

TOWN OF LITCHFIELD, NEW HAMPSHIRE
2 Liberty Way
Litchfield, NH 03053



REQUEST FOR PROPOSAL
OLD TOWN HALL EXTERIOR PAINTING PROJECT

CONTACT INFORMATION

Troy R. Brown, Town Administrator

Email: Tbrown@Litchfieldnh.gov

Phone: 603-424-4046 ext 1250

OVERVIEW

The Town of Litchfield, NH (hereinafter called "Town") is inviting proposals from qualified contractors and companies (hereinafter called "Contractor") for painting the exterior of the Old Town Hall at 255 Charles Bancroft Highway, Litchfield, NH. The Old Town Hall was constructed in 1851. This two story Greek Revival building is home to the Litchfield Historical Society. In 2019, it was added to the New Hampshire State Register of Historic Places.

SCOPE OF WORK:

1. Remove all peeling, scaling and failing paint layers and caulking by scraping and sanding. No chemical treatment shall be used without Town authorization.
2. Hand sand (no power sanding) to smooth out all rough edges to create a smooth transition for application of new primer and paint.
3. Soft wash all exterior wood and metal surfaces prior to applying primer/sealer.
4. Prime and paint all exterior surfaces to include, but not limited to, siding, fascia, shadow and trim boards, eaves, door frames and trim, window frames and trim, railings, steps, ramps, gutter, downspouts, shutters, etc.
5. Reglaze all window frames.
6. Primer shall be one (1) coat and a minimum of two (2) top coats.
7. Shutters shall be removed from the building for scraping, sanding, priming and painting. All repair work must be reviewed and approved by the Town for material type and additional cost.
8. Stainless steel nails and screws shall be used for refastening loose or installing replacement wood siding and other wood/metal items.
9. All metal surfaces shall be prepared and primed the same day.
10. Identify wood surfaces that need to be replaced. Contractor shall photograph all deteriorated wood for the Town to review and approve (material type and additional cost) prior to replacement.

11. Contractor shall use ladders, scaffolding or lift devices in a manner that will not damage the roof.
12. Lead paint is likely present and, although extensive lead paint abatement is not anticipated, Contractor shall be certified for lead paint abatement removal and shall follow all federal and state requirements.
13. Final clean-up of the project area.

PRODUCT REQUIREMENTS:

One (1) Coat of Exterior Primer and Sealer:

Sherwin-Williams latex acrylic bonding primer and sealer

California troubleshooter acrylic latex primer and sealer

Valspar all weather latex acrylic bonding primer and sealer

* Comparable products may be proposed but shall require Town approval.

Two (2) Top Coats of Exterior Paint Siding, Trim, Windows, Shutters, Doors, etc:

Sherwin-Williams resilience flat white

California 2010 flat white

* Comparable products may be proposed but shall require Town approval.

Two (2) Top Coats of Exterior Paint Stairs, Steps, Ramps, etc:

California Porch and Floor Enamel

* Comparable products may be proposed but shall require Town approval.

Caulking:

Acrylic Latex Caulking with minimum 25 year warranty/durability

* Recommended product shall require Town approval.

WARRANTY REQUIREMENTS:

Contractor shall provide a minimum of a two (2) year warranty on the work covering parts, materials and workmanship. This shall be provided in writing to the Town. All warranty work repair work is to be provided at no charge to the Town.

SCHEDULE AND PENALTY REQUIREMENTS:

All proposals shall include a start and completion time. Contractor shall provide three (3) business days notice to the Town before beginning work. Project deadlines may be mutually extended by both parties.

ASSIGNMENT/SUB-CONTRACTING:

If awarded, Contractor shall not sell, assign or transfer the contract or any part thereof or interests therein without the prior written consent of the Town.

PAYMENTS:

All proposals shall include a proposed payment schedule.

INSURANCE:

Contractor shall, at its own expense, obtain and maintain in force throughout the project the following insurance policies and name the Town of Litchfield as an additionally insured:

Workers' Compensation - minimum statutory requirements of NH RSA chapter 281-A.

Comprehensive General Liability - \$1,000,000 per occurrence and \$1,000,000 aggregate for all claims of bodily injury, death or property damage.

Motor Vehicle Insurance - \$1,000,000 per occurrence and \$1,000,000 aggregate for all claims of bodily injury, death or property damage.

WITHDRAWAL OF PROPOSALS:

Proposals shall not be withdrawn for a period of forty-five calendar days after date of submittal.

RIGHT TO ACCEPT, REJECT OR WAIVE:

The Town shall reserve the right to accept or reject any or all proposals as it may determine, to waive any minor or non-material informalities and to accept or reject any item or combination of items, where the best interests of the Town are served. The Town will evaluate each proposal based on expectations for experience, qualifications and cost. The lowest cost will not automatically be awarded preferential consideration.

REFERENCES:

Proposals shall include at least three (3) references.

CONTACT INFORMATION:

All inquiries and questions shall be directed to Troy Brown, Town Administrator at Tbrown@litchfieldnh.gov or 603-424-4046 ext 1250.

PROPOSAL SUBMISSION DATE, TIME AND REQUIREMENTS:

Proposals shall be mailed or delivered to Town Hall, 2 Liberty Way, Litchfield, NH 03052 in a sealed envelope clearly marked "Old Town Hall Painting RFP" on the outside envelope no later by 2:00 PM on Monday September 14, 2020. Emailed or faxed bids will not be accepted. During the "virtual" Board of Selectmen's meeting at 6pm on September 14, 2020 at 2 Liberty Way, Litchfield, NH, sealed proposals will be open and read aloud. Due to COVID-19, the public is unable to attend. The meeting will be broadcast live on Litchfield TV and Youtube channels. In addition, Contractors can call to listen to the meeting, answer questions or provide testimony.