

**Nesmith Library  
8 Fellows Road  
WINDHAM, NH 03087  
Invitation to Bid**

**Relay Brick Walkway at Nesmith Library**

The Board of Trustees of the Nesmith Library is currently inviting bids from qualified individuals or companies, acting singularly or as consortium, to lift and relay the brick walkways and steps at the Nesmith Library

Specifications may be obtained at [www.nesmithlibrary.org](http://www.nesmithlibrary.org) ,  
[www.windhamnh.gov](http://www.windhamnh.gov) or at Nesmith Library, 8 Fellows Road, Windham, NH  
03087.

Bids are due by Monday, April 11, 2022 at 2:00 PM, and will be considered for award by the Board of Library Trustees at their meeting of April 11, 2022 at 6 p.m. Bidders may have a representative present if they wish.

The Library reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or informalities, and to accept any bid deemed to be in the best interests of the Nesmith Library and the Town of Windham.

The project will be contingent upon the outcome of Town Meeting and Library fundraising efforts.

**BID SPECIFICATIONS**  
**Relay Brick Walkway at Nesmith Library**

**SECTION I: GENERAL REQUIREMENTS:**

- A) Bids should state how all installations are warranted.
- B) Bids for this project must be submitted to the Library Director, Nesmith Library, 8 Fellows Road, Windham, NH 03087, by Monday, April 11, 2022 14 at 2:00 PM. Bids are to be submitted in a sealed envelope, clearly marked **Brick Walkway**. A bidder may attach any explanatory materials, brochures, or other documents, which may be of use in the presentation of the bid.

Bids will be publicly opened and read at this time by the Library Director or designee, and will be considered for award at a Library Board of Trustees meeting, which will held Monday April 11 at 6 p.m.

The Nesmith Library will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No facsimile bids will be accepted. Any unopened bids will be returned to the vendor. All inquiries relative to this bid shall be directed to:

Sylvie Brikiatis, Director  
Nesmith Library  
8 Fellows Road  
Windham, NH 03087  
(603) 432-7154  
director@nesmithlibrary.org

The Library is a tax-exempt organization.

- B) All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Library may request additional information after the bid opening.
- C) The Library is seeking a single turnkey bid. However, the Library will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility for the entire contract. The Library may request references for any bidders and/or subcontractors. Insurance certificates for bidders and subcontractors shall be provided in accordance with Section VII.
- D) Vendors may submit multiple bids. Each bid will be evaluated separately.
- E) The Nesmith Library reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to

negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Trustees to be in the best interest of the Library and the Town of Windham.

**SECTION II: EVALUATION PROCESS:**

The evaluation process will include each bid being reviewed by the Library Director and the Head of the Town of Windham’s Maintenance Department. The final recommendations will be submitted to the Nesmith Library Board of Trustees for their approval.

Vendors’ bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who cannot satisfy the Board of Trustees that it has sufficient ability and experience in this class of work and sufficient capital and plan to enable them to execute and complete delivery of the services successfully within the period defined herein. The Board’s decision or judgment on these matters shall be final, conclusive, and binding.

**SECTION III: TIME TABLE:**

The following schedule shall be adhered to under these specifications:

<b>Bid Due Date/Opening -</b>	Monday, April 11, 2022 at 2:00 PM
<b>Bid Award -</b>	Monday, April 11, 2022 at 6:00 PM at Trustees’ Meeting
<b>Job Start and Completion -</b>	<b>ASAP after bid is awarded</b> contingent upon Town Meeting, fundraising efforts, and library events.

**SECTION IV: SCOPE OF WORK: Relay Brick Walkways at the Nesmith Library**

The Nesmith Library is located at 8 Fellows Road, Windham, NH 03087.

The work under these specifications includes all labor, materials, staging, and equipment required to do the work that is specified, or reasonably implied in this document. The work to be performed shall be completed as follows:

**Scope of work:**

1. Provide all necessary materials, labor and equipment to complete lifting and relaying of existing brick pavers at the Nesmith Library. Replace cracked, damaged, or eroded brick with new brick pavers that will be provided outside the scope of this RFP.
2. Address drainage issues.
3. Remove existing bricks, trim, and underlay.
4. Replace existing metal paver restraints.

5. Remove granite curbing and reseat with at proper angle with cement base and mortar.
6. Patch parking lot asphalt after the curbing is reinstalled. Asphalt is to be cold planned a minimum of 18 inches back from patched area down to a depth of 1.25 inches. Emulsion is to be used to properly adhere new patch.
7. Supply paver restraints.
8. Supply materials for underlayment.
9. Install all to industry standards.
  - a. Minimum 6" to 10" processed gravel to be determined by town highway department.
  - b. An inch of sand or stone dust
  - c. Polymer sand between pavers
  - d. Compact underlayment with two inch lifts.
10. Remove all job related debris daily.
11. Supply a labor warranty for the term of not less than (2) two years.
12. Perform all areas of work in a timely and professional manner.
13. Contractor shall keep work area neat at the end of each workday and contained through the duration of the job.

Bidders are strongly encouraged to visit the site and take appropriate measurements and to evaluate the existing walkway; contact Sylvie Brikiatis, Director @ 603-432-7154 or [director@nesmithlibrary.org](mailto:director@nesmithlibrary.org) to arrange a site visit.

#### **SECTION V: PERFORMANCE BOND:**

The Library will require the vendor to post a one-year performance bond, at the time of bid award, for the full value of the contract if it exceeds \$35,000. This cost shall be included in the total bid price.

#### **SECTION VI: PAYMENT TERMS:**

The Nesmith Library and the Town's Maintenance Director will pay the successful bidder within thirty days of the date the project is completed and accepted, or other mutually agreed upon terms.

#### **SECTION VII: PENALTY:**

If, for any reason, the vendor fails to fulfill the terms of the bid, including the timeframes for completion, the Library shall have the right to impose penalties of up to \$100 per day.

### **SECTION VIII: INSURANCE:**

1. WORKER'S COMPENSATION INSURANCE - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work. The Library and the Town of Windham will both be named insureds.
2. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Library from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor. The Library and the Town of Windham will both be named insureds.
3. CERTIFICATES - The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased, for both the primary bidder and any subcontractors that will be conducting the work. The adequacy of protection shall be subject to the approval of the Board of Trustees. The Library and the Town of Windham will both be named insureds.

### **SECTION IX: REFERENCES:**

A list of references may be requested for review by the Library.

### **SECTION X: NON-COLLUSION CLAUSE:**

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: \_\_\_\_\_

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

\_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

**BID FORM**

--

Itemized Costs to complete the tasks outlined in the Scope of Work section  
above for **Brick Walkway at Nesmith Library**


Please note any exceptions or exclusions to the Scope of Work section above:

---

---

---

---