



Town of Allenstown
Town Administrator
16 School Street
Allenstown, NH 03275
603-485-4276 ext. 5
ta@allenstown.org

REQUEST FOR PROPOSALS

General Building Construction Services

OBJECTIVE: The Town of Allenstown is requesting bid proposals for a general contractor to provide maintenance and repair services for all Town Buildings. This includes, but is not limited to, the Town Hall, Police Department, Fire Department, Highway Department, Parks and Recreation Department (two buildings), and Old Allenstown Meeting House.

TIMELINE: Proposals must be submitted no later than May 30, 2013, 4 PM. Proposals should be mailed or delivered to the Allenstown Town Hall located at 16 School St. Allenstown, NH 03275. The envelope should be labeled "General Building Construction Services Bid". The Town has a target date of service implementation of no later than January 1st, 2014. The Town would prefer to enter into a 2 year agreement.

REQUIREMENTS:

1. Provide completed statement of qualifications:
 - a. Name and Address
 - b. Entity's Name and Address
 - c. How many years you have been engaged in the Contracting business under your present name; also state the names and dates of previous firm names if any.
 - d. In the last five (5) years have you ever been terminated from a contract or project? If so, please explain.
 - e. In the last five (5) years have you or the organization been a party to litigation related to the quality or timeliness of the services provided? If so, please explain.
 - f. List the most important contracts entered into by you or the organization in the last year; please include the name of the contracting party and contract term.
 - g. Please list the number of licensed contractors and helpers available to work on this contract.
2. At least three (3) references, including current contact name and phone number for similar contracts;
3. Copy of a Contractor's license as well as of all others who may be assigned to this work.
4. Copy of EPA certification. The US Environmental Protection Agency (EPA) has issued the Renovation, Repair, and Painting (RRP) Rule, which requires contractors to become EPA certified by April 22. The new rule applies to general contractors, renovation contractors, property managers, painters, plumbers, carpenters, and electricians who work on homes, schools, child care facilities, or other buildings built before 1978.
5. Provide a sample contract for the term of two (2) years.

Contractors may submit such additional information as deemed necessary or helpful to the evaluation process.

COST BREAKDOWN: The proposal must include cost breakdowns to include the hourly cost of services and repairs as well as the cost for emergency 24/7 service outside normal business hours. Hourly rates should be inclusive of any and all charges (truck charges, shop costs, service calls, fuel surcharges, etc.)

ADDITIONAL OPTIONS: The proposals may offer service/maintenance proposals not listed in this RFP.

POINT OF CONTACT: Point of contact for this proposal is Shaun Mulholland, Interim-Town Administrator. Inquiries in regards to this RFP should be forwarded to him, 603-485-4276 ext. 5 or via. Email ta@allentown.org

The Town of Allentown does not require bids be awarded to the lowest bidder.