

Request for Proposal

Cornish Highway Department Roof Improvement

INTRODUCTION:

The Town of Cornish (“Town”) is soliciting proposals from qualified vendors (“Vendor”) for work on the Cornish Highway Department Building, 255 Parsonage Road.

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:

Funds are available through LFRF money received by the Town.

Agreement between Vendor(s) and the Town MUST be finalized by 12/31/2024.

All bids shall be considered to be valid until project completion (12/31/2025)

INFORMATIONAL:

Proposal packages must be received by 12/23/2024

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 Highway Garage”.

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

Cornish Board of Selectmen townbos@cornishnh.net

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	12/5/2024
Final Date for RFP Submission	12/23/2024
RFP Opening	12/23/2024
Last Day to finalize Agreement	12/30/2024
Last Day to complete work	12/31/2025

RFP opening will coincide with a scheduled Selectmen's Meeting. Following opening, quotes shall be reviewed by the Cornish Board of Selectmen.

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 12/23/2024

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):

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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.

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:

Replace damaged or leaking corrugated roof panel(s) with in kind panel(s). Replace all roofing screws with larger diameter and longer length than existing screws.

PROOF OF INSURANCE:

The Town is asking all Vendors to provide a copy of their insurance. This shall 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:

Vendor will remove all debris associated with project. Special attention should be paid to screws as they present a puncture hazard to tires of Town equipment. All cleanup and waste to be removed from site.

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.