



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – DOVER HIGH SCHOOL AND REGIONAL CTC MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	Tuesday, August 24, 2021
Meeting Time:	4:30 P.M.

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: r.lafleur@dover.k12.nh.us OR POSTAL MAIL ADDRESSED TO: DHS JBC, 61 LOCUST STREET, SUITE 409, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. Call to order and roll call
2. Citizen's Forum
3. Approval of Meeting Minutes from July 13, 2021
4. Manifest Approval
 - a. AAA Fence
5. List of Bid Approval
 - a. Animal Science Exercise Shelter Bid Approval
 - b. Proposal approval for relocation of Exhaust Reels on Auto Tech
 - c. Proposal approval for building of welding wall for sink and drain installation and associated work
 - d. Protective top cover for new fences (baseball and softball)
 - e. Proposal for painting of storage building
 - f. Auditorium-potential uses of remaining funds
 - g. Review remaining work items for prioritization and costs
6. Discuss current status of the gymnasium floor
7. Financial Report
8. Matters of Interest
9. Build next agenda and review action items

10. Adjournment

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by Joint Building Committee.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members. Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the Joint Building Committee. Statements shall be limited to five (5) minutes unless otherwise extended by the JBC chairperson, with the approval of the Joint Building Committee.

All citizens are permitted to place items on the agenda through written application to the Chair of the Joint Building Committee at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	July 13, 2021
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order via roll call on Tuesday, July 13, 2021 at 4:31 p.m. in Room 305 of the McConnell Center. Present were Bob Carrier, Dennis Shanahan, Sarah Greenshields, and Mark Geuther. Amanda Russell and Matt Severson were excused. Also present were Community Services Director John Storer, DHS Principal Peter Driscoll, and Business Administrator Mike Limanni.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM MAY 18, 2021:** Dennis Shanahan moved, Sarah Greenshields seconded to approve the minutes as presented. A roll call **VOTE PASSED 4/0.**
- IV. APPROVE MANIFESTS:**
- Dennis Shanahan moved, Sarah Greenshields seconded to approve DHSCTC340 in the amount of \$460.65 to Middleton Building Supply for work in the Animal Science area. A roll call **VOTE PASSED 4/0.**
- Dennis Shanahan moved, Sarah Greenshields seconded to approve DHSCTC341 in the amount of \$343.94 to Uline Shipping Supply Specialists for black wire shelving. A roll call **VOTE PASSED 4/0.**
- Dennis Shanahan moved, Sarah Greenshields seconded to approve DHSCTC342 in the amount of \$2,416.26 to Grainger for turnout gear rack. A roll call **VOTE PASSED 4/0.**
- V. LIST OF WORK TO COMPLETE DIRECTED BY CLERK OF THE WORKS:**
- A. Round Pen Bid Approval**—Due to Ms. Cartabona's absence, Mr. Storer offered to assist with determining status of Round Pen bid. He will meet with C&W Manager Mike Brooks and Mike Limanni for next steps and specifications for a bid. He is hopeful to have information available for the next meeting.
- B. Review remaining work items for prioritization and costs**—The list of outstanding items (yellow highlighted items) on the Financial report was reviewed. Mr. Storer will try to determine the status of items for the next meeting.
- VI. FINANCIAL REPORT:** Mr. Limanni reviewed financial information. His summary included the fundraising trust balance and anticipated GES JBC transfer. Ms. Greenshields expressed her desire to use all the available fundraising funds on the project since money was raised specifically for this project. She noted that many items were eliminated earlier in the project due to potential budget shortfall and believed that some of those items should be reviewed to determine if any can be added now. Mr. Limanni recommended creation of an advisory committee to determine potential needs. Mr. Shanahan recommended auditorium upgrades as a possible area to expend funds. Mr. Driscoll and Ms. Greenshields agreed that a ticketing system may be an area to explore for possible use of available funds. Mr. Limanni stated his belief that it would be difficult to recoup costs of the software to which Ms. Greenshields disagreed. Mr. Limanni added that there would be an annual



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cost in the form of a subscription in addition to a startup cost. Kingswood Regional High School was discussed as a potential model for this type of system. Mr. Carrier felt that this would be placed on a School Board agenda for discussion by the Superintendent and School Board. Ms. Greenshields will contact her outside source to try to obtain notes regarding research on this topic which was started prior to the pandemic.

