

Town of Rumney, New Hampshire

Request for Proposals

Scrap and Paint the exterior of:

Rumney Historical Society Building  
(AKA Old Rumney Town Hall)  
20 Buffalo Road, Rumney, NH

The Town of Rumney is seeking proposals from qualified contractors to scrap, replace wood siding/trim boards (as needed), prime and paint all levels of the exterior of the Rumney Historical Society Building, located at 20 Buffalo Road.

**Scope of work:**

Provide all necessary materials, labor and equipment to scrap old paint and apply new primer and paint on all levels of the exterior of the Rumney Historical Society Building according to the following scope:

**Wood Preparation:**

- Removal & scraping all loose or flaking paint on all levels of the building
- Properly dispose materials removed & scraped off the building
- All loose wood to be re-nailed including fascia, soffit, trim and moldings
- Replace all rotted wood including fascia, soffit, trim and moldings as needed
- Removal of dirt, dust, grime, oil, mildew and loose paint by power washing or hand washing
- Spot priming of all bare wood and new wood using oil based primer
- Remove old caulk that is loose or cracked
- Caulking with paintable silicone latex around doors, windows and small cracks. Large holes and cracks to be caulked using an exterior ten-year caulk
- Caulk all joints

**Painting:**

- Painting is to include application at manufacturers' specifications using two coats for maximum coverage unless otherwise specified
- Paint to be applied with brushes only – no spraying of any type unless approved by the Board of Selectmen
- All paintwork shall be given at least one-year warranty on materials and labor and will include using a premium oil-based paint on all metal items
- Painting shall be done between the hours of 7:00 am and 6:00 pm, Monday through Friday, unless prior approval is given for extended hours
- Painting work shall be done in a manner that will create as little disturbance as possible for the residents and Town employees
- 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 Town's Administrative Assistant or Board of Selectmen to ensure that inconvenience to the facility is held to a minimum.

- The contractor shall exercise care in surface preparation and painting, to ensure 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 6mil 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, blower beds and any personal property.
- All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employs.

#### **Painting Insurance:**

- Contractors must provide evidence of Property Damage and Public Liability Insurance.

#### **Notification:**

- Any Additional work uncovered during the normal painting process shall be reported immediately to the town's Administrative Assistant or Board of Selectmen.

**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 winning Bidder is notified, or on such other date as agreed by both parties.
- The project bids shall be opened at the Selectmen's Meeting on June 5<sup>th</sup> at 6:45 pm.

**Change Orders:**

- Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work must be pre-approved in the form of a change order by the Town Administrative Assistant or Board of Selectmen.
- Proposers must comply with the following submission procedures:

**Sealed proposals** shall be submitted marked "Historical Society – Paint Bid" address to:

Town of Rumney  
PO Box 220  
Rumney, NH 03266

- Proposals will be accepted until 2:00 PM June 5, 2017. Faxed and e-mailed proposals will not be accepted.
- RESERVATION OF RIGHTS: The Town of Rumney reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.
- Cost/Schedule: The bidder shall furnish a cost proposal and schedule as part of the package. The contractor shall complete work by July 15, 2017
- Certificate of Liability: A copy of applicable insurance certificate(s) and Worker's Compensation Coverage, in compliance with State Law, must accompany bids.
- Lead Removal Certificate

**Contract Awards:**

The Town of Rumney 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 Rumney 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.