



City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

July 5, 2023

Dear Bidder:

The City of Auburn is accepting written proposals for a rehabilitation project concerning the property at **47 East Dartmouth St.** The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposal when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified. Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark **sealed** envelopes plainly: **"2024-001 ADA Compliance Upgrades"**.

There will be a **mandatory** pre-bid conference at the project site at **2:00 pm on Tuesday, July 18th, 2023.** Please review the specifications and be prepared to ask questions.

Please submit your proposal to the City of Auburn by **2:00 P.M. on Thursday July 27th, 2023.** Proposals must be delivered to Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, Maine 04210 on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals will be opened at 2:00 p.m. on that date in Room 206 (Community Room), Auburn City Hall.

Questions regarding this Request for Bids should be directed to Derek Boulanger, Facilities Manager/ Purchasing Agent, at dboulanger@auburnmaine.gov .

Sincerely,

A handwritten signature in black ink, appearing to read "DBL", written over a light blue horizontal line.

Derek Boulanger
Facilities Manager/ Purchasing Agent

PROJECT DESCRIPTION

Accessibility updates Interior / Exterior

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Submission of your bid must be in a **sealed** envelope marked **2024-001 ADA Compliance Upgrades**
2. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
3. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at the bid opening.
5. The City of Auburn reserves the right to eliminate any task(s) from the scope of work/bid prior to any contractual agreements as the City deems best for the interest of the owner or any budgeting constraints.
6. The City of Auburn reserves the right to waive any formality and technicality in bids, whichever is deemed best for the interest of the owner. Generally, awards will be made to the lowest responsible bidder. The owner, however, reserves the right to accept or reject any or all bids in whole or in part. In awarding a bid, the owner may consider but is not limited to the following factors: price and completion date.
7. Contractors **must** be current on all amounts due to the City of Auburn.
8. The contractor must be current with licenses and certifications and must have valid certificates of all required insurance prior to the City entering into any contractual agreement. Copies of required insurance and licenses relevant to the scope of work shall be included in the bid response package. Failure to include these documents may disqualify the proposal as incomplete.
9. Contractors are responsible for obtaining any required permits and must include the cost in their bid.
10. No contract may be assigned to a subcontractor without the written consent of the owner and City Staff. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

11. The selected contractor will be required to sign a construction contract. If you have not already reviewed the City of Auburn's contract, please ask to see it prior to submitting a bid.

12. Construction must begin within 90 days of the bid award. Failure to begin construction within this time frame will void the contract, and the project will be rebid.

General Conditions

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry, or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

BID PROPOSAL FORM

Due: Thursday, July 27th, 2023

To: City of Auburn
Derek Boulanger, Facilities Manager/Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature: _____ Name (print): _____

Title: _____ Company: _____

Address: _____

Telephone No. _____ Email Address: _____

STATE OF MAINE
_____, SS.

Date: _____

Personally appeared and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public _____

Print Name _____

Commission Expires _____

July 5, 2023

WORK WRITE-UP
PROJECT #2024-001 ADA Compliance Upgrades

OWNER / PROPERTY INFORMATION

Fanjoy, Keith
47 East Dartmouth
Auburn, ME 04210
207.784.7284 - 207.330.5264
Dexterguy15@gmail.com

CONTRACTOR INFORMATION

Company Name_____

Address_____

Phone _____

Signature_____

Title_____

LIST ANY SUBCONTRACTORS THAT WILL BE ENLISTED TO PERFORM WORK ON THIS PROJECT.
ALL LICENSES, CERTIFICATES AND COPIES OF INSURANCE MUST ALSO BE ATTACHED.

Contractor_____ Phone_____

Address_____

Contractor_____ Phone_____

Address_____

Contractor_____ Phone_____

Address_____

Contractor_____ Phone_____

Address_____

DESCRIPTION OF WORK

47 E. Dartmouth St.

Exterior

1. Demo / Haul Existing Deck – side entry stairs

The existing deck is to be demolished and hauled away. Main entry stairs on driveway side to be removed hauled away.

\$ _____

Exterior

1. Replace existing deck and stairs with new deck to include ADA approved ramp with access to both entry / exit points

Wood frame decks shall be in accordance with section R507 or as designated by a registered design professional if using nonprescriptive methods. Where supported by attachment to an exterior wall, decks shall be positively anchored to the primary structure and designed for both vertical and lateral loads. Such attachment shall not be accomplished using toenails or nails that may be subject to withdrawal. Where positive connection to the primary building structure cannot be verified during inspection, decks shall be self-supporting. For decks with cantilevered framing members connections to exterior walls or other framing members shall be designed and constructed to resist uplift resulting from the full live load acting on the cantilevered portion of the deck. All ramps should adhere to IRC Sec. 311.8 (Ramps) as well as all pertinent subsections.

All permitting and code checks must be acquired and completed when and where necessary, prior to project completion. All other requirements per IRC Sec. R507 regarding deck ledger / band joist / and deck lateral load connection requirements, must be met and inspections approved by City of Auburn Code Enforcement prior to final CD approval for payment release. Design and materials to be approved by CD prior to starting construction / all ADA requirements must be met (Entrance (ADAAG 4.13, 4.14, 4.5) / Doors (ADAAG 4.13) / Ramps (ADAAG 4.8 / Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)).

\$ _____

Interior / Exterior

1. Install ADA compliant Fire Safe Door where applicable

Doorway should comply with Emergency escape and rescue openings according to IRC Sec. R310 /R311 (means of egress) as well as ADA approved dimensions. Entry with and Threshold to entry / exit must comply with ADA regulations Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7) Entrance (ADAAG 4.13, 4.14, 4.5) Doors (ADAAG 4.13)

\$ _____

Interior

1. Relocate Washer and Dryer (including necessary electrical hooks ups as well as water / sewer and dryer venting where applicable) from Basement to First floor ground level living space.

- a. All required permits must be acquired by a Licensed Master Plumber prior to installation or relocation of any plumbing equipment.
- b. All required permits must be acquired by a Licensed Master Electrician prior to installation or relocation of any plumbing or other equipment requiring electricity including clothes dryer.
- c. Install auto clothes washer and dryer in a manner compliant to respective code.

\$ _____

BID TOTAL (to include any and all fees such as permitting fees) \$ _____

The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction. Submission of a bid is presumptive evidence that the bidder fully understood the entire scope of work required and will be responsible to complete project as defined on specifications provided and explained during the pre-bid meeting for the amount submitted.