- VII. MATTERS OF INTEREST:** There were no matters of interest discussed at this meeting.
- VIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting date is to be determined. Ticketing system will be added to the agenda in addition to outstanding items.
- IX. ADJOURNMENT:** Sarah Greenshields moved, Dennis Shanahan seconded to adjourn the meeting at 5:31 pm. An oral **VOTE PASSED 4/0.**

MAN. NO. CIPM#DHSCTC344
DATE: 8/24/2021

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
44432	AAA Fences 294 Durham Rd. Dover, NH 03820 <u>4016.1.600.46900.4725.07101.16.000.000.700</u>	202107668	COMPLETE	<u>\$ 102,366.00</u> \$ 102,366.00	DHS/CTC Fac. Improv. Inv.#0038303
TOTALS				\$102,366.00	

TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

102,366.00

Superintendent of Schools or Business Administrator

Date

Robert Carrier, Deputy Mayor, JBC Chair

Date



GC/AAA FENCE COMPANY 294 DURHAM ROAD
DOVER, N.H. 03820 603-742-0833

INVOICE # 0038303

08/12/2021

BILL TO:

SHIP TO:

DOVER SCHOOL DISTRICT - SAU #11
61 LOCUST STREET
DOVER, N.H. 03820

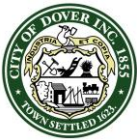
PO# 202107668

QTY.	PART #	ITEM	AMOUNT
1	NONE	REMOVE AND DISPOSE OF 588' OF FENCE ALONG SIDE OF BASEBALL FIELD. @ 35700.00 =	35700.00
1	NONE	REMOVE AND DISPOSE 427' OF FENCE ALONG SOCCER FIELD. @ 35364.00 =	35364.00
1	NONE	REMOVE AND DISPOSE 574' OF BASEBALL FIELD. @ 28302.00 =	28302.00
1	NONE	CONSTRUCT A 6' CHAIN LINK FENCE WITH 4' GATE TO RESTRICT PUBLIC ACCESS. @ 1300.00 =	1300.00
1	NONE	CONSTRUCT A 6' INTERIOR CHAN LINK FENCE IN STORAGE ROOM OF BLEACHERS. @ 1700.00 =	1700.00
TOTAL AMOUNT DUE:			\$ 102366.00

PAYMENT TERMS: DUE IN FULL UPON RECEIPT

Thank you for your business, we hope we can serve you again.

Visit our web site at www.gcaaafences.com



CITY OF DOVER

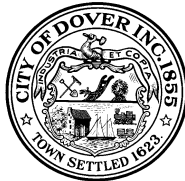
REQUEST FOR PROPOSAL

Request Type RFP

Number: **XXXX**

Title **Design & Build of New Animal Science ~~Rectangular~~
ShelterExercise Shelter**

Date August **XX**, 2021



City of Dover, New Hampshire SCHOOL DISTRICT

August 20, 2021August 18, 2021

REQUEST FOR PROPOSAL ~~XXXX~~ Design & Build Services for Dover High School – Career Technical Center Animal Science Program – ~~Rectangular~~Exercise Shelter

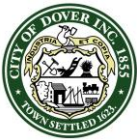
You are cordially invited to submit **proposals** to design and build a rectangular, sheltered enclosure for the Animal Science program. The new structure is required to provide a place to exercise and train animals in accordance with the attached specifications, terms and conditions. The intent is that the structure will have a full roof, half-walls, and sand floor. Prospective respondents are advised to read this information over carefully prior to submitting.

