



Town of Warren  
Request for Proposals

CONSTRUCTION OF 2 OFFICE SPACES AT THE WARREN TOWN OFFICE

The Town of Warren, NH is currently seeking proposals to construct 2 new offices in the Warren Town Office. This proposal should include 2x4 walls floor to rafters, 2 solid core birch doors with metal casement and glass, fiber glass insulation in all walls with 5/8 sheet rock on both sides, finished and painted, and vinyl cove baseboards on all walls. The proposal should also include the construction of 1 closet with adjustable shelving and with a solid core birch door and metal casement. The hallway door is to be widened to a finished width of 36 inches, no door needed. The proposal should also include reinstallation of ceiling with any necessary modifications to be completed. All electrical work to be contracted by the Town. Further specifications are available at the Town Office.

Certificates of insurance must be submitted with the proposal. All work to be completed during the hours 7:00AM to 3:00PM, Monday through Friday, no weekends or holidays.

All materials removed from the building and all scrap materials must be removed from the property and disposed of by the contractor.

The Town reserves the right to request additional information from the bidders, to reject any and all bids, re-bid, negotiate any contracts, to waive irregularities in the proposal, and to accept the proposal which, in the Town's sole discretion, best serves the interest of the Town, and waive any formalities in the bid process.

The Town of Warren request that the work be performed by the successful bidders' own personnel. Any subcontractors must be pre-approved by the Facilities Manager.

All bids must be submitted in sealed envelopes, addressed to the Town of Warren in care of Mr. Austin Albro, Town Administrator and plainly marked with the name of the bid and the time of the bid opening.

The Town of Warren will accept proposals/bids at the Warren Town Office, 8 Water Street, Warren, NH 03279 until **2:00PM on May 3, 2021** at which time they will be opened and publicly read aloud.

Other questions regarding this Request for Proposal may be directed to Facilities Manager, George Russell at (603) 764-5780.