

**BID PROPOSAL
TRANSFER STATION BUILDING RENOVATIONS RFP
FREEPORT, MAINE
REQUEST FOR PROPOSAL 2020-04**

1. RECEIPT OF BIDS

The Town of Freeport will receive sealed Bids until **Thursday, December 17, 2020 at 4:00 pm** prevailing local time on. Bids shall be clearly marked and addressed to:

**Bid for Transfer Station Building Renovations
c/o Town Engineer
Freeport Town Hall
30 Main Street
Freeport, Maine 04032**

2. PROJECT and SCHEDULE

The project shall consist of all work necessary to install doors, windows, wood framing, and metal siding, as described in the Bid Documents, which consist of this Request for Proposal (RFP) and Attachments. The Contractor may begin work immediately after issuance of a Notice to Proceed by the Town. Work would ideally occur on Monday and Tuesday of the work week to prevent interruption of Transfer Station services.

3. CERTIFIED CHECK OR SURETY

A certified check or bank draft payable to the Town of Freeport, or a satisfactory Surety Bond executed by the Bidder and a Surety Company in the amount equal to five percent (5%) of the total base bid price, shall be submitted with the Bid.

4. BID FORM

The Bids shall be made on the required Bid Form. All blank spaces for Bid prices shall be completed in ink or typewriter. The Total Base Bid Price and Bid Alternate Price must be stated in words and numerals; in case of conflict, words will take precedence. The Bid Award will be based on the lump sum price listed on the Bid Form.

5. AWARD OF CONTRACT

The Town of Freeport reserves the right to reject any or all Bids and to waive any irregularities in this bidding process.

6. CONTRACT DOCUMENTS

The selected Bidder will be expected to enter into a contract agreement in a form acceptable to both the Town and the Contractor. The Agreement will reference this Request for Proposal, Attachments, and the submitted Bid Proposal.

The selected Bidder will be expected to execute the Contract within ten (10) days after the Notice of Award. Failure or neglect to do so shall constitute a breach of the Agreement made by acceptance of the Proposal. The damages to the Town for such breach shall include loss from the delay in the construction program and related costs. The amount of the certified check or Surety Bond accompanying the Proposal will be retained by the Town as liquidated damages for such breach, and the Town's acceptance of the Bid Proposal shall be null and void.

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7. INSURANCE AND BONDS

The Contractor shall provide the following insurance and bonds for the project.

Commercial General Liability Insurance:

- Each occurrence limit: \$500,000
- General Aggregate: \$1,000,000
- Products/ Completed Operations Aggregate: \$1,000,000 to be maintained for one year after Final Completion
- Personal and Advertising Injury limit: \$500,000

Comprehensive Automobile Liability Insurance:

- Combined Single Limit and Property Damage: \$1,000,000
- Bodily Injury \$500,000 each person
- Bodily Injury \$500,000 each occurrence
- Property Damage \$500,000 each occurrence

Workers' Compensation Insurance:

Submit evidence of current Workers' Compensation coverage for the project duration, or an approved Application for Predetermination of Independent Contractor Status. Sole Proprietor's can apply for an "Application for Predetermination of Independent Contractor Status to Establish a Rebuttable Presumption" through the Maine Workers' Compensation Board (207) 287-3751.

Performance and Payment Bonds:

The successful bidder must furnish within 10 calendar days after the Notice of Award two (2) copies of the signed Agreement, 100% Performance Bond, 100% Payment Bond, Insurance Policy, and begin execution of this contract within 10 calendar days following the Notice to Proceed. The General Contractor shall be responsible for the full amount the 100% Performance Bond and the 100% Payment Bonds. Combining bonds of subcontractors is not acceptable. The successful Bidder shall be required to furnish the necessary Insurance Certificates and Contractor W9 Form prior to start of construction.

8. PAYMENT PROVISIONS

Retainage on progress payments shall be ten (10) percent until the work is 50 percent complete, and then no more retainage will be held on progress payments. The Town may hold a retainage of two (2) percent of the final construction cost for 6 months after final completion, during the warranty period.

9. BASIS OF BID

Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress, or performance of the work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, or performance of the Work; (d) study and carefully correlate Bidder's observations with the Bid Documents; and, (e) consult with the Town regarding the storm drain connections.

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The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with the foregoing provisions and that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

10. ATTACHMENTS

The following items are attached and made a part of the Bid Documents:

- Bid Proposal and Bid Form
- Project Description and Supplemental Specifications
- Pictures

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Bid Form

Lump Sum **Total** Price (**numerals**): _____

Lump Sum **Total** Price (**typed**): _____

Lump Sum **Material** Price (**numerals**): _____

Lump Sum **Material** Price (**typed**): _____

The Town of Freeport will receive sealed Bids until Thursday, December 17, 2020 at 4:00 pm prevailing local time on. Bids will not be read publicly due to COVID-19 restrictions. Bids shall be clearly marked and addressed to:

Bid for Transfer Station Building Renovations
c/o Town Engineer
Freeport Town Hall
30 Main Street
Freeport, Maine 04032

All pre-bid correspondence shall be submitted electronically to Adam Bliss, Town Engineer, at abliss@freeportmaine.com. Questions regarding this RFP shall be accepted until 1:00 pm, Thursday, December 10, 2020.

