

Town of Litchfield

INVITATION TO BID

**LITCHFIELD TOWN OFFICE DECK
RECONFIGURATION OR REPLACEMENT**

BIDS SHALL BE CLEARLY LABELED
“Litchfield Town Office Structure Repair Bid”
and submitted to:

**Town of Litchfield
Attn: Select Board
2400 Hallowell Rd
Litchfield, Maine 04350**

Or hand delivered to the Town Office at 2400 Hallowell Road, Litchfield

by 4:00 PM on July 24th, 2023

**Bid Opening: Monday July 24th, 2023 7:00 PM
at the Litchfield Town Office**

Town Office Deck

SECTION I BACKGROUND AND SUMMARY

The Town of Litchfield is inviting quotes for the project outlined below.

The porch at the Town Hall building is in need of repair or replacement. Facing the front of the building, there is an ADA ramp on the right side, the main porch section immediately in front of the main entrance and an L-shaped extension to the left to access the egress door. The porch area is in need of repair and due to the porch deck construction, water has been leaking into the supporting lower walls. This has been pronounced due to the building roof lines which concentrate the water and snow from the roof directly onto the deck.

All construction must meet Maine's MUBEC standards.

The Town reserves the right to accept or reject any and all bids.
Bidders who are residents of Litchfield will be given priority if their bid is within 5% of the lowest bid.

SECTION II DESCRIPTION OF WORK/INSTRUCTIONS TO BIDDERS

A. Description of work

OPTION 1

Resolution: It is proposed to remove the L-shaped section on the left-hand side of the deck from a point just inside the main roof, around the corner and in front of the egress door. The sills and supporting studs and sheathing against the building are rotted and need to be replaced. The material for this area must be pressure treated lumber with proper weather shield material and drip edge.

A new deck – approximately 4' x 6' – should be constructed in front of the egress door. The top of this deck should be 3" or more below the threshold of the egress door. It is recommended that a composite decking material such as TREX Transcend or equivalent be used to preclude additional maintenance in the future. A set of stairs needs to be constructed from this deck to the ground level. The deck and stairs should have a 42" high railing and the undersides should have lattice work with TimberTech AZEK or equivalent trim.

The remaining deck section and the ADA ramp should also be reconfigured, and reconstructed where necessary, to prevent water from entering the structure. There are also rotted sills and supporting members in this area. Any new structural members

Rev 3

should be pressure treated with proper water proofing against the building, proper drip edging and the top sides covered with water repellent tape. It is recommended that a composite decking material such as TREX Transcend or equivalent be used to preclude additional maintenance in the future. The vertical height between the new decking material and the main door threshold can be up to ¾” if a transition ramp is applied to conform to ADA standards. If the transition is higher than ¾” then an associated level landing is required. Also, a railing system such as Key-Link which is powdered coated aluminum would be desirable again for reduced maintenance. The undersides should have lattice work with TimberTech AZEK or equivalent trim.

The areas that are exposed due to the construction need to have the siding repaired/replaced.

There is an access door in the alcove on the lower left level of the building. This needs to be replaced with a new door. It is suggested that a composite or fiberglass door such as Thermu-Tru be used and the side light be eliminated. Additionally, there is broken siding along the face where this alcove is. It is suggested the walls have new siding applied.

The areas under the decks and whatever is exposed should have weed block applied with a covering of crushed stone to prevent splash up from water coming off the roofs.

All work shall be completed within 30 days of the start of the project, but not later than October 15th, 2023.

OPTION 2

Resolution: It is proposed to remove the entire front deck from the structure. This would expose the sills and supporting studs and sheathing against the building that are rotted and need to be replaced. The material to repair this area must be pressure treated lumber with proper weather shield material and drip edge. This is to completely replace the deck structure.

A new deck – approximately 4’ x 6’ – should be constructed in front of the egress door. The top of this deck should be 3” or more below the threshold of the egress door. It is recommended that a composite decking material such as TREX Transcend or equivalent be used to preclude additional maintenance in the future. A set of stairs needs to be constructed from this deck to the ground level. The deck and stairs should have a 42” high railing and the undersides should have lattice work with TimberTech AZEK or equivalent trim.

The remaining deck section and the ADA ramp should also be reconstructed. New structural members should be pressure treated with proper drip edging and the tops covered with water repellent tape. Headers need to be properly secured to the building and attached to the new headers sills. It is recommended that composite decking material such as TREX Transcend or equivalent be used to preclude additional maintenance in the future. New stair stringers need to be applied to accommodate the new stairs which

Rev 3

should be approximately 8 feet wide. The new ADA ramp should be approximately 6 feet wide to eliminate the jog where the ramp meets the main deck. The vertical height between the new decking material and the main door threshold can be up to ¾” if a transition ramp is applied to conform to ADA standards. If the transition is higher than ¾” then an associated level landing is required. Also, a railing system such as Key-Link which is powdered coated aluminum would be desirable again for reduced maintenance. The undersides should have lattice work with TimberTech AZEK or equivalent trim. The roof supporting members should be replaced with 8 x 8 pressure treated timbers & wrapped with AZEK or equivalent.

The areas that are exposed due to the construction need to have the siding repaired/replaced.

