

STATE OF MAINE
COUNTY OF PENOBSCOT
COURT OF COUNTY COMMISSIONERS



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BANGOR, MAINE
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William Collins, County Administrator

COURTHOUSE
97 Hammond Street – Bangor, Maine 04401-4998

Request for Proposals

Purchase and Installation of Aluminum Stairways, Ship Ladder Design

1. Statement of Service requirements and Special Conditions

1.1 Introduction and Background

The Penobscot County Courthouse is located at 97 Hammond Street; Bangor, Maine.

1.2 Our Intent

It is the intent of the Penobscot County Commissioners to purchase and install two aluminum stairways, ship ladder design for the third floor and attic space in the Penobscot County Courthouse.

1.3 Scope of Work and Service

- The Contractor to install two welded aluminum ship ladder design stairways in the Penobscot County Courthouse in accordance with OSHA Standard 1910.25
 - One from the Third Floor to the attic space Approximately 155” rise and a 80” run
 - One from the attic space to the roof hatch. Approximately 181” rise and a 68” run
- Contractor shall be required to take all measurements prior to bidding
- Contractor will be responsible for the removal and disposal of existing wooden ladders
- Aluminum ship ladders shall be constructed of heavy duty aluminum I bar grating stair treads with a maximum of 11” rise between steps
- Stair stringers to be 10” x 2.5” aluminum structural channel
- Each ladder shall be equipped with one railing welded to structural channel stringer
- All material to be (6061) aluminum

1.4 Time and Place of Work

- Installation will occur at the Penobscot County Courthouse, 97 Hammond Street; Bangor, Maine.
- Warranty shall be one year labor and lifetime materials
- We are requesting a start date any time after bid acceptance within 30 days and finishing no later than 2 weeks from start date.

1.5 Necessary Equipment

The Contractor shall possess all necessary equipment to install aluminum stairways, ship ladder design.

1.6 Right to Subcontract

The Contractor shall not subcontract the installation work without the express permission of the County. In the event that such approval is granted this does not relieve the Contractor of liability or responsibility under this agreement.

1.7 References

The Contractor will provide a minimum of three references of similar projects performed. Including the dollar amount contracted; location of the work performed; a point of contact and telephone number of the reference.

1.8 Insurance

1. Contractor shall maintain, at his own expense, insurance in the amount set below. Certificates of insurance, evidencing this coverage is required at bid. Certificates naming the County as additional insured' shall be furnished to the County Finance Director within ten days of notification of the receipt of this award.
2. Workers Compensation in accordance with the laws of the State of Maine.
3. Liability Insurance:
 - Comprehensive General Liability Insurance including contractual insurance in the amount of \$1,000,000 each occurrence and,
 - Automobile liability insurance in the amount of \$1,000,000 each occurrence and property damage Insurance of \$1,000,000 each occurrence.

1.9 Payment/Taxes

1. Penobscot County is exempt from sales tax.
2. The County Facility Director must sign off on completed work before payment is approved.

1.10 Pricing

The Contractor shall submit one fixed price for Penobscot County Stairway Project.
(See attached Pricing Sheet)

1.11 Termination for Cause

Penobscot County reserves the right to terminate contractor for failure to comply with the terms of this agreement or cause.

1.12 Submissions/Inquiries

Written proposals shall be submitted in writing in a sealed envelope marked “RFP-Penobscot County Stairway Project” and received no later than 4:30 p.m. Monday, November 18, 2019. Proposals shall be submitted to:

William Collins, Administrator
97 Hammond Street
Bangor, Maine 04401

Inquiries as to clarification of required services or questions as to terms of the RFP shall be submitted to:

Cap Ayer, Facilities Director
97 Hammond Street
Bangor, Maine 04401
(207) 944-5447

PENOBSCOT COUNTY STAIRWAY PROJECT PRICING SHEET

Penobscot County Commissioners

Vendor Name: _____

Date: _____

Purchase and Installation of (2) Aluminum Stairways, Ship ladder Design

\$ _____

Signed: _____ **/Dated:** _____

*If a vendor is unable to perform all aspects of this request for proposal said limitations shall be noted in the submitted proposal as stated on an attached document. **Penobscot County serves the right to accept/reject any and all offers which it deems in the Best Interest of the County.***

PENOBSCOT COUNTY STAIRWAY PROJECT AGREEMENT

This agreement is made this day of _____, 2019 between Penobscot County, 97 Hammond Street, Bangor, Maine and _____ a company with its principal place of business at _____ - Penobscot County Commissioners desire to retain the services of _____ to purchase and install of two (2) aluminum stairways, ship ladder design for the third floor and attic space in the Penobscot County Courthouse at 97 Hammond Street, Bangor Maine as outlined in the Request for Proposal.

1. The Contractor agrees to comply with the Scope of work and terms, requirements and special conditions in the Request for Proposal for the sum bid freely and contained on the pricing page.
2. The Contractor shall provide all of the materials as specified, equipment, tools and labor and perform all the work as necessary to perform under this agreement.
3. Contractor shall also provide duly qualified workmen and supervisors as is necessary to carry out the work required in this proposal.
4. Contractor agrees to the timeline required in this proposal.
5. Change order, alternation or deviations from the Scope of Work and Services that involve extra cost will be executed only upon the parties entering into a written change order agreement.
6. Resolution of disputes: If a Dispute arises concerning the provisions of this agreement or the performance by the parties, the parties agree to settle this dispute by jointly paying for binding arbitration as regulated by the Maine Uniform Arbitration Act with the Parties agreeing to accept as final the Arbitrators Decision.
7. Warranty: The Contractor warrants that the work will be free from faulty materials, workmanship and constructed according to the standards of the Building Code applicable for this location, constructed in a skillful manner and fit for habitation. The Warranty Rights and remedies set forth in the Maine Uniform Commercial Code Applies to this Agreement.
8. Penobscot County shall keep during the period of construction the building fully insured. The Contractor shall provide builders risk insurance in the amount specified in the Scope of Work in the Request for Proposal.
9. Proposer warrants that he/she maintains all licenses, certifications to perform this type of work. All necessary Permits shall be obtained and purchased by the Contractor.

In Witness Whereof the Parties Hereto have set their signature:

DATED

CONTRACTOR

PENOBSCOT COUNTY ADMINISTRATOR

REFERENCES

The Contractor will provide a minimum of three references for similar work performed:

	Job Location Dollar Amount	Contact Name Telephone Number
1		
2		
3		
4		
5		
6		