Five (5) Copies of the Proposal must be submitted in a sealed envelope, plainly marked:

**RFP #~~XXXXX~~ - Design & Build Animal Science ~~Exercise~~Rectangular Shelter
School District Finance Director
City of Dover
~~XXX~~ Locust Street, Floor 4
Dover NH 03820**

All proposal submissions must be received by September **XXXX**, 2021 at **1:00 p.m. EST**

SEC
Attachments



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type RFP

Number: **XXXX**

Title **Design & Build of New Animal Science Rectangular ShelterExercise Shelter**

Date August **XX**, 2021

IMPORTANT:

In order to be notified by email for projects associated with your service, visit our web page, <http://www.dover.nh.gov/government/city-operations/finance/bids> proceed to BECOME A VENDOR and add your company to our vendor database (if you have not already done so).

Contracted Services Code 1 Architectural and Drafting Services

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process. Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm.

Commented [PS1]: Does this paragraph apply to school district as well as City?

I. INTRODUCTION

The Dover, NH School District invites qualified architectural and construction firms to submit proposals to provide architectural design, cost estimates and turn-key construction services for a new 30 feet by 50 feet rectangular sheltered enclosure, but no smaller than 30 feet by 40 feet. This structure will be used by Dover High School – Career Technical Center (DHS / CTC) Animal Science Program. It is expected the structure will have a full roof, half-walls, with fenced opening to allow students to bring animals into a designated area for exercise or training. The intent is to match the color, materials, roof-pitch, etc. of the adjacent Animal Science Building (ASB) that was constructed as part of the new High School. The ASB was a pole-barn structure, supplied by Lester Buildings.

The rectangular shelter shall include but not be limited to the following:

1. The structure considered shall be 30 feet by 50 feet, but no smaller than 30 feet by 40 feet; the overall structure shall have a pitched roof with the highest peak being **Match pitch (specifically call it out) of adjacent Animal Science Building – Steph to confirm; 5:12.**
2. Photos/images of the existing ASB is provided to show preferred aesthetics and materials of construction. These are found as Attachment A.
3. A timber column structure (pole building) design with panels of fencing like materials to contain the animals would be acceptable.
4. The shelter should have 5-foot tall half walls, with material to match that of adjacent ASB. Ceiling height is desired to be approximately 12-feet above the finished floor, and exercise area.
5. Half height walls will include one gate access sized for animals (approximately eight feet wide) and one access for people (approximately three feet wide). Each gate shall be provided with appropriate ADA hardware as currently installed at ASB.
6. A roof that will withstand expected snow and wind loads must cover the enclosure.
 - a. Existing site conditions plan is attached as reference for design team use to determine roof load is noted on Attachment B; noted existing conditions.
 - b. Please consider metal roof for this structure as the existing Animal Science Building (ASB) is metal roof. **(Stephanie to confirm)**
7. The existing site plan which identifies drainage and other utilities is being provided as Attachment B.

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8. The structure is intended to be located at least 60 feet from the existing ASB to ensure NFPA life safety codes are not invoked with this exercise facility. A preliminary, non-binding assessment of life safety codes was conducted, and it appears that based on the proposed use and separation for the main ASB, the structure can be classified as an agricultural/utility use, and does not require the same life-safety or occupancy codes of the adjacent ASB.
 - a. All proposals should specifically note any concerns about life-safety, or occupancy codes.
 - b. As a Bid Alternate, please provide an electrical add-on to install emergency egress lighting, and lighting to illuminate a path to and from the ASB. Any interior lighting with switching would be required to be rated for exterior weather conditions.
 - c. As another Bid Alternate, please provide a price to install a single ¾-inch domestic water supply service. The intent of the water service would be to provide a single, cold-water tap to fill a water trough or bucket to care for the animals. The water supply would be seasonal in nature, so no insulated enclosure or frost-protection would be required. The School Department would work with the City to secure and provide necessary water meter and backflow prevention.
9. A proposed Site Plan is being provided as Attachment C, which shows preferred location of new facility. Slight adjustments may be permitted to avoid any potential site or infrastructure conflicts.
10. The floor of the rectangular pen shall be a 6-inch base layer of clean sand, overlaid on a base of 12-inch structural gravel. Proposals should note details on sand and gravel proposed, including gradations or sieve analyses.

