

Request for Proposal

Painting of Town Building(s)
7 Sawmill Road
Town of Greenfield, NH 03047
603-547-3442 (Voice) 603-547-3004 (Fax)
greenfieldnhbos@myfairpoint.net

The Town of Greenfield, New Hampshire (the “Town”) seeks proposals for Painting the Greenfield Meeting House, located at 776 Forest Road and Town Office Building, located at 7 Sawmill Road, Greenfield, NH.

The proposal shall include:

- Removal & Scraping of all loose or flaking paint on the two main levels of the building
- Proper preparation and care of all wood: fascia, windows, handrails, siding, balconies, doors and light poles.
- The proposal shall include labor
- The removal & replacement of any deteriorated clapboards
- Leasing of any lift that may be necessary

Interested companies (“Bidders”) are invited to submit proposals that shall include:

1. The Bidder’s ability to provide the services and minimum specifications described below.
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder’s ability to conform to attached proposal schedule;
4. A list of all personnel who will be assigned to work within the Town of Greenfield, including their years of experience and qualifications;
5. Listing of a minimum of five (5) references
6. Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in this field.
7. Proof of insurance responsibility
8. Proof of Lead Safe Certification in accordance with the State of NH Regulations.
9. Compliance with the Lead Safe Certification Rules & Regulations

Four (4) copies of proposal shall be submitted no later than September 9, 2010 to:

Town of Greenfield – Selectmen’s Office
Painting Bids
7 Sawmill Road
PO BOX 256
Greenfield, NH 03047

Inquiries may be directed to Administrative Assistant, Debra Davidson at 7 Sawmill Road - Monday - Thursday from 9:00-AM - 5:00 PM.

Services to be Included

All services shall be performed in a professional manner.

Wood Preparation:

All wood preparation is to include fascia, windows, trim, handrails, siding, balconies, doors and light poles.

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- Remove all windows screens & shutters and store safely – to be reinstalled by the winning contractor.
- All loose wood to be re-nailed including fascia, soffit, siding, trim and moldings.
- Removal of any dirt, dust, grime, oils, mildew and loose paint by power washing or hand washing.
- Scraping all loose or “flaking” paint.
- Spot priming of all bare wood and new wood using oil based primer.
- Caulking with silicone latex around doors and windows and small cracks. Large holes and cracks to be caulked using an exterior ten (10) year caulk.
- Remove old caulk that is loose or cracked.
- Caulk all joints.

Metal Preparation:

- All metal items are to be scraped, wire-brushed and sanded as to remove all rust.
- Areas of preparation will then be primed using “penetrol” or a rust oxide industrial primer.

Painting:

- Painting is to include application at manufacturers' specifications using two (2) coats for maximum coverage unless otherwise specified.
- Paint to be applied with brushes only – no spraying of any type unless APPROVED BY OWNER method and is to cover the following: fascia, soffit, doors, siding and trim.
- All paintwork shall be given at least one-year warranty on materials and labor and will include using oil-based paint on all metal items.
- Painting shall be done between the hours of 7:00 am and 6:00 pm on Monday through Saturday unless prior approval is given for extended hours and on holidays and Sundays.
- Painting work shall be done in a manner that will create as little disturbance as possible for the residents and employees of the Town.
- The paint used will be a high quality and must be approved by the Board of Selectmen prior to start up.
- All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- The contractor must provide the Board of Selectmen a preliminary schedule of all work before undertaking a painting project. The contractor is responsible to coordinate changes in the schedule with the Board of Selectmen or Administrative Assistant to insure that inconvenience to the facility is held to a minimum.
- The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on painting projects.
- All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- All work shall be subject to the approval of the Board of Selectmen or a representative that they have previously approved. He shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the contractor's negligence prior to the final approval and payment.

Paint Protection and Clean Up:

- Wherever surface preparation, or finish painting is being performed, all walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected. Drop cloths shall be used liberally wherever needed for this protection with special attention to vehicles.
- All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered with 6 plastic and all debris is to be contained and disposed of properly.
- All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, parking lots etc.
- Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas.

Painting Safety:

- All ladders are to be taken down daily and stored in a safe place away from any traffic areas.
- Wet paint signs and clearly marked areas shall be roped off whenever necessary.
- All unpainted areas are to be masked off or draped including shrubs, trees, flower beds and any personal property.
- All areas in the area of spray work are to be moved or covered.
- All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

Painting Insurance:

- Contractors must provide evidence of Property Damage and Public Liability Insurance and sign an "Indemnification Agreement" prior to commencement of any work.

Notification:

- Any injury on the job must be reported to the Board of Selectmen or the Administrative Assistant within twenty-four (24) hours from the time of the accident or injury.
- Any Additional work uncovered during the normal painting process shall be reported immediately to the Board of Selectmen or the Administrative Assistant. This is to include, but is not limited to:
 - Rotted wood, damaged structural supports, roof leaks and damage (soffit & fascia).

Other Painting Provisions:

- Bidding is to include the cost of labor, material, insurance and any related costs covering the scope of the work, unless otherwise specified, in order to complete the work in a satisfactory workmanlike manner.
- The contractor and a designated representative of the Town of Greenfield will inspect all work as the work progresses. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result of the contractor's negligence.
- A payment schedule must be submitted and approved prior to the commencement of the work.
- Production work schedule is to be submitted with all cost estimates.
- All discrepancies or omissions pertaining to work herein specified are to be corrected by the contractor prior to the final payment, or the retainer amount and completion date shall not occur until the omissions or discrepancies are corrected.
- All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to the lead laws and industry standards. Only skilled workers adequately supervised shall be allowed to work on this project.
- All material is to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- All work shall be subject to the approval of the Board of Selectmen or the designated representative prior to final payment. Any work found in need of correction shall be satisfactorily corrected prior to the final inspection and payment.

Clean up:

- On a daily basis the contractor shall comply with the requirements of the EPA Lead Awareness Program.

Commencement and Completion of Work:

- The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials and the winning Bidder.
- The project shall be awarded at the Selectmen's Meeting on September 9th, 2010 at 6:30 pm.
- A final interview with the Board of Selectmen prior to final payment.

Contract Awards:

The Town of Greenfield reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in the best interest of the Town, regardless of lowest bid amount.

The Town of Greenfield reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

Sincerely,
Greenfield Board of Selectmen

Jarvis Adams, IV, Chairman

Date:

Karen Day, Selectwoman

Date:

Aaron C. Kullgren, Selectman

Date: