



TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

FOR

Library Window Painting and Wall/Ceiling Repair

July 10, 2019

TOWN OF PITTSFIELD
REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES

July 10, 2019

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **10:00 AM, Wednesday, August 7, 2019**. All quotations shall be submitted in sealed envelopes and be plainly marked "**Pittsfield Library Window Painting Proposal.**" No quotations will be accepted by facsimile (FAX) or e-mail transmission.
2. Quotations will be opened publicly by the Town Manager or her designated representative at 10:00 AM, Wednesday, August 7, 2019.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
 - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
 - b. Comprehensive General Liability insurance policy with the following limits of coverage:

Bodily Injury:	\$1,000,000
Property Damage:	\$400,000
Aggregate:	\$1,000,000 of all claims per occurrence
 - c. Comprehensive Automobile insurance policy with the following limits:

Bodily Injury:	\$1,000,000
Property Damage	\$ 400,000 per occurrence
 - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for Library Window Painting and Wall/Ceiling Repair for the Town of Pittsfield must include the following:
 - a. Detailed Work History;
 - b. Three (3) or more Contract Work References;

- c. Qualifications and experience with providing requested services in other towns;
 - d. Proof of insurance; and
 - e. A completed Town bid form detailing the cost to provide services.
6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.
7. The successful bidder will be required to sign the Town's Standard Services Contract.
8. Questions regarding this RFP can be sent to: adminassistant@pittsfield.org. Answers will be shared with those who have sent previous questions to this email address.

TOWN OF PITTSFIELD

1. SCOPE OF SERVICES

The Town is seeking quotations from qualified individuals or firms to provide Library Window painting and Wall/Ceiling Repair. The Window painting and Wall/Ceiling Repair will include the following:

Exterior Windows to be painted:

- All library windows exterior sash and casement, 38 storm windows both sides, 7 screen windows
- Upper trim board is to be painted.

Inside the building:

- Cracks in the ceiling and walls within the main library are to be repaired, plastered, sanded and painted.

Note:

- a. Any broken glass is to be replaced.
- b. Surfaces are to be scraped and primed where necessary.
- c. Two coats of paint on all primed surfaces, one coat on remainder; glazing where needed.
- d. Storm windows and screens are to be reinstalled, as appropriate.
- e. All glass should be clean upon completion.
- f. Window paint on windows is Sherwin-Williams Black Watch Green. Ceiling paint is Sherwin-Williams Cloud white
- g. Work to be completed by November 1, 2019.

3. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 10:00 AM on August 7, 2019. Proposals received in the mail or in-person after 10:00 AM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in envelopes, which clearly states "**Pittsfield Library Window Painting Proposal**" and identifies the proposer
- The envelope must be addressed as follows:

Town of Pittsfield
Attn: Town Clerk
112 Somerset Ave.
Pittsfield, ME 04967

- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

B. Opening of Responses

All proposals will be opened on August 7, 2019 at 10:00 AM and considered within 4 weeks after the deadline date shown above.

3. Data to be submitted with project proposals

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Work. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Work.

F. References

Each firm must include the following references:

- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide a cost breakdown for work to be performed .