

**ANNOTATED AGENDA
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
5:30 p.m.
Monday, January 27, 2020
At the Meetinghouse**

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. PLEDGE OF ALLEGIANCE

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting – 7:00 p.m., Monday, February 3, 2020 at the Meetinghouse**

IV. NEW BUSINESS

A. Action Items

4.94 To See What Action the Board Wishes to take in Regard to Bid Proposals for Sheds and Roofs RFP

Please see attached paperwork.

4.95 To See What Action the Board Wishes to take in Awarding of Bid for Sheds and Roofs RFP

V. ADJOURN

**Town of New Gloucester
Invitation to Bid
Sheds and Roofs at Public Works Facility**

The Town of New Gloucester is requesting bids for Design/Build of a Shed over the Fuel Tank, a Shed for the Calcium Pump, a Roof over the Public Sand Pile and a Gazebo style Roof over the outside break area, at the New Public Works Facility, 611B Lewiston Road, New Gloucester, Maine. Bid Packets may be obtained at the Town Office, 385 Intervale Road, New Gloucester, Maine, 04260 during regular business hours or by **emailing smyers@newgloucester.com, or by calling 207-926-4126 ext. 1.**

Any questions on the Bid Packet should be directed to Public Works Director, Ted Shane, at 207-926-4574 during regular business hours, Monday through Thursday 7:00 A.M. to 4:00 P.M.

Bids must be submitted in a sealed envelope clearly marked on the exterior, "**New Gloucester Public Works Facility Sheds and Roofs**" to Paul First, Interim Town Manager by 5:00 p.m., Monday, January 27, 2020. The Board of Selectmen will open and read the bids at 5:30 p.m., Monday, January 27, 2020 at the New Gloucester Meetinghouse during their regularly scheduled meeting. The Town reserves the right to accept or reject any or all proposals.

**Request for Proposals
January 2020**

The Town of New Gloucester, Maine seeks proposals for:

**Design/Build of Sheds and Roofs
Public Works Facility
611B Lewiston Rd.
New Gloucester, ME 04260**

The Town of New Gloucester is seeking proposals from qualified contractors to Design/Build 2 Sheds and 2 Roofs at the New Public Works Facility.

A copy of the Bid Packet may be obtained at the New Gloucester Town Office, 385 Intervale Road, New Gloucester, Maine during regular business hours.

Scope of work:

Provide all necessary materials, labor and equipment to complete the Design/Build of the structures according to but not limited to the following scope:

- Design and Build a 12' x 35' building with 2 entry doors over the fuel tank
- Design and Build an 8' x 8' shed for the Calcium Pump
- Design and Build a Roof over a 20' x 20' Sand Shed
- Design and Build a 12' x 12' Gazebo Style roof over the outside picnic area
- All roofs will be metal roofing
- All siding will be of metal or vinyl to match Public Works Facility
- All waste materials shall be removed from the job site and taken to the New Gloucester Transfer Station for disposal by the contractor
- Completed job will have a 1-year minimum Workmanship Warranty.
- Contractor shall keep work area neat at the end of each workday and contained through the duration of the job.

Proposals must comply with the following submission requirements:

1. Sealed proposals shall be submitted marked "**New Gloucester Public Works Facility Sheds and Roofs**" on the outside of the envelope, addressed to:

Paul First, Interim Town Manager
Town of New Gloucester
385 Intervale Road
New Gloucester, ME 04260

2. Proposals will be accepted until **5:00 P.M., January 27, 2020**. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted.
3. All work must be completed by **March 1, 2020**, unless agreed prior between the Contractor and the Town of New Gloucester.
4. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal unopened after it has been placed if such request is received in writing prior to the time specified for the opening of the proposals.
5. **SITE VISIT:** All prospective bidders must obtain a tour of the property by contacting Ted Shane, Public Works Director at (207)-926-4574, Monday through Thursday 7:00 A.M. to 4:00 P.M.
6. **RESERVATION OF RIGHTS:** The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.
7. **WARRANTY:** The contractor shall carry a (1) one-year warranty on all workmanship related to the job.
8. **SPECIFICATIONS:** The bidder shall furnish information and specifications, and shall receive Town approval related to the products being used.
9. **SEPARABILITY:** The Town of New Gloucester will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
10. A copy of applicable insurance certificate(s) must accompany bids. Minimum coverage is \$1,000,000 per occurrence, and Worker's Compensation Coverage in compliance with State Law.