

Request for Proposal

INTRODUCTION:

The Town of Cornish (“Town”) is soliciting proposals from qualified vendors (“Vendor”) for painting and other repairs to the Historic Meeting House in Cornish Flat.

This request for proposal has two (2) sections under “Scope of Work”. Vendor is not required to submit a bid for both items.

The Town’s overall goal in soliciting these proposals is to identify the most responsible and capable Vendor that meets the requirements indicated in this proposal at a reasonable cost.

FUNDS AVAILABILITY:

Any proposal submitted in regards to this RFP shall be subject to funds becoming available following Cornish Town Meeting 2025.

All bids shall be considered to be valid for the entire 2025 construction season.

INFORMATIONAL:

Proposal packages must be received by **7:00 PM on Monday, November 18, 2024.**

Proposal packages must be received at 488 Town House Road Cornish, NH (Attn: Cornish Selectmen) no later than the date/time listed above. Postmarks are not accepted. Late proposals will be returned unopened.

Submit a complete hard copy of the proposal in a sealed envelope. Mark the outside of the envelope “*RFP – Meeting House*”.

Questions and/or additional information concerning this RFP must be submitted in writing via email to:

Josh Cloud
Representing the Town Historic Building Committee
cloudcarpentry@gmail.com

Please do not contact any other personnel about this RFP unless authorized by the Selectmen prior to contact.

The Town of Cornish reserves the right to reject any or all Proposals, to waive any informalities in any Proposal, and to qualify the firms that best meet the Town’s needs.

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PROPOSAL INFORMATION:

Key Action Dates & Times

Event	Date
RFP Available to Prospective Vendors	Monday, October 21, 2024
Final Date for RFP Submission	Monday, November 18, 2024 7:00PM
RFP Opening	Monday, November 18, 2024, at 7:00PM
Review Period	Monday, November 18, 2024 – Sunday, December 1, 2024
Recommendations to Selectboard	Monday, December 2, 2024

RFP opening will coincide with a scheduled Selectmen’s Meeting. Following opening, quotes shall be reviewed by the Historic Building Committee. The recommendation shall be made to the selectboard.

SUBMISSION OF PROPOSAL:

All proposals must be submitted under sealed cover and sent to the Town of Cornish, Attention Selectmen, by dates and times shown.

Proposals may be hand delivered or mailed to Cornish Town Office, 488 Town House Road, Cornish, NH 03745. All proposals must be received by 7:00PM on Monday, November 21, 2024

1. A minimum of one (1) original hard copy must be submitted.
2. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Town may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The Town's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all requirements if awarded the bid.
3. Costs incurred for developing proposals and in anticipation of award of the Vendor Agreement are entirely the responsibility and risk of the Vendor and shall not be charged to the Town.
4. A Vendor may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, but only if this is accomplished prior to the

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proposal submission deadline. Vendor modifications offered in any other manner, oral or written, will not be considered.

5. The Town does reserve the right to negotiate the submitted prices with the submitting Vendors or to request clarifications and subsequent price alterations after the submission deadline, at the sole discretion of the Town.
6. The Town may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda will be sent via electronic mail.
7. Before submitting a response to this solicitation, Vendors should review, correct all errors, and confirm compliance with the RFP requirements.
8. No oral understanding or agreement shall be binding on either party.
9. Each proposal shall be accompanied by a set of contractor's specifications consisting of a detailed description of the work being proposed for each of the item(s) they are bidding on.
10. The Town reserves the right to reject all proposals in its sole discretion.

EVALUATION & SELECTION:

At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

The Town will evaluate each proposal to determine its responsiveness to the published requirements.

Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.

Award, if made, will be to the lowest responsible Vendor, as determined by the Town through its evaluation of submitted Proposals and modifications, if any. Award is not dependent on total cost of the Proposal, although cost is a factor in the evaluation of the Proposals.

DISPOSITION OF PROPOSALS (PUBLIC RECORD):

Proposing Vendors understand that, as a general rule, all documents received by the Town are considered public records. Upon proposal opening, all documents submitted in response to this RFP will become the property of the Town of Cornish and will be regarded as public records and subject to production to and review by the public on request. Per NH RSA 91-A, Right to Know.

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If a proposing Vendor considers any portion of its submittal proprietary and/or otherwise exempt from disclosure, it must clearly label such information or documentation and submit it, together with a written request for a determination of whether the documents can be withheld from public disclosure, no later than ten (10) business days prior to the due date of the submittal. The Town's attorney shall make a determination of confidentiality.

SCOPE OF WORK:

It is the intent of these specifications to cover painting and other work required to help repair and maintain the Meeting House. The Town is anticipating quotes on two (2) different projects, as they pertain to the Meeting House in Cornish Flat. Each vendor is encouraged to quote on any or all of these categories that they feel qualified to accomplish.

The Two (2) Projects are Below:

1. CHIMNEY INSPECTION:

The scope of this project is to inspect the two (2) chimneys that are attached on the north end of the building and determine if they are safe for oil or gas furnace exhaust. If necessary chimneys shall then be cleaned, any debris that has accumulated at the base shall be removed, and a cap shall be provided and installed on the top of the chimneys to prevent water intrusion.

NOTES: EXTRA CARE NEEDS TO BE TAKEN TO AVOID DAMAGING THESE CHIMNEYS. ANY COST ASSOCIATED WITH THE USE OF EQUIPMENT OR RENTAL TO ACCESS THE TOP OF THE CHIMNEYS SHALL BE INCLUDED IN THE PRICE.

2. PAINTING:

A quote is requested to do a complete repaint of the exterior of the building including window casings and trim, but excluding all sashes. Large vinyl window is not to be included in quote. Clock faces not to be included in quote. Risers on front deck are not to be included in quote. Some areas of the exterior are peeling badly, which will require cleaning or scraping before the application of the first coat. The desire is to have both a prime coat and a finish coat applied. The south side is to be completely primed. North, east and west sides to be spot primed. Steeple to be primed and painted on all four sides. Due to the historic nature of the building, care shall be taken to minimize the scraping done with power tools.

Vendors are requested to include detailed information and/or cut sheets of the manufacturer and type of paint being proposed, both prime and finish coats. UV Stabilizer should be considered for front (south) side. Mad Dog Dura Prime should also be considered for primer.

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Any questions that may arise when directing your bid, please direct them to the person listed on the first page of this RFP.

PROOF OF INSURANCE:

The Town is asking all Vendors to provide a copy of their insurance. This shall include what is currently held for liability and/or Workers Compensation, if applicable. This information shall be used during the time of bid evaluations and recommendations to the Selectmen.

CLEAN-UP & DISPOSAL:

Keep areas free of accumulated debris and construction materials on a daily basis. Upon job completion remove all materials, tape and debris. Vendor is responsible for removing spilled or splattered materials/paints from finished items and surfaces including but not limited to trim, fixtures or adjacent surfaces without damaging surfaces. Vendor shall also be responsible for any paint scrapings that have fallen onto the ground.

Where necessary Vendor is to reinstall hardware, fixtures, light switch/outlet covers and other miscellaneous items that were removed for painting.

QUALITY & WORKMANSHIP:

All materials, workmanship, and finish must be of superior quality and conform to the nature of character insure long life, dependability, and low costs of maintenance and repair.