The pen would be located approximately sixty feet to the right of the Animal Science Building (ASB) and just off the animal fence towards the back. The area available for a pen would be thirty feet by ~~fifty~~ sixty feet. This area does not interfere with underground utilities and is somewhat level grade. (please refer to Attachments B & C). Proposals should include all site-work costs, including verifying existing conditions, alerting Dig-Safe, clearing, grubbing, protection of abutting property, and all test-pits, excavations, material, aggregate, back filling, grading, and site restoration.

A preliminary, non-binding assessment of life safety code requirement was conducted, and it appears that based on its use and separation from the main ASB, this will be viewed as agricultural / utility and does not have the same requirements tied to a traditional education facility. All plans developed will be reviewed by TRC (Technical Review Committee), IS (Inspection Service) and (PB) Planning Board to provide a final assessment performed based on the final design. Upon selection of the successful design team the proposal will need to be presented at City Council for approval prior to design commencing.

Extensive experience in architectural/engineering design and construction services for a rectangle pen are essential criteria for selection. In addition to detailed cost proposals, firms are asked to submit statements of Proposal, experience in design and construction administration, including references of other facility projects that have involved their respective firms. The City and School Department reserve the right to proceed with whatever proposal they deem to be in their best interests.

Architectural firms may partner with construction firms with experience with agriculture facilities and rectangle pens to submit their qualifications. In this event, qualifications of all partners shall be submitted together.

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	Date	August XX , 2021

II. GENERAL REQUIREMENTS

Vendors submitting proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional, relevant information may be included with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of responses to this RFP are the sole responsibility of the vendor. The City of Dover School District reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept on one or more items of a submission, on all items of a submission or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the submissions.

Questions and all inquiries should be directed in writing to Stephanie Cartabona, Facilities Project Manager, s.cartabona@doover.nh.gov no later than 7 days prior to the bid date and time on the cover page of this document.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Purchasing Agent prior to submission of the response.

The selected firm will provide design and construction documents to include but are not limited to architectural, structural, mechanical, electrical, plumbing, fire protection, interior design, landscaping design and bid specifications.

Upon review and approval of the proposals, the City of Dover reserves the right to proceed with design and construction documentation services with the selected firm.

The selected firm will be required to retain and will be responsible for coordination of all engineering / consultants.

At any time during any of the design phases, the Owner reserves the right to terminate the contract with the selected firm.

III PROJECT REQUIREMENTS THE SELECTED FIRM WILL NEED TO MEET

The selected firm will be asked to create an Architectural/Engineering Design for the Rectangle Pen shall include the following:

- A narrative explaining the design as well as any plans or images to show the design created and costs associated with the project

IV INFORMATION AVAILABLE

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Attachment A – Existing building location plan (not to scale)
Attachment B – Utility site plan for area considered as location of rectangular pen.

V TIMELINE

Proposals Due: as outlined on page one of this document
Interview(s) of possible firms week of September **XX**, 2021
Award of contract by High School Joint Building Committee October **XX**, 2021
ASB rectangle pen to be complete by April 2022 – these targets need to be confirmed

VI SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

- All items outlined in Section VIII of this document

Insurance (as outlined in the sample agreement)

The successful vendor will be required to submit certificates of insurance showing minimum liability limits of \$2,000,000.00 aggregate, including professional liability. The types of liability coverage and workers compensation participation shall be identified. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as an additional insured.

Bonds Required for Construction Projects over \$35,000.00

Performance Bonds at 100% of contract and labor/ material payment bonds at 100% of the contract will be required of vendor awarded the contract.

Independent Contractor Relationship

The vendor selected by this RFP shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Dover.

