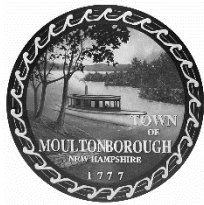


**Request for Proposals  
Construction of Pole Barn  
Public Safety Building  
Moultonborough, NH**

**Proposals Due 2:00 P.M. November 4, 2025**



**Angela Bovill, Town Administrator**



## TOWN OF MOULTONBOROUGH

### REQUEST FOR PROPOSALS Construction of Pole Barn Public Safety Building

The Town of Moultonborough is seeking proposals from qualified companies for the construction of a Pole Barn, located at The Public Safety Building, 1035 Whittier Hwy, Moultonborough, NH. The Proposals will be accepted until 2:00 p.m. on Tuesday, November 4, 2025, in the Offices of the Select Board, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The work includes providing all labor, equipment and materials necessary to complete a full-service installation, including all carpentry, electrical, and finish work. Site work and foundation/slab to be completed by others.

A detailed package with information on the services to be provided or items to be supplied by the vendor, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Bids & Jobs) or said Select Board offices during normal business hours. **A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, October 21, 2025 at the subject location.**

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. Bids submitted by mail should be placed in a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any questions with respect to this invitation must be received, in writing by mail, fax (603.476.5835) or email ([abovill@moultonboroughnh.gov](mailto:abovill@moultonboroughnh.gov)) Angela Bovill, Town Administrator, no later than 12:00 PM on Tuesday, October 28, 2025.

The Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Kevin D. Quinlan, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards  
Advertised: N/A  
Mailed: Bidders list  
Web: Town Web Site

**REQUEST FOR PROPOSALS**  
**Construction of Pole Barn**  
**Public Safety Building**

**REQUIREMENTS:**

1. A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, October 21, 2025 at the subject location.
2. Any questions with respect to this invitation must be received, in writing by mail at PO Box 139, Moultonborough, NH 03254, by fax (603.476.5835) or by email (abovill@moultonboroughnh.gov), by Angela Bovill, Town Administrator, no later than 12:00 PM on Tuesday, October 28, 2025. The answers, and any other changes or supplements to this document, will be posted on the Town's website as an Addendum no later than 4:00 p.m. on Thursday, October 30, 2025 ([www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) Bids & Jobs). It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.
3. Contractor shall provide all material, labor and equipment required to complete a full-service installation, including all carpentry, electrical, and finish work.
4. Site work, foundation, and slab to be completed *by others*.
5. Contractor shall complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
6. Contractor shall obtain the required permits from the Office of Code Enforcement.
7. Contractor shall construct the Pole Barn in accordance with the latest Building Codes.
8. Contractor shall perform all work in accordance with the requirements of the Town of Moultonborough ordinances and regulations.
9. Contractor shall clean up the site daily, receiving prior approval from the Town for any staging area of materials, dumpsters and the like. Disposal of materials is permissible at the Town's Solid Waste Facility at no charge to contractor during normal hours of Facility operation or by prior arrangement with the Town of Moultonborough.
10. Materials, equipment, and construction requirements shall be per Exhibit A and the posted plans, schematics, and specifications, or approved equivalent.

### **PROPOSAL SUBMISSION:**

1. A description of the firm and qualifications, and references of the individual who will be completing the work.
2. Completed Town of Moultonborough Bid Form (attached).

### **INSURANCE & HOLD HARMLESS:**

Prior to commencing work, and throughout the term of this contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage naming the Town, its officers, employees and assigns, as Certificate Holder and additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If a sub-Contractor is used for any portion of the work, the Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.

The Contractor shall indemnify, defend and save harmless the Town, and its officers, agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury, including death at any time there from, sustained by any person or persons or on account of damages to property, including loss thereof to the extent caused by the Contractor's negligent acts, errors, or omissions, in the performance of services under this Contract. The Town agrees that the Contractor will not be responsible for any suit, action or claim of loss or expenses because of bodily injury, or damages, caused by the Town, its officers, agents and employees due to the negligence or omission of the Town. This covenant shall survive the termination of this Contract.