There is an access door in the alcove on the lower left level of the building. This needs to be replaced with a new door. It is suggested that a composite or fiberglass door such as Therma-Tru be used and the side light be eliminated. Additionally, there is broken siding along the face where this alcove is. It is suggested the walls have new siding applied.

The areas under the decks and whatever is exposed should have weed block applied with a covering of crushed stone to prevent splash up from water coming off the roofs.

All work shall be completed within 30 days of the start of the project, but not later than October 15th, 2023.

Under either Option the contractor will need to provide the necessary fasteners and caulking.

B. Instructions to Bidders

- 1. Pre-inspection is mandatory**– Each contractor, before submitting an offer, shall meet with the Town Manager for a pre-inspection walk around. Make an appointment by contacting the Town Office at (207) 268-4721

- 2. Basis of the Bid.**– Each option should be priced. The bids should clearly define the costs of the labor and materials along with a time table for completing the work. Bids should comply with the Maine Bureau of Labor Standards Fair Minimum Wage Rates. Bidders who are residents of Litchfield will be given priority if their bid is within 5% of the lowest bid. Note: Due to the nature of the business conducted at this facility, it may be necessary to first provide the access through the egress door and new porch so business can be maintained.

- 3. State Sales Taxes** – Maine State Sales Taxes should not be included in any quotation for the permanent installation of materials as the Town of Litchfield is exempt from payment of such taxes.

- 4. Contract assignment, Subletting or Transfer** – No contract may be assigned, sublet or transferred without the written consent of the Select Board.

- 5. Clean up** – After the work is completed, the site shall be left in a neat condition and clean of debris.

- 6. Insurance** – The Contractor shall furnish proof, within two weeks of notice to the Contractor of the acceptance of his offer, to the Town that the Company is covered by adequate Workers Compensation Insurance and by the minimum Public Liability (\$100,000) and Property Damage (\$100,000) insurance required. The Contractor shall assume all responsibility for damage done to private property and for personal injury, all related to the project during the performance of the Contract. The failure to provide this certificate will constitute a breach of the Contract and may, at the discretion of the Municipality, result in termination of the Contract.

- 7. OSHA Safety Regulations** – These projects are subject to compliance with all requirements of the Occupational Safety and Health Administration.

- 8. Warranties** – The Contractor guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year from the date of completion.

9. **Indemnification** – To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Municipality, and their agents, and employees against all claims, damages, losses and expenses, including but not limited to, attorneys’ fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys’ fees incurred by the Municipality.

10. **Bid Due Date and Time and Other Conditions** – Sealed bids addressed to the Town of Litchfield, 2400 Hallowell Road, Litchfield, Maine 04350, showing the name and address of the Bidder and the endorsement “**Town Office Structure Repair**”, will be received at the Litchfield Town Office until **4 PM on July 24th, 2023**. Bids will be opened and reviewed on that day; the bid will be awarded within five days. All bids become the property of the Town of Litchfield. A bidder may withdraw at any time prior to the bid opening. The winning bidder shall notify the Town in at least five business days in advance of project start dates for coordination purposes.

11. **Notice of Acceptance** – The Contractor will be notified in writing by the Municipality of the acceptance of its offer within five business days of when it has been accepted. Failure to comply with this notice requirement shall constitute a breach of the contract. An offer cannot be accepted verbally.

12. **Bid Rejection** – The Municipality reserves the right to reject any or all proposals whenever such rejection is in their best interest. The Municipality reserves the right to reject the proposal of a contractor who has previously failed to perform properly or to complete on time Contracts of a similar nature. The Municipality also reserves the right to reject a proposal from a Contractor if an investigation shows that the Contractor is not in a position to perform the Contract.

13. **Payment** – Contract payment will be lump sum after the project is completed to the satisfaction of the Town Manager or Select Board. A proper invoice should be submitted to the Town of Litchfield. Approved invoices will be paid within fourteen (14) days after approval.

14. **Project Contact** – The Contractor’s principal contact will be Kelly Weissenfels, Litchfield Town Manager, (207) 268-4721.

SECTION III BID FORM

My bid is hereby submitted in accordance with the requirements and specifications herein acknowledged as follows:

1. I agree to provide the products and services required at the prices quoted herein.
2. I carry General Liability and Workers Compensation Insurance, which is in force and shall remain in force during the term of the contract.
3. All prices quoted shall be firm for the term of this contract.

Company Name _____

Address _____

Telephone _____

Printed Name and Title of Owner or Authorized Individual

1. Project Identification: Litchfield Town Office Structure Repair

2. This bid submitted to: Town of Litchfield
2400 Hallowell Rd
Litchfield, Maine 04350

3. The Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the Town of Litchfield, and to perform and furnish all work and products as specified in the contract documents for the contract price and within the specified time in this bid and in accordance with the other terms and conditions of the contract documents.

4. Bidder has familiarized himself with the nature and extent of the contract documents, work site, locality, and any local conditions that in any matter may affect cost, progress, performance or finishing the work.

5. Bidder will complete the work for the following prices (may be on your own form):

Option 1: Remove part of deck _____ Option 2: Remove entire deck _____

Signature _____