

# Stephenson Memorial Library

761 Forest Road  
Greenfield, NH 03047  
Tel: 603-834-0319  
Email: rcilley@stephensonlibrary.org



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## **Request for Proposal**

### **Foundation Drain and Waterproofing Improvements**

The Stephenson Memorial Library, located in Greenfield, New Hampshire is requesting proposals/bids for **Foundation Drain and Waterproofing Improvements** at its location on Route 31 (Forest Road) in Greenfield in accordance with specifications outlined in the Bid Documents available from Library Trustee Ray Cilley or from the Town of Greenfield website at [www.greenfield-nh.gov](http://www.greenfield-nh.gov).

**Three (3) copies of the proposal must be submitted in a sealed envelope, plainly marked:**

**‘Bid Proposal – Foundation Drain and Waterproofing Improvements  
for the Stephenson Memorial Library’**

~by mail or in-hand to~

**Stephenson Memorial Library  
761 Forest Road  
Greenfield, NH 03047**

**All proposals/bids must be received by Wednesday, December 7<sup>th</sup>, 2016 at 12:00 PM**

**-All bidders are required to schedule a site visit-**

**A non-mandatory bid meeting will be held  
at the Library**

**November 21, 2016  
At 10:00 AM**

**Library Hours are the following:**  
**Tuesday: 2:00 PM - 6:00 PM**  
**Wednesday: 10:00 AM - 8:00 PM**  
**Thursday: 2:00 PM - 8:00 PM**  
**Friday: 2:00 PM - 6:00 PM**  
**Saturday: 10:00 AM - 4:00 PM**

**Bid Contact: Raymond Cilley, Library Trustee**  
**Email: rcilley@stephensonlibrary.org**  
**Tel: 603-834-0319**

Stephenson Memorial Library, New Hampshire  
761 Forest Road  
Greenfield, NH 03047

**A. REQUEST FOR PROPOSALS/BIDS**

The Stephenson Memorial Library, located in Greenfield, New Hampshire is requesting proposals/bids for Foundation Drain and Waterproofing Improvements at its location on Route 31 (Forest Road) in Greenfield.

All bidders are required to schedule a site visit to determine existing conditions and obtain all pertinent dimensions, access limitations, etc. that would affect the work. Bids submitted shall include a written certification that a site visit was made and that the Bidder is fully familiar with all existing conditions. A pre-bid meeting is scheduled (See Information for Bidders, page B-1). The site visit requirement will be considered met if attending the pre-bid meeting.

Proposals/Bids will be accepted by mail or in person at the Stephenson Memorial Library (761 Forest Road, Greenfield, New Hampshire 03047) until 12:00 PM on Wednesday, December 7, 2016. Proposals/bids will be opened and publicly read aloud at the Library Trustee Meeting at 7:30PM that same day. The bid proposal that allows the project to be performed within the Library's available budget and will result in the work being performed in a schedule and manner that is in the best interest of the Library shall be the basis of selection for award of the work. The Library Trustees reserve the right to reject any and all bids, and the cost of preparing a bid submittal is the sole responsibility of the Bidder.

**B. INFORMATION FOR BIDDERS:**

Completion time for the proposed Substantial and Final Completion dates of the proposed work shall be specified by the Bidder in the submittal. Time to Final Completion shall be no longer than sixty (60) days.

The successful bidder shall furnish Certificates of Insurance with limits of coverage as stipulated in Section F Paragraph 6 of the Request for Bids as well as a 100% Performance Bond in a form acceptable to the Library Trustees upon execution of the Construction Contract.

Questions on the project can be directed to Ray Cilley, Library Trustee, at (603) 834-0319, or [rcilley@stephensonlibrary.org](mailto:rcilley@stephensonlibrary.org).

A non-mandatory pre-bid meeting will be held at the Stephenson Memorial Library on November 21, 2016 at 10:00AM. Owner Representatives will be present to discuss the project. Any bidder unable to attend the scheduled pre-bid meeting will be required to schedule a site visit. All site visits shall be scheduled with Ray Cilley at the contact information provided above.

No bidder may withdraw a Bid within 60 days after the actual date of opening thereof. Copies of the Contract Documents may be obtained by contacting Ray Cilley at the information provided above or by visiting the Town of Greenfield website to download electronic documents at [W\vw.greenfield-nh.gov](http://www.greenfield-nh.gov).