

Town of Rye, New Hampshire  
Request for Proposals (RFP)

**TOWN HALL**  
**Repair, Clean, Prepare, and Paint**  
**Exterior Surfaces**

**GENERAL**

The Town of Rye is soliciting proposals from contractors interested in providing services for the siding repair, cleaning, and painting of the exterior of the Town Hall, including the cupola, in the Town of Rye, NH. Said proposal shall address each of five designated building areas, plus a siding repair cost.

**INTRODUCTION**

The Town of Rye hereinafter, "Town" is a municipal corporation in the State of New Hampshire, in the County of Rockingham, with an official place of business of Town Hall, 10 Central Road, Rye, NH 03870.

**INTENT**

It is the intent of the Town to enter into an agreement, through its Board of Selectmen and the selected contractor for the replacement of rotted trim and siding where necessary, cleaning, prepping, and re-painting of the exterior of the Town Hall, including the cupola, based upon a lump sum bid proposal for each of four building sides, plus the cupola, with a square foot allowance for siding and trim replacement.

The exterior surface shall include but not be limited to all wood soffits, facies, cornices, casings, siding, sills, corner boards, shutters, exterior wood features and fixtures, doors, windows, and the entire cupola.

**BUILDING**

The Town Hall is located at 10 Central Road in Rye, NH.

**DUE DATE**

To be eligible for consideration, proposals must be received by the Town at its official place of business, in accordance with the instructions contained in this RFP, **no later than 2:00 pm, Thursday, May 10, 2018.**

## **SUBMITTALS**

Interested contractors should provide the Town with written descriptions of their proposal outlining experience, references, and materials to be provided, lump sum painting cost, square foot trim and siding replacement cost, time frame, methods, and services to be provided; and services anticipated to be required from the Town.

**Proposal costs for the painting shall be presented as lump sum for each of five sections of the building. The trim and siding replacement shall be presented on a square foot basis. All costs shall remain firm for 60 days.**

Proposals shall be sealed, marked “**Town Hall Paint**”, and received in the Selectmen’s Office no later than 2:00 p.m. Thursday, May 10, 2018 after which time all proposals shall be opened and read aloud.

All material submitted in response to this RFP shall become the property of the Town and shall not be returned.

## **PAYMENT**

Proposals shall address payment for the work as it progresses. A two percent final retainage shall be withheld for the length of the workmanship warranty period.

## **SPECIFICS**

The current paint system is of unknown material but is likely to have some lead based stratas. The last time the building was painted is not known. The current coating system is now poorly adhered with large areas of peeling in evidence. In addition, there appears to be a number of areas of wood clapboard siding and trim boards requiring replacement.

## **SCOPE OF SERVICES**

The selected contractor is anticipated to perform the following, unless stated otherwise:

- a) Provide and install staging and/or lift(s).
- b) Prepare the site. Preparation shall include testing of the current paint on the siding and trim for lead based paint. If lead based paint is present then proper abatement shall be employed in compliance with all pertinent local, state and federal mandates. *(All contractors shall have the opportunity to test existing paint prior to the closure of the bid process.)*
- c) Remove shutters and store for repainting and re-installation. (Shutter repairs by others).

## **SCOPE OF SERVICES - continued**

- d) Utilize hand or power tools to remove any and all loose, peeling, scaling and failing paint and caulking.
- e) Identify locations and amount of rotted or damaged trim and/or siding requiring replacement.
- f) Obtain town approval for trim and siding replacement.
- g) Proceed with trim and siding replacement.
- h) Feather back any paint edges to create a smooth transition, prior to painting.
- i) Caulk all areas such as nail holes, cracks, joints, and other surface penetrations requiring caulking, prior to painting.
- j) Apply glazing on all window sash, exposed to the weather.
- k) Apply two coats of self-priming Duration Satin on wood cupola surfaces.
- l) Apply two coats of self-priming Duration Satin on all exterior wood surface
- m) Apply two coats of self-priming Duration Satin to shutters and re-install.
- n) Final clean entire site to pre-construction condition.

## **SEQUENCE**

In an effort to insure adequate funds are in hand, and taking into account the unknown amount of trim and siding replacement necessary, the contractor shall adhere to the following construction work sequence.

1. **CUPOLA** - The cupola on top of the building should be started and completed first.
2. **SIDE 1** - The west side of the building facing Central Road should be started and completed next.
3. **SIDE 2** - The south side of the building facing the Cemetery and up to the first addition should be started and completed next.
4. **SIDE 3** - All three sides of the two additions on the east end (rear) of the building should be started and completed next.
5. **SIDE 4** - The north, uphill side and any remaining exterior surfaces should be started and completed last.

## **MATERIAL**

Manufacturer specification sheets shall be required on all materials to be incorporated into the work. **No paint substitution shall be allowed.**

- Paint:** Sherwin-Williams Duration, self-priming exterior acrylic latex, satin finish
- Colors:** To be selected by the Town upon presentation of color chip samples.
- Clapboard:** Pre-primed, mix grain, Red Cedar, round edged, ending in a taper, planed smooth on one side, Kilned dried, of equal dimension to boards being replaced. Finger-jointed clapboards are not acceptable.
- Fasteners:** Stainless steel, ring nails.
- Caulking:** White, Paintable, Acrylic Latex with Silicone, 50 Year Warranty
- Trim Boards:** Pre-primed, select grade, white pine, same dimension of existing board being replaced. Finger-jointed trim boards are not acceptable.

## **WARRANTY:**

Minimum two year workmanship warranty. A two percent final retainage shall be withheld for the length of the workmanship warranty period.

## **CODES & STANDARDS**

All work shall meet or exceed all pertinent federal, state and local codes including but not limited to OSHA, and the Town of Rye's building code. Special emphasis is made to the 2009 International Building Code, Chapter 15.

## **PROTECTION**

It is the intent of the Town to have the Town Hall remain open and operate during the course of the work. As such, all feasible means and measures shall be taken by the contractor to insure the safety of the Town's employees, residents, and visitors to the building during all phases of the project. In addition, the contract shall protect the building itself from damage due to anticipated construction activity.

## **FINAL CLEAN UP**

The building and surrounding site shall be returned to its original condition upon completion of the work. All construction materials, staging, debris etc. shall be removed.

Use appropriate measures to collect all removed existing paint and debris, and dispose of the debris in the appropriate manner considering the potential for lead based paint being in evidence.

The selected contractor shall be solely responsible for any and all fees associated with the removal and disposal of extraneous materials.

## **PERSONNEL**

The selected contractor shall provide qualified personnel through the duration of the contract to perform all tasks proposed. Since the building will be in use during the majority of the work hours loud music is expressly prohibited.

All personnel associated with the paint removal should be lead paint certified.

## **EQUIPMENT**

All equipment used in the performance of the work shall be subject to the Town's approval, be maintained in a satisfactory operating condition and be the appropriate equipment for the use.

Staging shall be erected in accordance with OSHA rules and regulations.

All vehicles and equipment utilized shall meet all local, state, and federal regulations. The selected contractor shall be required to demonstrate they have enough equipment to assure that there will be no delays in prosecuting the work. The selected contractor shall be required to display its company name and telephone number on both sides of the vehicles or equipment utilized.

## **TERM**

The Town is interested into entering into a contract to begin no earlier than, Monday, July 9, 2018 and terminate no later than Monday, October 1, 2018. Proposals shall address anticipated start and completion dates.

## **COMMENCEMENT**

The selected contractor must commence and complete the work within the term identified.

## **CONSIDERATIONS**

The major consideration for the Town is the prompt, efficient delivery of the specified materials, the clapboards and paint applied in a workman like manner, which results in a complete, clean, durable and lasting paint system, in the most economical manner, at the most reasonable price, with the least amount of delay and problems.

## **ALTERNATIVES**

The Town will consider any alternatives which the contractor may wish to propose.

## **SELECTION CRITERIA**

Selection shall be based upon whichever proposal is determined by the Board of Selectmen to be in the best interest of the Town of Rye, NH. **Selection shall not be made purely on price alone.**

## **INSURANCE**

The selected supplier shall be required to maintain workers compensation, general liability and other insurance as is appropriate for the work being performed. Excess Liability, Automotive Liability, Protective Liability, and General Liability coverage shall be a minimum of \$2,000,000 each. The Town shall be named as additional insured, on the policy.

## **PERMITS**

It shall be the responsibility of the contractor to obtain all federal, state and local permits which may be required and necessary to perform the work.

## **BONDS**

Performance and payment bonding is required.

## **INSPECTION**

The subject site may be visited at any time during regular working hours, prior to the deadline. Any questions should be directed to Michael Magnant, the Town Administrator by calling (603) 964-5523 or e-mailing mmagnant@town.rye.nh.us

## **SITE USAGE**

The asphalt parking lot on the north side of the Town Hall shall be made available for material storage, equipment and employee parking.

**WORK DAYS**

Work shall not be allowed on holidays which are observed by the Town or Sundays.

**WORK HOURS**

The selected contractor shall not commence work prior to 7:00 a.m. nor work later than 7:00 p.m. on any allowed work day.

**LIMITATION**

This solicitation does not commit the Town to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for any services or supplies.

The Town reserves the right to reject or accept any and/or all the proposals received for any reason which the Board of Selectmen determines is in the best interest of the Town.

Further, the Town reserves the right to negotiate with any and/or all qualified sources, or to cancel in part, or in its entirety the solicitation for whatever reason is determined by the Board of Selectmen to be in the best interests of the Town.

**END OF PROPOSAL**

**TOWN HALL**

**REPAIR, CLEAN, PREP, & PAINT  
EXTERIOR SURFACES**

**FIRM:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

---

Proposes to provide the following paint system at the proposed prices in accordance with the Town of Rye, NH's request for proposal titled **TOWN HALL, REPAIR, CLEAN, PREP AND PAINT EXTERIOR SURFACES.**

By submission of this proposal the above identified firm certifies that they have read and understand the proposal conditions, and it has been arrived at independently, without consultation, communications, or other agreement, as to any matter related to this proposal, with any other firm or competitor.

The Town of Rye, NH, Board of Selectmen, reserves the right to reject any and or all proposals for any reason determined to be in the best interest of the Town, further the Board of Selectmen reserve the right to select the proposal which they determine is the most responsive to the proposal conditions.

**Proposes to clean, prep and paint all exterior surfaces of the Town Hall in accordance with the town's proposal and this firm's attached proposal for a lump sum price of:**

**CUPOLA - \$** \_\_\_\_\_

**SIDE 1 - \$** \_\_\_\_\_

**SIDE 2 - \$** \_\_\_\_\_

**SIDE 3 - \$** \_\_\_\_\_

**SIDE 4 - \$** \_\_\_\_\_

**Proposes to provide trim and siding replacement in accordance with the town's proposal for the square foot item cost of:**

**\$** \_\_\_\_\_

**END OF BID FORM**