



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
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Susan K. Givens, Ed.D.
Superintendent of Schools

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June 15, 2020

Request for Proposals
for
JR/SR High School Annex
Renovations
Schools of Newmarket

Contact: *Dave Jack*
Interim Business Administrator
SAU #31 Newmarket School District
186 Main Street
Newmarket, NH 03857
jackd@newmarket.k12.nh.us
(603) 292-7984

Introduction

The Newmarket School District (hereinafter referred to as SAU #31) seeks proposals from interested building and renovation contractors to provide build-out services at the Newmarket JR/SR High school annex building.

It is the intent of SAU #31 to use this RFP as a competitive means to enter into a contract or multiple contracts with the selected Contractor for “JR/SR High Annex Renovations”

Proposal shall include all labor rates and mark-up of materials as requested on the attached proposal sheet included.

Contractor Response

General Information

For further information, please contact:

David Jack
Interim Business Administrator
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7984

Due Date:

Proposals must be ***received*** at the below address on or before July 2nd at 2:00pm at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within seven (7) days after the submission opening date. A non-mandatory site visit has been scheduled for June 23rd at 10:00am at the JR/SR High School Annex building located at 213 South Maine Street, Newmarket, New Hampshire.

Submissions delivered/provided after the due date and time will not be considered.

Submit Proposal

Quantity: one (1) on supplied form in a sealed envelope clearly marked “JR/SR High Annex Renovations”

Attachments:

General floor layout

General scope details

Delivery of submission:

Mailing Address:

SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
3rd floor Business Office
Newmarket, NH 03857

Funding for this Request for Proposal starts July 1, 2020 with the start 2020/2021 fiscal budget.

SAU #31 Newmarket School District reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded. Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the School may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; selected for award based on the proposals, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with the SAU #31 Newmarket School Department being named as an additional insured based on the limits required for all vendors/contractors working within the Newmarket School District. Vendors/contractors shall supply the SAU#31 Newmarket School District with the properly filled out submission of IRS form W-9 upon award. Failure to supply required submissions shall constitute submission award withdrawal and award to the next qualified submission.

Scope:

Newmarket School District is seeking proposals to renovate the JR/SR High Annex building, formerly used as an art class and studio, to create four (4) offices, breakroom, open conference room, and storage room. The four (4) offices will be created in the existing open area located towards the front of the building. The wall construction shall be based on 2x4 construction on either wood or metal framing, insulated walls, sheetrock, prepped and finished, and painted. All existing spaces will receive different levels of attention based on the supplied drawing and informational sheets. All demolition and disposal necessary shall be included. The proposal shall include all necessary electrical, HVAC, plumbing, cabinets, general construction, flooring, window installation, doors, hardware, and finishes. The contractor shall include any fire detection changes to the facility to allow for occupancy by the School District. The scope of work is for a complete and operational space renovation to be occupied upon completion by the contractor. See details note sheet attached.

Any necessary permits shall be obtained by the contractor with fees being waived by the Town of Newmarket.

Flooring colors and designs shall be selected upon award based on contractor supplied samples. Wall finish colors shall be selected upon award based on contractor supplied color palettes based on three colors (trim, walls and accent walls colors) at the direction of the School District's representative.

Proposal Submission Form
SAU #31 Newmarket School District
JR/SR High Annex Renovations

Total proposal cost: _____

Number of days to start upon award: _____

Submission: _____ (Corporation, Firm, Individual or Company)

By: _____ (Officer, authorize Individual or Owner)

