

Town of Greenville
7 Minden St
PO Box 1109
Greenville, Maine 04441
207-695-2421
townmanager@greenvilleme.com

REQUEST FOR PROPOSALS FOR WINDOWS AND DOOR FOR THE SHAW PUBLIC LIBRARY

Released April 19, 2023

Purpose

The Shaw Public Library of the Town of Greenville is seeking proposals to replace the windows and door in the main building.

Inquiries

For information regarding this RFP, please contact Michael Roy; Town Manager at 207-695-2421, 7 Minden Street, PO Box 1109, Greenville, ME 04441, townmanager@greenvilleme.com

The scope of services expected, as a minimum, includes: removal of 12 windows and 1 door in the Main Library and replacement with new windows and a door.

SCOPE OF SERVICES:

Window and Door replacement

The contractor will at a minimum do the following work: measure the existing windows and door (at the ramp), removal and disposal of existing windows, installation of new windows and door.

Existing:

11 double hung window measuring approximately: 36 ½ inches by 75 ½ inches

1 double hung window measuring approximately: 16 ¾ inches by 44 ½ inches

1 exterior door measuring approximately 36 inches by 80 inches

Replacement windows:

We would like the following style windows to replace the existing windows listed above:

7 picture windows measuring approximately: 36 ½ inches by 75 ½ inches

4 single hung windows measuring approximately: 36 ½ inches by 75 ½ inches

1 single hung window measuring approximately: 16 ¾ inches by 44 ½ inches

1 exterior residential style door, full or three-quarter length glass, insulated, double paned measuring approximately 36 inches by 80 inches

Note: contractor is responsible for verifying all measurements prior to purchasing materials. All measurements listed above are approximate, for reference only.

PROPOSAL CONTENT

Proposals must include the following information to be deemed complete and responsive. Failure to supply the requested information may result in rejection of the proposal. The Town is not responsible for costs incurred by proposers or their subcontractors in connection with this RFP process, including but not limited to costs associated with preparing a proposal or associated with participating in any presentations or negotiations related to this RFP.

1. A **cover letter** providing a brief description of the business.
2. **Offered scope of services** – Please provide bid for Scope of Service.
3. **Any other information** that would be helpful to Town officials with a better understanding and evaluating the proposal.

PROPOSAL DEADLINE: May 19, 2023

Proposal Submission Proposers must submit copies of their proposals as follows: • Two (2) unbound copies

Proposals must be on standard letter-size paper (8½” x 11”). All supporting documentation must be on paper no larger than 11” x 17”. Emailed or faxed proposals will not be accepted. Proposers may choose to provide additional copies if and when invited to do so for presentation purposes.

Submissions will not be returned. Submissions will be retained by the Town of Greenville for a period of six (6) years or as otherwise determined, in accordance with the State of Maine Secretary of State, Maine State Archives Rules for Disposition of Local Government Records

Insurance

Please include evidence that your company will be insurable in the amount of at least one million dollars, and that the Town of Greenville will be named as additionally insured.

Submissions

Sealed proposals are to be submitted to the Greenville Town Office at 7 Minden St. PO Box 1109, Greenville Maine 04441, no later than 4 pm on May 19, 2023. Proposals must be submitted in a sealed envelope and clearly marked “**Library Window Bid**” on the outside.

The Town of Greenville reserves the right to accept or reject any or all proposals.

RESPONSE FORM

**REQUEST FOR PROPOSALS WINDOW AND DOOR REPLACEMENT AT SHAW
PUBLIC LIBRARY, GREENVILLE, ME.**

Released April 19, 2023

We herewith submit our proposal in accordance with the acknowledged requirements and specifications hereinabove and hereinafter and further agree to comply with the general specifications hereinabove and hereinafter.

Name of Firm: _____

Contact Person: _____

Address: _____

Phone: _____ **Cell Phone:** _____

Email: _____ **Printed Name:** _____

Signature: _____ **Date:** _____