The bidder acknowledges Addendum Number(s): _____ (Bidder's Initials) _____

I have read and understand the content of this Request for Proposal (RFP):

Contractor: _____

Signed: _____ Date: _____

Title: _____

Email: _____ Phone: _____

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The undersigned as Bidder declares that they have familiarized themselves with the proposed construction project and the conditions under which it must be constructed; that they have carefully examined the Bid Documents, which they understand and accept as sufficient for the purpose; and, agree that they will contract with the Town of Freeport and furnish all labor and materials and will do the work as specified and prescribed. All entries in the Bid must be made clearly in ink or typewritten. **The Total Base Bid and Materials Bid must be written in both words and numerals.**

The undersigned agrees to furnish the bonds and insurance certificates within ten (10) days after formal acceptance of the Bid by the Town of Freeport, OWNER. The bonds, insurance certificates, and Contractor W9 Form must be furnished prior to formal execution of the Contract by the OWNER. The Contractor may begin work after Notice to Proceed.

The undersigned agrees that the OWNER may retain liquidated damages in the amount of five hundred dollars (\$500.00) per day to cover overhead and administrative costs for each day in excess of the contract time above that the work remains incomplete.

The undersigned acknowledges the receipt of the following Addenda:

_____ Date: _____

_____ Date: _____

Signed: _____ Witness: _____

Date: _____ Date: _____

Title: _____

Company or Business: _____

Address: _____

Telephone: _____

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PROJECT DESCRIPTION AND SUPPLEMENTAL SPECIFICATIONS

The Contractor shall furnish materials, labor, tools, equipment, and supervision necessary for furnishing and installing the work required for this project. The work shall be performed in accordance with the 2015 International Building Code. A building permit and inspection will be required by the Code Enforcement Office. Building permit fees will be waived for the project. The work would ideally occur on Monday and Tuesday of the work week to prevent interruption of Transfer Station services.

The Contractor will provide the following labor and materials for the project.

1. Infill 2 overhead garage doors with 2 service doors and 2 service windows.
2. Frame with 2"x8" wood at 24" O.C. and OSB exterior sheathing with air barrier.
3. Install 2 sliding windows, each roughly 72"x48", white color, low E, no grills.
4. Install 1 exterior commercial grade inswing and 1 outswing door, both with door closers; each door shall have level handle (i.e. no knobs).
5. Air seal wall penetrations and around doors and windows.
6. Insulate wall cavities with rock wool insulation.
7. Install electrical light switch at each exterior door.
8. Install ethernet outlet.
9. Install 1 exit sign over door.
10. No drywall will be necessary.
11. Match existing metal siding.

The project schedule and layout by the Contractor shall be approved by the Town prior to construction. **The Contractor may begin work after Notice of Award and Execution of Contract Documents. The work shall be completed by March 31st, 2021. A Pre-bid / Site Visit will be held at the Transfer Station on Tuesday, December 8, 2020 at 11:00 a.m. The site address is: 100 Hedgehog Mountain Road, also shown as Landfill Road on some maps.**

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Addendum No. 1

- Add an exterior flood light at each door.
- The siding manufacturer is Butler Building.
- The overhead doors to be removed should be disassembled and stockpiled onsite. They may also be taken away by the Contractor if wanted.
- The interior walls to be framed will receive plywood cover and be painted white.
- Include two light switches at the entrance doors.
- Electrical and data wires will be run from the electrical panels in the office to wall-mounted boxes in the garage.
- The windows and doors should be from a reputable manufacturer but there isn't any particular preference on manufacturer.

Addendum No. 2

- The completion date has been changed to March 31, 2020.



SIDE VIEW - NO CHANGE



**REMOVE OVERHEAD DOOR
ADD IN-SWING DOOR AND WINDOW**



RECYCLE
LAPTOPS
TELEVISIONS
COMPUTER MONITORS
AUTOMOBILE BATTERIES
RECHARGEABLE BATTERIES
MERCURY ITEMS
-THERMOMETERS
-THERMOSTATS
-SWITCHES
-FLUORESCENT BULBS
IT'S THE BEST
(30 MRSA CHAPTERS 13, 15, & 20)

REMOVE OVERHEAD DOOR
ADD OUT-SWING DOOR AND WINDOW

REMOVE OVERHEAD DOOR
ADD IN-SWING DOOR AND WINDOW



A photograph of a workshop interior. The ceiling has dark metal beams and a long fluorescent light fixture. The walls are partially covered with orange drywall. A garage door is partially open, and a red arrow points to the door frame. A red text box is overlaid on the image with the text "REMOVE OVERHEAD DOOR ADD OUT-SWING DOOR AND WINDOW". In the background, there is a window, a door with a glass panel, and a metal shelving unit filled with various items. A sign on the wall reads "SAFETY FIRST WEAR YOUR GOGGLES".

REMOVE OVERHEAD DOOR
ADD OUT-SWING DOOR AND WINDOW