Name: _____

Mailing Address: _____

Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____

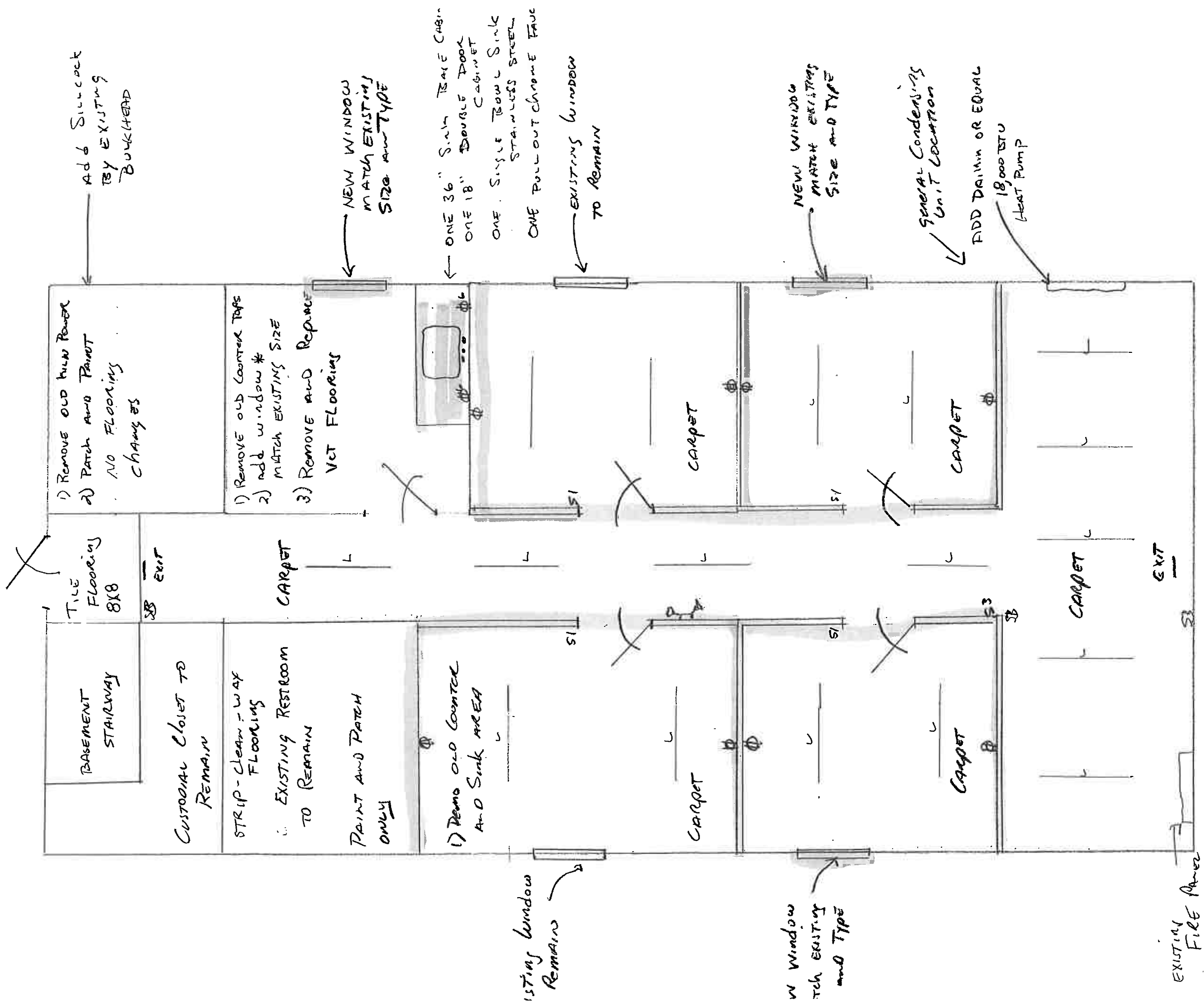
E-Mail: _____

Does the ownership or stock holders have relatives currently employed by the Town of Newmarket or the Newmarket School District?

Yes _____ No _____ If yes: Relationship: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. By signing this submission, you agree to all terms and conditions as detailed in the bid specifications. SAU #31 reserves the right to accept or reject any submissions.

SCALE BASIS: 1/4" = 1'



Annex Notes:

1. New wall 2x4 construction 16" centerline with fiberglass roll insulation.
2. Door 3' 0" pre-primed hollow six panel with colonial trim inside and out.
3. Add three windows type and style to match existing open room type.
4. Add kitchen counter with base cabinets based on maple or oak solid wood fronts.
5. Add kitchen sink with faucet. Faucet shall be pullout type.
6. Add receptacles as noted, GFI required at kitchen sink.
7. Old ceiling lights shall be removed and replaced with wrap around LED fixtures.
8. All walls and ceilings, except where noted, shall be patched and painted.
9. Carpet floors based on GameTime by Mannington – with vinyl cove base.
10. Electrical as shown – existing to remain with added locations.

HVAC

1. Add ductless heat pump as noted. 18,000 BTU wall hung type for indoor unit. Condensing unit shall be placed on a precast slab with stand. All electrical start-up testing shall be included.
2. Remove existing floor return grill and replace with 24x12 correct duct transitions.
3. Vacuum and clean all supply and return ductwork.
4. Recommission HVAC system to ensure proper air distribution.
5. Clean and service HVAC system. Filter shall be MERV pleated.

Electrical

1. Provide all receptacles as indicated in drawings.
2. Provide 4 ft LED Lithonia LBL4-LP840 or equal light fixtures.
3. Front open area shall have 3-way switching.
4. Each of the new offices shall have separate light switch.
5. Hallway shall be 3-way switching
6. Add two head emergency light to hallway.