The vendor selected will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Dover, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract. All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. The vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by City. Copies of such permits and licenses will be forwarded to the Purchasing Agent and Project Manager for the file prior to work commencing

VII SELECTION

A selection committee will review submissions. After review of submissions and prior to final ranking, the committee may, at its discretion, conduct interviews with a limited number of firm(s). The Committee may, at its discretion, visit sites representing the work of a specific firm. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on their approach to this project and the design team professionals who will be directly involved in the project.

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The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The Committee will rank the vendors and negotiate with the most qualified vendor on price, terms and conditions. The Committee's recommendation will be submitted to the City Council for consideration. City Council approval is required for the award contract.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Costs for turn-key design & construction of proposed facility.
- Quality of information based on completeness, relevance, conciseness and organization of submission materials
- Demonstrated experience in providing architectural/engineering design and construction
- Qualifications of design team members to lead project effort. This must include the actual team that will be assigned to this project, not just available staff or consultants. At least one team member assigned to this project must be an architect currently licensed in the State of New Hampshire and AIA certified
- Demonstrate the ability to accurately develop needs and project budgets and maintain those throughout the project
- Creativity in developing unique design solutions for customer service center
- Have the available resources to complete the project
- Customer Support/communication/meetings/field work

VIII RESPONSE FORMAT

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked "**RFP #XXX - Design & Build of New Animal Science ~~Rectangular~~
ShelterExercise Shelter**". Proposals should include but not be limited to the following information.

Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Submitter to include all listed items will result in their submission being rejected.

Tab I – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the City of Dover will sign the letter.

Please include all contact information.

Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services, schedule **and** terms and conditions of agreement sample.

Tab 3 – Company Background

- Years in business under present name

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- Any business name changes and the reason for the change
- Name and address of each office location
- Ownership structure (Corporation / Partnership)
- Names and titles of officers in the company
- Company trade organizations / associations / affiliations
- Description of the firm's philosophy

Tab 4 – Qualifications

- Describe firm qualifications, experience and project understanding
- Provide resumes for key personnel that will be assigned to this project
- Demonstrate the firm's qualifications and experience in agriculture rectangle pen specific projects

Tab 5 – Project Manager

- Identify the Project Manager, including experience and qualifications related to facility design and construction
- Show the organization of the proposed designed team

Tab 6 – Firm Resources

- Describe the firm's personnel resources available to the Project Manager
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project

Tab 7 – References

- Provide references (with contact name and telephone number) of similar design projects for which your company has, in whole or in part, provided services. If the responding firm is legally contracting a firm with experience in planning in this type of facility the subcontracted or partner firm must also provide references of similar design projects that the subcontracted/partner firm has in whole or in part provided.

Tab 8 – List of Ongoing and Completed Projects

- Provide a list of similar projects in which your company is currently involved, or has been involved. Please list project description and status.

Tab 9 – Customer Support

- Describe the firm's physical availability to the City of Dover in terms of communication, meetings and fieldwork.
- How will distance from the project site and the City of Dover affect the response time to critical matters pertaining to the project?

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CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	na
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:	na	Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.

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2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy. When submitting monthly application for payment contractor shall provide 10% retainage for the duration of the project
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

**RTM
MECHANICAL
SERVICES, INC.**
17 Production Drive, Dover, NH 03820-6510
Office: 603-772-9779 Fax: 603-772-0389

Proposal:

Proposal submitted to:
Dover High School / SAU 11

Phone:
603-817-6989

Date:
August 18, 2021

Street:
25 Alumni Drive

Job Name / Location:
Automotive Garage

City, State and Zip Code:
Dover NH 03820

Contact:
Stephanie Cartabona

We hereby propose to furnish, in accordance with specifications below and/or attached pages, all material and labor necessary to complete the following scope of work:

Drop (4) existing garage exhaust extraction spools (with hoses) and relocate on opposite side of ductwork connections.

