

MIDDLE BASS TOWN HALL WINDOW REPLACEMENT: *Repair Windows* PROJECT SCOPE

April 2011

GENERAL SCOPE OF WORK:

The project will have a single prime contractor, to be listed as the General Trades Contractor. This project does not have any Electrical, Mechanical or Fire Protection work included.

The contractor shall provide all labor, tools, materials, equipment, insurance, supervision, and appurtenances and shall perform all operations complete as specified, implied, and or indicated in the specifications.

The scope of this project is the replacement of the sash portions and **repair** of the existing wood windows throughout the Middle Bass Town Hall.

It is strongly recommended that all contractors have a complete understanding of the project including: transportation to and from the island, transportation on the island, food and lodging requirements and the requirement to keep the Middle Bass Town Hall in an operable condition in accordance with the Town Hall Schedule of Events.

SPECIFICATIONS:

It is the intent of this project to replace all of the wooden sashes within the existing wood windows while maintaining the historical integrity of the building.

- The project work includes reconstruction to the exact size and shape of twenty-two (22) windows.
 - Sixteen (16) double hung windows on the ground level
 - one (1) fixed window unit above the front entrance doors
 - four (4) double hung windows on the second floor level
 - one (1) circular window unit located in the attic.
- All ground floor and second floor windows are to have removable screens.
- All window frames must be repaired, stripped and/or repainted.
- All sash cords and weights are to be replaced.
- Sash locks must be installed and/or re-installed.
- All windows are to be painted both inside and outside with 1 coat primer and 2 coats finish paint. *The Middle Bass Town Hall will provide interior finish paint only.*

- Windows must be left in an operable condition.

The existing glass panes are to be reused in the windows.

- Any panes that are cracked or broken are to be replaced. Some of the windows have already been repaired with regular glass.
- The front windows facing the street should keep the old lead glass to keep with the historic integrity of the building.
- New glass panes shall be used in the windows in the back of the building and on the north side of the building.
- An allowance of 40 new pieces of glass is acceptable for the bidding procedure.

It will be the contractor's responsibility to meet with the Middle Bass Town Hall Window Replacement Committee (WRC) to determine which windowpanes need to be replaced.

INSTRUCTION TO BIDDERS:

All communications for this project are to go through the Middle Bass Town Hall WRC. This includes, but is not limited to, questions on bids, scope of work, submittals, payment of invoices and clarifications of discrepancies with regards to specifications or with any other documents, etc.

The contractor shall comply with all laws, ordinances, rules, orders, and regulations and codes relating to the performance of the work required to complete the contract.

Prior to the execution of the contract documents, the Middle Bass Town Hall will require the contractor to furnish certificates of insurance coverage. Insurance which includes Public Liability and Property Damage of not less than \$1,000,000.00 each. The contractor will provide coverage for any subcontractors either by furnishing riders or by requiring all subcontractors to furnish their own insurance in like amounts. Middle Bass Town Hall shall be named as additional insured. Worker Compensation Insurance is also required. Exact insurance requirements will be outlined in the Contract.

The Contractor shall coordinate the work schedules with the Middle Bass Town Hall Board in advance of the exact scheduled dates. The Contractor is advised that church services are held every Sunday morning in the building from April until October. The building must be left in an appropriate manner for the services to be held. The Contractor will be furnished a Town Hall Schedule of Events at upon the award of the contract.

The Contractor shall haul the debris from the site daily, and make every effort to keep the construction and surrounding areas clean. The Contractor is

responsible for supplying their own dumpsters for clean up of debris. *Middle Bass Town Hall will NOT provide the dumpster or transportation of such.* If the contractor does not clean up, the costs for doing so will be charged back to the General Contractor.

It shall be the intent of the Middle Bass Town Hall to insure that safety measures be followed and not be compromised during the remodeling or construction in any way that will affect the health, safety, or physical well being of any workers and visitors.

Necessary precautions must be taken to protect all workers. These precautions involve Fire Safety and General Safety considerations.

Final checkout of the project must be preformed per a scheduled date with a designated member from the Middle Bass Town Hall Board and/or Window Replacement Committee as soon as possible after the project is completed. Completion of the final punch list shall be preformed in a timely manner. All as built drawings and close out documents must be turned over to the Middle Bass Town Hall and punch list items must be completed before final payment will be released.

PROPOSAL SUBMISSION:

The contractor shall submit his proposal on the attached bid proposal form. The contractor will submit the bid amount and contact information on or before **April 22, 2011** to:

Middle Bass Town Hall
Attn: Window Replacement Committee
P.O. Box 58
Middle Bass, OH 43446

The Contractor affirms that the Stipulated Contract Sum represents the entire cost as per the specifications, and that no claim will be made on account of the contractor overlooking any portion of the work or any increase in wage scale, material prices, taxes (where applicable), insurance, cost index or any other rates affecting the construction of this project.

Any and all additional work, change orders, etc., must have written approval from the Middle Bass Town Hall Board prior to performing this work, or it will be considered part of the original scope and not be considered for payment.

**MIDDLE BASS TOWN HALL
WINDOW REPLACEMENT: *Repair Windows*
CONTRACTOR BID PROPOSAL**

The undersigned Bidder, having full knowledge of the Site, Specifications, Instruction to Bidders, the form of Contract to be entered into and the conditions of the proposal, agree to furnish all labor, materials, supplies, equipment, machinery, transportation, permits and all other necessary or incidental items to the above captioned Contract, complete in every respect, in strict accordance with the specifications and other Contract Documents for the price named below.

TOTAL BASE BID \$ _____

_____ (Written amount)

Signature: _____

Contractors Name: _____

Representative: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Any and all additional work, change orders, etc., must have written approval from the Owner's Representative prior to performing this work, or it will be considered part of the original scope and not be considered for payment.