



Department of Public Works
10A Muzzey Road
Hollis, New Hampshire 03049
Tel. 465-2246 FAX 465-3247
j cudworth@hollisnh.org

Joan Cudworth
Director

April 3, 2024

REQUEST FOR PROPOSAL
Gutter installation for historic Lawrence Barn

You are cordially invited to submit a Proposal for the installation of gutters at the historic Lawrence Barn located at 28 Depot Road, Hollis, NH. in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

All Proposals must be submitted in a sealed envelope, plainly marked:

RFP - Gutter installation - Lawrence Barn
Town of Hollis Department of Public Works
10A Muzzey Rd, Hollis N.H. 03049

All proposals/bids must be received **by Wednesday May 1st at 2:00 p.m.** at which time, bids will be opened publicly.

I. INTRODUCTION

The Town of Hollis, New Hampshire is requesting proposals from qualified gutter installers for the historic Lawrence Barn. General information and specifications are as follows:

II. GENERAL REQUIREMENTS

Companies making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

*** Complete bid package must be completed, signed and returned to be eligible for consideration.**

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the Company submitting the proposal. The Town of Hollis reserves the right to select or reject any Company that it deems to be in the best interest to accomplish

the project specified. The Town reserves the right to accept the proposal, or one or more items of the proposal, on all items of a proposal or any combination of thereof. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the proposals.

Questions should be directed to Joan Cudworth, Hollis DPW Director at 603-465-2246 or at jcudworth@hollisnh.org, or www.hollisnh.org

III PROJECT REQUIREMENTS

The scope of work required under this RFP is to install a gutter system with 6” half round gutters, downspouts and downspout cleanouts in the Historical District of Hollis at the Lawrence Barn. All downspouts must be ground level with elbow bottoms to send water away from the building. All associated components must be in white on fascia eave’s locations of barn. Supply, install all necessary supports to assist in mounting to metal roofing. Any supports must be painted Cabot red to match the existing walls. Demolition of old gutter above doors and final cleanup of entire area.

IV. SELECTION

Selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance and possession of a satisfactory record of performance as well as cost.

INSURANCE

The successful vendor will be required to submit a Certificate of Insurance listing the Town of Hollis as the insured including liability limits, types of liability coverage and workers compensation participation. Thirty-day notice is required for cancellation of policy. W-9 will be required prior to start of this project.

CONTACT INFORMATION:

Company Name: _____

Address: _____

Contact Name: _____

Phone number: _____

Email address: _____

I have read and understand this document and freely submit this proposal

Signature _____ **Date** _____

Print name: _____ **Title** _____

TOTAL COST FOR Gutter Installation: \$ _____

REFERENCES:

At least three (3) references for which similar services have been provided within in the last three years shall be included with the bid response:

1. _____

2. _____

3. _____

Town of Hollis Department of Public Works

Bid, RFP and Quote Terms and Conditions

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Hollis reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid.
FOB POINT IS ALWAYS TO BE HOLLIS, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE AN FOB POINT OTHER THAN HOLLIS. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified the date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Town of Hollis to pay its bills on a 14-day billing cycle, following delivery of, and receipt for, all items covered by the bid document. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy. No payments will be made without proper invoices and documentation.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Hollis reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor. Subcontractors will be required adhere to the same policies, procedures, and guidelines as the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Hollis DPW the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Hollis Department of Public Works will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. All Individuals or companies that participated in the bid process will be e-mailed bid results. Bid openings are public and anyone may attend.