



**COUNTY OF CARROLL**  
**OFFICE OF THE COMMISSIONERS**  
Administration Building  
95 Water Village Road  
Ossipee, New Hampshire 03864-0152  
Phone 603-539-2428 • Fax 603-539-4287

## **REQUEST FOR PROPOSAL**

### **1. Introduction**

The County of Carroll, NH, Department of Corrections/Carroll County Jail has a metal roof that has been plagued with leaks. The Commissioners of Carroll County wish to engage the services of a company to evaluate the roof leaks, and provide a proposal to repair these leaks.

### **2. Submission Details**

A completed proposal shall be submitted to the Carroll County Commissioners Office, 95 Water Village Rd, Ossipee, NH 03864. All submissions shall be received before **4:00 pm, Thursday July 9, 2020.**

Each proposer must submit one (1) original, and five (5) copies of their proposal.

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the Carroll County Business Office prior to the date/time set as the closing time for receiving proposals.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the County of Carroll.

Proposals will be evaluated post bid opening by the Carroll County Director of Maintenance, and bid recommendation (if any) will be made upon satisfactory submission of bid, and possible interviews to determine and clarify the experience and responsibility of the proposer. The Director will make a recommendation to the Carroll County Commissioners, who will make the final decision to select the contractor.

Carroll County reserves the right to accept or reject any and all bids for any reason, and award bids deemed most advantageous to the County.

Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

### **3. Inquiries**

Clarifications of terms and conditions of the proposal, as well as requests for existing details, and scheduling of mandatory site visit for all submitting vendors shall be directed to:

Bob Murray  
Director of Maintenance, Carroll County  
95 Water Village Rd.  
Ossipee, NH 03864  
bmurray@mtnviewnh.org  
603-387-1289 (cell)  
603-297-4442 (office)

### **4. Project Schedule**

The project start date shall be determined after the notification of the award. However, it is anticipated to be prompt.

## 5. Working Agreement

The successful proponent will enter into an agreement with the County based upon the information contained in this request for proposal and the successful proponent's submission and any modifications thereto.

## 6. Detailed Requirements

A site visit to determine scope and suitability of repairs prior to bid submittal is **mandatory**. Proposals shall be evaluated to determine the best value offered to the County. All bidders shall be responsible to ensure that their submitted proposal is correct and complete. All costs associated with evaluation, purchase, procurement, setup, delivery, installation, etc. shall be assumed to be included in any submitted proposal. If any extra costs are discovered after submission of bid, and contract is awarded, it shall be the responsibility of the submitting bidder to absorb these costs. Disposal of materials shall be the sole responsibility of the winning bidder.

## 7. Proposal Information

Please mail or hand-deliver proposals to (emailed and faxed proposals will not be accepted):

Carroll County Commissioners  
c/o Carroll County Business Office-Mellisa Seamans  
Attn: Carroll County Dept. of Corrections Roof Repairs  
95 Water Village Rd  
Ossipee, NH 03864  
603-539-7751 phone

Proposals must be received no later than **4:00 pm, July 9, 2020**  
Bids may be opened at next scheduled meeting of the Commissioners