Additional specifications and provisions:

RTM Mechanical will supply all labor, man lifts, and potential duct fittings/ sealant for relocation project

Materials (up to 2 scissor lifts, sealant, and incidentals) – \$600.00

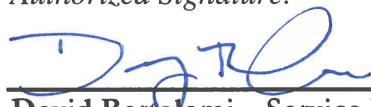
Labor (2 men 8 hrs for each system plus additional 8 hrs for any duct reworking and testing) - \$7,840.00

for the sum of: Eight thousand Four hundred Forty and 00/100 (\$8,440.00)

Payment to be made as follows:

Unless otherwise specified, payment terms are as follows: 100% at completion.

Payment terms net30

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below which involve extra costs will be executed only upon written order and will become an additional charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our technicians are fully covered by Workmen's Compensation insurance.	<i>Authorized Signature:</i>  David Bertolami – Service Manager
--	--

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance: _____

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.



Proposal

Proposal submitted to:
Dover High School

Phone:
(603)516-6900

Date:
August 10, 2021

Street:
25 Alumni Drive

Job Name / Location:
Hose Reel Relocation

City, State and Zip Code:
Dover, NH 03820

Contact:
Stephanie Cartabona
S.Cartabona@Dover.NH.gov

We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following scope of work:

Disconnect (4) Hose Reels from exhaust ductwork.
Relocate (4) Hose Reels to opposite side of main duct.
Reuse existing duct fittings and fabricate new as required to connect Hose Reels in new location.

Additional specifications and provisions:

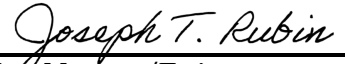
- (1) 25' Scissor Lift Rental
- Mechanical Permit/Inspection

Note: Work performed during normal business hours. Does not include any power wiring or removal of vehicles to perform work.

for the sum of Five Thousand, Eight Hundred Forty-Seven and 00/100 dollars - \$5,847.00.

Payment to be made as follows:

Standard terms apply. No Premium Time.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.	<i>Authorized Signature:</i>  Joseph T. Rubin, Project Manager/Estimator Note: This proposal may be withdrawn by us if not accepted within 30 days.
--	--

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Unless otherwise specified, payment terms are as follows: 45% due at signing, 45% due when equipment / materials delivered on site and 10% due at completion.

Date of Acceptance: _____

Authorized Signature: _____

Energy Services Division

89 Holland Way
Exeter, New Hampshire 03833
Office: (603) 929-0910
Fax: (603) 929-0973



Unified Builders Inc
688 Calef Highway • Barrington, NH 03825 • Phone: 603-905-9004

Dover, City of
603-534-0367

288 Central Avenue
Dover, NH 03820

Job Address:
25 Alumni Drive
Dover, NH 03820

Print-date: 8-10-2021

Scope of Work

Install a 6' length wall for sink installation and drain accessibility in Welding Shop

- Install steel stud wall
- install 5/8" fire code drywall
- Tape and Compound wall
- Allowance - Create a channel from sink drain to floor drain in concrete floor
- Allowance - Prepare and Install concrete to close channel in concrete floor
- Install FRP panels on sink side only of wall
- Clean Up Job Site - Daily
- All materials are to be supplied by client

Unforeseen conditions such as rot repair on main structure is not included in this estimate as they are unknown at this time

Owner will supply electricity for the duration of the project

Price Breakdown

Framing Materials & Labor

Group Price: \$1,206.93

Title	Qty / Unit	Unit Price	Price
3 5/8x12' Metal Runners 20 gauge	3	\$0.00	\$0.00
3 5/8x12' Metal Studs 20 gauge	2	\$0.00	\$0.00
3 5/8x14' Metal Studs 20 gauge	3	\$0.00	\$0.00
8x1/2 TEKS Self Drilling Screws	1	\$0.00	\$0.00
Small Tools and Supplies	1	\$0.00	\$0.00
Framing Steel Stud Wall Lead Carpenter	15	\$53.36	\$800.40
Framing Steel Stud Wall Laborer	9	\$45.17	\$406.53

