

**Town of Fletcher
33 Shaw Rd.
Cambridge, VT 05444**

**Request for Proposals
Office Space Within the Town Garage**

The Town of Fletcher is seeking a qualified contractor to supply labor necessary for construction of an office inside of the Town Garage.

Proposals will be received either in person or via mail at the Town Office, 33 Shaw Road, Fletcher, VT (Mailing Address – Town of Fletcher, 33 Shaw Rd., Cambridge, VT 05444), until 3:00pm on Monday, October 21, 2019.

All proposals shall be submitted in a sealed envelope marked on the outside with the words “2019 Garage Office”. All proposals will be opened at the Select Board meeting scheduled for Monday, October 21, 2019 at 7:00pm at the Town Office and the winning bid will be awarded that same evening.

Questions may be directed to Selectman/Road Commissioner Matt Gillilan, Tel: (802) 373-3517.

Specifications:

1. Contractor will be responsible for all framing, door and window installation, plywood and/or sheetrock installation, as well as painting of the inside and outside of the office space.
2. Contractor will provide an hourly rate and a total job cost. Payment will be 50% at the beginning of the job and 50% upon approved completion.
3. The Town will provide all materials. A material list is available at the Fletcher Town Clerk's office, either in person at 33 Shaw Rd., Fletcher, VT or requested via email to town@fletchervt.net
4. The Town will also coordinate with and hire a licensed electrician.
5. Contractor will provide a time frame for the work. Work can begin any time after acceptance of the proposal.
6. The work will need to be completed by December 1, 2019.
7. The Town reserves the right to accept or reject any and/or all proposals, in whole or in part, with or without cause; to waive any informalities, formalities, and technicalities in the process; and to make awards in any manner that is deemed to be in the best interest of the Town.
8. The contractor eventually awarded the project will be required to provide proof of general liability insurance in the minimum amount of \$1,000,000, naming the Town of Fletcher as an “Additional Insured,” and having Workers' Compensation coverage if applicable.