### **DUE DATE AND METHODS OF DELIVERY:**

Sealed Proposals will be accepted until 2:00 p.m. on Tuesday, November 4, 2025, in the Town Hall Administration Office, 6 Holland Street, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Each submission should be in a sealed envelope marked, Town of Moultonborough, Construction of Public Safety Building Pole Barn with the due date clearly marked. If mailed, the proposal should be in a separate sealed envelope with the outer envelope marked similarly to prevent the bid from being opened in error.

It is the Contractor's responsibility to ensure that the proposal is received in the Town Administrator's office by the due date and time irrespective of whatever means of delivery chosen. Any submission received after the due date and time will be returned to you unopened.

**ANTICIPATED TIMELINE:**

Pre-Bid Meeting	October 21, 2025
Questions on RFP due	October 28, 2025
Opening of Proposals	November 4, 2025
Award of Contract	November 18, 2025
Contract Execution	TBD
Contract Start Date	TBD
Contract Completion	TBD

**PAYMENT PROCEDURE:**

Payment for this Contract will be one (1) upon 50% completion and one (1) upon final completion and acceptance of the work. Payment will be made upon invoice, within twenty-one (21) days of the acceptance of the work.

**Town of Moultonborough  
Construction of Pole Barn  
Public Safety Building  
Bid Form  
(Please Print in Ink or Type)**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

ATTENTION:      Board of Selectmen  
                         PO Box 139  
                         Moultonborough, NH 03254

Dear Honorable Selectmen:

Having examined the documentation provided with the subject Request for Proposals the undersigned proposes to furnish the requested item or materials as requested in accordance with the subject documents.

Bidder acknowledges receipt of the following Addenda (List Addenda by Addendum Number and Date):

Number	Date

**1. BASE BID:**

I propose to provide the total work required for the lump sum price of:

In Words: \_\_\_\_\_

In Numbers: \$ \_\_\_\_\_

**Bid Form**  
**Construction of Pole Barn – Public Safety Building**  
**November 4, 2025**  
**Page 2**

I understand that the Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for thirty (30) days prior to awarding a contract.

Time for Delivery: I will complete all work within \_\_\_\_\_ days (In Figures) of your notice to proceed.

**Note: In the event there is a discrepancy between the written bid amount and the numerical bid amount, the written amount will be the bid amount recorded.**

If I am notified my proposal is accepted within fifteen (15) days of the bids having been opened, I will execute a contract for the work within seven (7) days following Notice of Award.

I understand that the Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

Corporate

\_\_\_\_\_  
Title of Bidder

Seal

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## STATEMENT OF BIDDERS QUALIFICATIONS

### GENERAL INFORMATION:

A. Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

B. If a Corporation, answer the following:

When incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

Director's names (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

C. If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

State whether partnership is general or limited: \_\_\_\_\_

Name and Address of Partners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EXPERIENCE:

A. How many years has your organization been in business as contractor under your present business name? \_\_\_\_\_

B. What are the prior names of your organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? \_\_\_\_\_  
As a sub-contractor? \_\_\_\_\_

D. List below the largest projects your organization has completed.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Name and address of references for respective projects listed above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

E. List other references: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: \_\_\_\_\_  
\_\_\_\_\_

H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL REFERENCES

A. Name one (1) banking institution reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

B. Name two (2) credit references other than the bank listed above.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

## CERTIFICATION

I hereby certify that the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

Compliance			Construction of Pavilion/Bathrooms
Item #	Yes	No	<u>Specifications:</u>
1			<b>Walls:</b> Metal siding 8x8 Hemlock Timbers 2x4" strapping
2			<b>Roof:</b> Metal Roofing (color Black) 2x8 KD Rafters 1x6 strapping

This list is a general specification for the project and may not be all inclusive. Contractor is responsible for providing all necessary materials and equipment for a full-service operating installation meeting all applicable codes, ordinances, and regulations.

## Exhibit B

