

LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Litchfield Middle School Security Renovation

DEADLINE FOR RECEIPT OF QUOTATIONS: July 6, 2020 3:00 PM

**LOCATION OF PROPOSAL RECEIPT: Litchfield School District
School Administrative Unit # 27
One Highlander Court
Litchfield, NH 03052**

School Administrative Unit #27- Litchfield School District (“District”) is issuing this request for proposals (“RFP”), for the purpose of obtaining Proposals from qualified General Contractors (“Contractors”) for the construction of the Litchfield Middle School Secured Entrance Way and Canopy. The scope of work is described in the pricing set drawings prepared by Windy Hill Associates of New Boston, NH. Drawings will be provided with this RFP, specifications will be available upon completion. Interested contractors are welcome to schedule an optional on-site visit with the architect and District Representatives, in order to ask questions and seek clarification about the project.

Instructions to Contractor

1. The District reserves the right to reject any and all proposals based on non-compliance of specification, and to waive the formalities, as it deems such action to be in their best interest.
2. Award will be made to the Contractor who demonstrates that they have followed the specifications. This is not a “low-cost bid competition,” contract award will be based on the best interest of and best perceived value for the Litchfield School District.
3. No Contractor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of bids to ensure issuance of a formal purchase order.
4. All quotations must be signed by an authorized representative of the Contractor.
5. Should a Contractor find discrepancies in or omissions from the specifications, or should he/she be in doubt as to their meaning, the Contractor shall at once notify the DISTRICT, who will send a written instructions to all Contractors. The DISTRICT will not be responsible for any oral instructions or addendums.
6. Proposals should be prepared simply and economically providing a straightforward, concise description of the Contractor’s ability to meet the requirements of the RFP.
7. Certificate of Liability and Worker’s Compensation Insurance is to accompany all quotation documents.

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8. No work shall commence in the district without a proper Certificate of Insurance being received and approved by the School District. The Certificate shall list the District as an additional or co-insured.
9. All work in the district must meet the requirements of all applicable town, local and state codes, laws and ordinances, in addition to any technical societies referenced herein.
10. All questions during the bidding period should be directed to David Ely, AIA of Windy Hill Associates. Questions should be submitted by email and will be shared with all potential bidders. Email: davidaely@gmail.com, please copy David Ross, Director of Facilities: dross@litchfieldsd.org.
 - a. Site visits are not mandatory and will be scheduled by appointment only, please contact David Ross to coordinate and schedule an appointment if felt it is necessary. Appointments will be contingent upon availability of the architect and district representative.
 - b. Last opportunity to submit questions shall be Tuesday June 30, 2020 by 5pm.
11. Proposal due date is Monday July 6, 2020 by 3pm. Proposals should be submitted by email to davidaely@gmail.com, with a copy submitted to Cory Izbicki, Business Administrator at cizbicki@litchfieldsd.org. Please provide RFP LMS Security Renovation Project.
12. The goal is to complete this project on or before the first day of the 2020/2021 school year, as identified on the School Calendar.

Vendor Qualifications

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a bidder.

1. List of three (3) references including names, addresses, phone numbers and contact persons, of clients for whom you have performed similar services in this proposal.
2. State how long you have been operating under your present company name.
3. Contractor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.

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BID FORM

Litchfield Middle School Security Renovation Project 19 McElwain Drive,
Litchfield, NH 03052

Bid proposals are due no later than 3:00 PM EST, Monday, July 6, 2020: Bids are to be submitted via email to davidaely@gmail.com and cizbicki@litchfieldsd.org. Receipt of bid/proposal shall be confirmed by the architect via email.

- I accept that substantial completion is expected on or about the end of August 2020 prior to the start of the academic year.
- I propose to perform the work described in the price set drawings as provided by Windy Hill Associates for cost plus guaranteed maximum price of \$_____.
 - Any additional / unforeseen work will not be performed without a properly authorized change order.
 - Final price is subject to change upon issuance of final construction documents.

Bid Proposals shall remain valid for thirty (30) days.

Contractor:

Printed Name: _____

Signature: _____

Any exclusions, qualifications, or comments: