

**Cook Memorial Library, Tamworth, New Hampshire**  
**Request for Bids for**  
**Cook Memorial Library Exterior Painting Project**

I. Scope of Services

The Board of Trustees for the Cook Memorial Library is requesting bids from contractors with experience and references to paint (or stain as indicated) all exterior wood surfaces and certain exterior metal features of the Public Library located at 93 Main Street. The wood surfaces are (1) the entire (street facing) façade of the library, all wood surfaces on the sides and rear of the library building including soffits, fascia, cornices, two small wood shingled roof sections, and other ornamental woodwork, (2) casing and sills of wood windows and doors, (3) two wooden doors, (4) stiles and rails of the wood windows, including stained glass windows, and (5) one 24' wood rail fence with posts and caps along pathway to meeting room entrance. The metal features to be painted are (1) one metal lamppost, lamp housing and shade, (2) steel hand rail next to walkway leading to the main entrance, (3) metal lamp housing on fixture attached to end of wooden rail fence. In addition, repair small sections of foundation parging on the rear and west side foundations of the library building.

II. Workmanship Requirements

The building is a 122-year-old building on the National Register of Historic Places. Work done on exterior wood surfaces should be in accordance with best practices as recommended by the New Hampshire Division of Historical Resources and the Secretary of the Interior Standards for Rehabilitation. In essence, these sources state:

1. Removing paint from historic buildings—with the exception of cleaning, light scraping of loose layers, and light hand sanding to feather between layers of old paint or between old paint and exposed wood—should be avoided unless absolutely essential.
2. If conditions warranting old paint removal are identified the approach should be to remove paint to the next sound layer using the gentlest means possible, then to repaint.
3. Power tools, including pressure washers, heat tools, highly abrasive chemicals are inconsistent with best practices for historic preservation and must be specifically approved prior to use on this project.
4. Paint and wood conditions vary at different points on the building requiring a careful inspection before work commences. Each compass face of painted exterior woodwork (conditions vary based on sun and weather exposure) should be examined early in the planning phase and surface conditions noted.
5. If repair of rotted wood is impossible, replacement pieces should be in accordance with best practices for Historic Preservation. Damaged or rotted wood should be replaced “in kind” with rot-resistant wood.
6. There is lead paint present. Lead paint removal cautions must be taken but extensive abatement is not required. Contractor/subcontractor should be certified for lead paint removal.

III. Project Requirements:

The project is to be completed in accordance with the following requirements:

1. While accessing features to be painted, the contractor will use ladders, scaffolding, or lift devices in a manner that will not harm the new metal roof.
2. Wash all exterior wood and metal surfaces prior to scraping, sanding, or priming.
3. Let library director know of any exterior wood surface that is so deteriorated that replacement is necessary. A Board of Trustees representative will confirm that replacement materials conform to project and product requirements.
4. On all wood and metal surfaces, remove all peeling, scaling and old failing paint layers and caulking. Clean substrates prior to application of new caulking.
5. "Feather" sand all remaining paint surfaces to minimize edges of existing painting layers and create a smooth surface transition.
6. Use appropriate measures to collect all existing paint and caulking debris and appropriately dispose of such debris as hazardous waste (due to lead) at the end of each work day.
7. Fill any nail or other holes, cracks, joints or other penetrations on exterior surfaces.
8. Use rust-resistant nails/screws when refastening existing loose wood or installing replacement wood items.
9. Repair parging on sections of foundation at rear and west side of library building.

IV. Product Requirements:

Contractor will use premium quality products as detailed below. Contractors will follow manufacturer's instructions for applying the products used in this project. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions as instructed by the manufacturer are to be followed.

1. Caulking: Silicone-based caulking is required. Use an appropriate backer rod behind the caulking if the joints and cracks are larger than recommended depth and width of the caulking compound.
2. Primer: Oil-based stain blocking primer (or oil-based adhesion promoting primer as appropriate) on all wood surfaces. Tint to Top Coat color if needed.
3. Top Coat Paint for exterior wood surfaces (except window stiles and rails, doors and wood shingled roofing): premium quality latex satin finish. Tint paint to white shade equivalent to Sherwin Williams SW7004 "Snowbound."
4. Top Coat Paint for wood windows rails and stiles: premium quality satin finish as above, black (premixed okay).
5. Top Coat Paint for two wood doors: premium quality satin finish as above, red color equivalent to Sherwin Williams SW6328 "Fireweed."
6. Stain for two small sections of wood shingled roofs (note that these are new wood): premium quality natural cedar oil-based stain.
7. Top Coat Paint for metal surfaces: Superior quality oil-based metal paint. On the lamps and walkway hand rails, the color shall be a matching black.
8. Parging for foundation: Product must bond to rigid foam insulation. Will keep gray color inherent to product with no additional tinting or painting.

V. Warranty Requirements:

Contractor shall provide a minimum of a one-year warranty on the work covering parts, materials and workmanship. This will be provided in writing to the Cook Memorial Library Board of Trustees. All warranty repair work is to be provided at no charge to the Cook Memorial Library.

VI. Schedule Requirements:

The contractor will provide an estimate of time on site for completion of project. The contractor will provide a two-week notice to the Library Director before beginning the work. The project is to be completed before the end of autumn 2018.

VII. Bid Submission Requirements

All bids must provide a completed Bid Submission Form provided, with support documents included.

Contact and Submittal Information

Questions Related to the Bid Request:

Mary Cronin, Director  
Cook Memorial Library  
93 Main Street  
Tamworth, NH 03886  
603-323-8510  
director@tamworthlibrary.org

Bids Shall Be Submitted To:

Board of Trustees  
Cook Memorial Library  
93 Main Street  
Tamworth, NH 03886

There should be 2 components in the bid amount.

1. Cost for cleaning, scraping, sanding, caulking, priming, and painting or staining all of the areas defined in the scope of services, including all materials and equipment used incidental to the project.
2. Cost per hour (including labor and material) to replace shingles, trim and casing if the Trustees' representative confirms the contractor's recommendation a piece of trim or casing is so deteriorated that it needs to be replaced with new lumber.

In addition:

All bids must be received in a sealed envelope and clearly marked "LIBRARY EXTERIOR PAINTING" by 5:00 pm, Monday, November 13, 2017, to be opened immediately thereafter. Bid award, which will be contingent on funds appropriation at Town Meeting on March 14, 2018, is anticipated on Monday, December 11, 2017.

The Cook Memorial Library Trustees request that a total of two (2) copies of the bid submission form with attachments be submitted. The Town of Tamworth and the Cook Memorial Library assume no responsibility or liability for costs incurred by vendors in responding to this bid request or in responding to any further request for interviews, additional data, etc.

The bid submission form shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the bid is a firm offer for a ninety (90) day period from opening.

There will be two payments, 50% of total to be paid upon completion of trim repair/replacement and priming, 50% paid upon completion of painting after inspection and approval of the work by the Board of Trustees' representative. Contractor will specify that all suppliers and subcontractors have been paid before final payment is made.

The Cook Memorial Library Board of Trustees reserves the right to reject any or all bids as it may determine, to waive any non-material irregularities, defects in form or information in any bid, and to accept or reject any item or combination of items, where the best interests of the Town are served.

**Cook Memorial Library Exterior Painting**

**BID SUBMISSION FORM**

I submit this bid in compliance with the Cook Memorial Library Exterior Painting Project Bid Specifications.

Please include the following attachments:

1. LETTER OF TRANSMITTAL – statement of general understanding of project (include Employer ID #)
2. COMPANY PROFILE – include related project experience and training
3. REFERENCES – at least 3 commercial or large multi-story residential customers
4. SUB-CONTRACTORS – identify all subcontractors working on this project by name, address, and telephone number as well as their credentials
5. PROOF OF LIABILITY INSURANCE – (\$1,000,000 minimum) Naming the Town of Tamworth and Cook Memorial Library as additional insured.
6. WORKERS COMPENSATION INSURANCE
7. OSHA CERTIFICATES – for work site safety training, equipment use, scaffolding safety, etc. as they pertain to this project
8. WARRANTY – [Minimum of one (1) year following completion of work and Trustees' approval] Identify warranty period for workmanship and materials.
9. PROJECT SCHEDULE – Work must be completed prior to end of autumn 2018. The contractor must provide notification to the library director 2 weeks before work begins.

Estimated time on site \_\_\_\_\_ calendar days.

11. ADDITIONAL INFORMATION – bidder may provide additional information in an attachment for consideration.

I hereby submit the following bid which is a firm price for 90 days from submission deadline.

1. Cost for cleaning, scraping, sanding, caulking, priming, and painting all of the areas defined in the scope of services: \$ \_\_\_\_\_
2. Cost per hour (including labor and materials) to replace wood shingles, trim and casing: \$ \_\_\_\_\_ per hour

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Cook Memorial Library Exterior Painting Project**

**BID CHECKLIST for Cook Memorial Library**

<b>Documents to be provided</b>	<b>Document included or response provided</b>	<b>Received by CML Director</b>
<b>Letter of Transmittal</b> – statement of general understanding of the project. (Include EIN)		
<b>Company Profile</b> – include related project experience and training.		
<b>References</b> – at least 3 historic, commercial or multi-story residential customers		
<b>Sub-contractors</b> – experience and references of any involved in this project		
<b>Proof of Liability Insurance</b> - (\$1,000,000 min.)		
<b>Workman’s Comprehensive Insurance Certificate</b>		
<b>OSHA Certificates</b>		
<b>Bid for normal preparation and painting</b>		
<b>Hourly rate for replacing wood</b> (includes labor and materials)		
<b>Warranty</b> – workmanship & materials (1 yr min)		
<b>Project Schedule</b> – Indicates completion by end of autumn 2018; and has provided an estimated number of calendar days on site.		
<b>Certifies that bid prices are valid for ninety (90) days from bid submission deadline</b>		
<b>Additional Information</b> - (optional) bidder is welcome to provide any additional information that would be pertinent to this project.		