Sanborn Road
Sanbornton, New Hampshire 03269
603.729.8303 · www.sanborntonnh.org

Request for Proposals (RFP) Invitation to Bid

Bid Number - SPL 2020-01

Bid Requirements and Deadline:

All bids shall be submitted in a sealed envelope and plainly marked “SPL 2020-01” and can be hand delivered to 573 Sanborn Rd, Sanbornton NH or mailed to PO Box 124, Sanbornton NH 03269. **Deadline for bid submittal is August 25, 2020 at 10am** at which time bids will be opened at Sanbornton Town Office; 573 Sanborn Road, Sanbornton, NH. Bid will be awarded at the next Selectboard Meeting.

Scope of Work as Follows:

Remove old shingles and replace with new 30 year Architectural shingles:

- Replace the shingles on the roof over the Woodman Room “original building” of the Sanbornton Public Library to match the rest of the building.
- Consideration given to the historic character of the 1825 building
- Scheduled for a time with minimal interruption to library services

Repair as needed old roof under shingles and shingle:

- Remove old shingles from Woodman portion of building, around cupola to connector/ell.
- Use 30 year Architectural shingles that match the rest of building (Dual Black)
- Apply an approved underlayment
- Repair any damaged roof or rot under the shingles
- Remove and replace drip edge
- Lay 6 feet of ice and water shield (two courses)
- Replace any vent flashing and cupola flashing and/or ridge vent if needed
- Cap roof
- No damage to building grounds and gardens; or to the building
- Clean up and dispose of and remove old shingles and debris

Materials, Quantity's Bid Amounts

- TBD – to be determined by contractor; bid form at end of document
- Consideration given to the historic character of the 1825 building



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General Requirements:

SUBMISSION OF PROPOSALS

Six (6) hard copies of the proposal must be received by 10:00 a.m. (Eastern Standard Time), Tuesday, August 25, 2020, clearly marked “**TOWN OF SANBORNTON - “Bid # SPL 2020-01”** and can either be

Hand delivered to:

573 Sanborn Rd, Sanbornton NH

or mailed to:

PO Box 124, Sanbornton NH 03269.

Proposals or amendments received after this deadline will not be considered.
Faxed or emailed proposals will not be considered.

SITE VISIT

Site visits may be scheduled prior to Wednesday, August 12, 2020. Contact Nate Douglas, Facility Maintenance, at 603-937-0232 or via email at transfer@sanborntonnh.org.

CONDITIONS OF SUBMISSION

All proposals submitted in response to this RFP become the property of the Town of Sanbornton. The Town has the right to disclose information contained in the proposals after an award has been made. The Board of Selectmen reserves the right to reject or accept all or any part of any proposal, to determine what constitutes a conforming proposal, to award solely as it deems to be in the best interest of the Town, and to waive irregularities that it considers not material to the process.

SELECTION PROCESS

Upon release of this RFP, the Board of Selectmen will be responsible for the review of the proposals and the selection of a qualified candidate. All proposals will be opened after the deadline for submitting proposals, in the presence of one or more witnesses, and a register of all applications will be prepared. Proposals will be evaluated based on best value, technical merit and on the criteria listed herein. At the discretion of the Board of Selectmen, finalists may be interviewed as part of the evaluation process. Bid will be awarded Wednesday, September 2, 2020 at the Selectboard Meeting; successful bidder will be contacted by the Town of Sanbornton in writing

The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in bid responses. The Town reserves the right to accept substitutions or exceptions to the proposed materials **ONLY** if authorization is provided to the contractor in writing prior to the submission of his/her Bid Proposal.

Payment Terms:

The Town will pay 20% of the cost of project down. The project actual cost payment balance will



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be made upon approval of finished product net 30 days.

Any questions should be directed to Nate Douglas, Facility Maintenance via email at the transfer@sanborntonnh.org or phone at (603) 937-0232.

Non-Appropriation: Town of Sanbornton will pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during the Town of Sanbornton's then current year, subject to annual approval by the Town Meeting. Should Town of Sanbornton fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Town of Sanbornton agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such original or renewal term.

Indemnification: To the fullest extent permitted by law the contractor shall protect, indemnify, save, defend and hold harmless Town of Sanbornton, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of the contractor or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship. Contractor's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this contract.

The Town of Sanbornton shall not be required to defend or indemnify Contractor or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements: The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal, and will be evaluated accordingly.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as



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required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The Town shall be named as an additional insured for all of the above insurance, except Workers' Compensation coverage. Insurance shall be obtained on an occurrence basis. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better. The provider shall file certificates with Town of Sanbornton showing that the above insurance has been purchased. A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Town of Sanbornton, PO Box 124, 573 Sanborn Road, Sanbornton, NH 03269.

Materials/Labor	Quantity	Price	Total

Anticipated Start/Finish Date: _____

Bid Total: _____

Company:	
Contact:	
Email:	
Phone:	