

Town of Orono
Request for Proposals
Public Safety Office Renovation Project

The Town of Orono is seeking proposals for a qualified contractor to renovate an office space in the Public Safety building. This building is located at 63 Main St., Orono.

Sealed proposals clearly marked “**Public Safety Office Renovation**” are due at the **Orono Town Office located at 59 Main Street, Orono, Me 04473** by **Monday, October 6th at 2:00 PM** at which time they will be publicly opened. No award will be made at that time. Proof of Worker’s Compensation and General Liability insurance are required.

Questions should be directed to David Pinkham, Facilities Director at 889-6913, or via email at david@orono.org.

No fax or e-mail proposals will be accepted. The Town of Orono reserves the right to reject any and all proposals, and waive any irregularities.

Bid Schedule

Pre-Bid Meeting @ Orono Public Safety Building, 63 Main St., Orono, ME 04473
September 29, 2014 @ 10:00 AM

Sealed Bids due @ Orono Town Office, 59 Main St., Orono, ME 04473
October 6, 2014 @ 2:00 PM

General Scope of work to be performed

- Remove old workstations.
- Remove old flooring.
- Install new flooring & lighting.
- Paint
- Some electrical and drywall work required.

Proposal Requirements:

- **General Statement of Qualifications:** Provide a general statement of qualifications on company letterhead that demonstrates the firm's qualifications and intent to meet the terms of the agreement. In this statement, demonstrate the firm's understanding of the requirements of the agreement, and make note of any important facts that make the firm especially qualified for this work.
- **Completed Bid Form – Attached**

- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor's ability to successfully perform the services required under the scope of work. These references must include the owner's name and contact information, the type of services provided, and when the services were provided.
- **Insurance:** Provide proof of the following insurance coverage and list the Town of Orono as additionally insured:
 - Worker's compensation insurance in accordance with Maine Law
 - General Liability: \$500,000 each occurrence, \$5,000 medical expense, \$1,000,000 general aggregate, \$1,000,000 automobile liability – each accident.

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BID FORM

Due Monday October 6, 2014 by 2:00 PM

Contractor Name: _____

Contact Name: _____

Contact Phone #: _____

Address: _____

Bid Price for Orono Public Safety Building Roofing Installation as outlined in the above Request for Proposals:

Roofing Products Quoted: _____

Total Bid Price: \$ _____

The Bid Prices specified above and on the schedule of items is considered valid for 60 days from the stated bid opening date.

The Town of Orono reserves the right to reject any and all bids and waive irregularities as do not affect the substantive provisions thereof.

_____ Date: _____

Authorized Contractor's Representative Signature

Signature indicates the proposer has a full understanding of the work as described in this Request for Proposals and the intent to complete the work as directed by the Town of Orono.