

**PUBLIC NOTICE
REQUEST FOR PROPOSALS**

The Auburn Board of Cemetery Trustees is soliciting proposals for the re-roofing of the vault building at the Longmeadow Cemetery on Chester Road (NH Route 121).

The Cemetery Trustees have purchased all of the materials required for this project, with the exception of paint. The materials are presently on site.

Sealed proposals marked "LONGMEADOW RE-ROOFING" will be accepted at the Selectmen's Office until 12:00 PM on Friday, August 11, 2017. The bids will be reviewed the following week by the Cemetery Trustees, with a contract award to be completed by August 18, 2017.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site (www.auburnnh.us) under "Requests for Proposals".

The Board of Cemetery Trustees reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

TOWN OF AUBURN
BOARD OF CEMETERY TRUSTEES

July 27, 2017

TOWN OF AUBURN SPECIFICATIONS FOR RE-ROOFING OF THE VAULT AT THE LONGMEADOW CEMETERY

The Town of Auburn is soliciting proposals for the re-roofing of the vault at the Longmeadow Cemetery on Chester Road (NH Route 121).

Ideally, the Town would like to have the work completed by September 15, 2017.

Scope of Work

- Completely strip all existing shingles and drip edge.
- Replace shingles and drip edge with new weather edge, ice felt and asphalt shingles.
- Install new wooden weather vent.
- Scrape and paint all exposed wood.
- Properly dispose of old shingles and related materials & debris.

Note: All new materials have been purchased and are presently on site with the exception of paint.

CONTRACTOR RESPONSIBILITIES

- ✓ The Contractor will provide his/her own labor, tools, equipment, transportation, etc.
- ✓ The Contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.
- ✓ The Contractor must be conscious of the need to maintain general public access to the cemetery property during the course of this work.
- ✓ The Contractor shall provide five (5) year workmanship warranty.
- ✓ The Contractor will be responsible for the disposal of old shingles and related debris, and may move a container onto the site for this purpose if desired.
- ✓ Interested contractors wishing to view the job site shall contact the Auburn Cemetery Trustees in advance before commencing their inspection and estimating activity.

- ✓ If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PAYMENT

There will be no advancement of any funds. Payment will be made with-in two weeks of invoice submission. Final payment terms will be made once all work is satisfactorily completed and all surrounding grounds are clear of all debris.

CANCELLATION

The Town of Auburn reserves the right to cancel the contract by giving a 30-day written notice, if the service received should become unsatisfactory.

AWARD

Proposals will be received by the Selectmen's Office until 12:00 P.M. on **August 11, 2017**. The bids will be reviewed the following week at a meeting of the Cemetery Trustees, with a contract award to be completed by August 18, 2017.

The Town reserves the right to reject any and all bids, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.

Questions may be directed to the Town of Auburn Board of Cemetery Trustees, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052. If necessary, the questions will be referred to appropriate individuals with responsibility for the specific property in question.

TOWN OF AUBURN, NEW HAMPSHIRE
LONGMEADOW CEMETERY VAULT RE-ROOFING PROPOSAL

Name of Contractor / Vendor:

Address:

Telephone: _____

Per Hour Rate for re-roofing of Longmeadow Cemetery vault building:

OR

Lump Sum, Project Cost (Optional):

Other information or considerations:
