

STATE OF MAINE  
COUNTY OF PENOBSCOT  
COURT OF COUNTY COMMISSIONERS



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COURTHOUSE  
97 Hammond Street – Bangor, Maine 04401-4998

## Request for Proposals – Office Renovation, Penobscot County Courthouse

### 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 solicit proposals for the demolition and rebuild of 1,000 ft<sup>2</sup> of office space on the third floor of the Penobscot County Courthouse.

#### 1.3. Scope of Work and Service

- Contractor will remove & dispose of existing ceiling, shelving, wall paneling, doors, and trim work.
- Contractor is responsible for contracting a 30 yard dumpster drop off and pickup for demo disposal.
- Contractor will be responsible for the temporary removal of third floor exterior window to allow for demo debris to be lowered down to dumpster by means of man lift or chute. This will also allow for new materials to be lifted into project area. Contractor will re-install window when opening is no longer needed.
- Contractor shall have all exterior walls (approx. 650ft<sup>2</sup>) insulated using spray foam insulation to a depth of 3 ½”- 4”. (See SPECS.)
- Contractor shall coat all spray foam walls with a fire rated paint barrier. (See SPECS.)
- Contractor will be required to use a negative air machine to exhaust any fumes during the insulating and painting process.
- All exterior and interior walls to be re-studded where necessary and paneling replaced with 5/8” sheet rock.
- All interior walls to be insulated with roxul type stone wool insulation for sound proofing.
- All renovated space doors (six total) to be replaced with 3’0” x7’0” pre-hung metal frame mineral core birch doors.
- Corridor Doors (Four total) shall have a narrow light window and have a 90 minute fire rating.
- Contractor will construct a new corridor door opening through existing wall. (See PLANS)

## Request for Proposals for 3<sup>rd</sup> Floor Office Renovation Pg. 2.

- Contractor will be responsible for door installations along with hardware (brushed nickel) and closers.
- All new wall trim to be pre-primed.
- Contractor will be responsible for painting, staining, and urethane all doors, walls, and trim. Any finish coatings will require exhausting fumes out of the building.
- Existing bathrooms and corridors will remain the same with the exception that the contractor will patch, repair, and paint walls and trim in those areas.
- Penobscot County Facilities will sub contract ceiling, lighting, electrical, HVAC, and security contractors. Facilities Manager will work with building contractor for scheduling and coordinate those jobs.
- Contractor will be responsible to apply for building permits where applicable.
- All potential bidders are required to visit site prior to bidding. To schedule a visit, notify maintenance supervisor, Terry Sullivan at 949-5530.
- Contractor guarantees materials and workmanship for one year after acceptance by the owner following completion of project.
- Contractor must be bondable and a performance and materials bond may be required of successful bidder.

### **1.4 Time and Place of Work**

- Office Renovation will occur at 97 Hammond Street, Bangor, Maine .We are an operating business with normal business hours of 7:30 a.m. and 4:30 p.m. Monday through Friday excluding holidays. Coordinate your work schedule with facilities prior to starting.
- We are requesting a start date any time after bid acceptance until October 2<sup>nd</sup>, 2017 and finishing no later than 8 weeks from start date.

### **1.5 Necessary Equipment**

The Contractor shall possess necessary equipment to perform this job.

### **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.

## Request for Proposals for 3<sup>rd</sup> Floor Office Renovation Pg. 3.

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 \$ 1,000,000.00 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 a firm fixed price for “Penobscot County Office Renovation”.  
*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 Submission/Inquiries**

Written proposals shall be submitted in writing in a sealed envelope marked “**RFP – Penobscot County Office Renovation**”; and received no later than 4:30 pm September 18<sup>th</sup>, 2017. Proposals shall be submitted to:

William Collins, Penobscot County Administrator  
97 Hammond Street, Bangor, Maine 04401 (207) 942-8535

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

Terry Sullivan, Assistant Facilities Director  
Penobscot County  
97 Hammond Street, Bangor, Maine 04401 (207) 949-5530

Third Floor Office Renovation Pricing Sheet  
*Penobscot County Commissioners*

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

\$ \_\_\_\_\_

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 reserves the right to accept/reject any and all offers which it deems is in the Best Interest of the County.***

## PENOBSCOT COUNTY OFFICE RENOVATION AGREEMENT

This agreement is made this day of \_\_\_\_\_, 2017 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 renovate the 3<sup>rd</sup> floor office space 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 of 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 requested in this proposal.
- 4.) Contractor agrees to the timeline requested in this proposal.
- 5.) Change orders, alterations 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 reference for similar work performed:

1.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Job Location                      Dollar Amount                      Point of Contact

\_\_\_\_\_

Telephone Number

2.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Job Location                      Dollar Amount                      Point of Contact

\_\_\_\_\_

Telephone Number

3.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Job Location                      Dollar Amount                      Point of Contact

\_\_\_\_\_

Telephone Number

4.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Job Location                      Dollar Amount                      Point of Contact

\_\_\_\_\_

Telephone Number

5.) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Job Location                      Dollar Amount                      Point of Contact

\_\_\_\_\_

Telephone Number