Drywall Materials & Labor

Group Price: \$1,377.48

Title	Qty / Unit	Unit Price	Price
-------	------------	------------	-------

4x8x5/8 F.C. Gypsum Board	3	\$0.00	\$0.00
4x12x5/8 F.C. Gypsum Board	1	\$0.00	\$0.00
Durabond 20 or 45	1	\$0.00	\$0.00
Lite Weight Joint Compound	1	\$0.00	\$0.00
1 roll Fiba Tape	1	\$0.00	\$0.00
#6X1 5/8 Drywall Screws - coarse thread	3	\$0.00	\$0.00
1.25x10' Corner Bead	4	\$0.00	\$0.00
Drywall Hanging Foreman	8	\$45.17	\$361.36
Drywall Hanging Laborer	4	\$28.18	\$112.72
Drywall Taping Foreman	20	\$45.17	\$903.40

Concrete Floor Materials & Labor - Allowance	Group Price: \$1,323.74
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Title	Qty / Unit	Unit Price	Price
Allowance -Rental - Handheld Concrete Saw - 1 day	1	\$125.00	\$125.00
Allowance - 80# Concrete Mix	4	\$0.00	\$0.00
Allowance Concrete Floor Lead Carpenter	14	\$53.36	\$747.04
Allowance Concrete Floor Laborer	10	\$45.17	\$451.70

Sink Side Wall Covering Materials & Labor	Group Price: \$394.12
--	------------------------------

Title	Qty / Unit	Unit Price	Price
4x8 FRP Panels	2	\$0.00	\$0.00
FRP Divider	1	\$0.00	\$0.00
FRP End Cap	2	\$0.00	\$0.00
FRP Inside Corner	1	\$0.00	\$0.00
FRP Rivets	1	\$0.00	\$0.00
FRP Adhesive	1	\$0.00	\$0.00
FRP Installation Lead Carpenter	4	\$53.36	\$213.44
FRP Installation Laborer	4	\$45.17	\$180.68

Job Site Clean Up	Group Price: \$112.72
--------------------------	------------------------------

Title	Qty / Unit	Unit Price	Price
Job Site Clean-up Labor	4	\$28.18	\$112.72

Administrative Overhead	Group Price: \$0.00
--------------------------------	----------------------------

Title	Qty / Unit	Unit Price	Price
Administrative Overhead	1	\$0.00	\$0.00

Total Price: \$4,414.99

This estimate will expire 7 days from the date the proposal is submitted to the client whether in person or electronically.

Terms and Conditions

Signatures: Signature(s) by Owner/Client and Contractor signifies an agreement by both parties that the proposal henceforth represents a legally binding contract between both parties.

Deposit: Subject to additional charges pursuant to any Change Orders, Owner/Client agrees to pay the Contractor the sum of 25% of the total "Contract Price" before project will be scheduled to begin. All funds shall be paid in US dollars. The 25% deposit will be applied incrementally to each invoice submitted to the client for payment. Should there be a credit balance due to a reduction in labor or materials from the initial estimate, a refund will be issued within 14 business days of payment of the final invoice.

Progress Invoices: Contractor shall submit to Owner/Client a progress invoice for payment upon completion of the scope of work in each segment of the Contract. Contractor's invoice shall be itemized and supported by Contractor's schedule of values and any other substantiating data as required by this Agreement. Owner/Client shall pay each invoice within 7 business days from the date of the invoice.

Allowances: Any lines marked with an (*) indicate an allowance cost. The cost to cover the material(s), including the labor to install the specified material(s), overhead and profit are included. Owner(s) understand and agree that ANY LABOR AND/OR MATERIAL ALLOWANCE AMOUNT may be more, or less than the figure specified in this Contract, and that any adjustments will be made on the final billing for this job. Please note that a Change Order will need to be applied should the cost of the material(s) exceed the agreed upon allowance price listed here.

Transaction Fees: Payments made by a credit or debit card will incur a 3% transaction fee. This fee may change at any time as dictated by the credit card merchant. There is no fee for payments made by check, direct deposit or electronic wire transfer.

Client Selections: All Client choices/selections must be made in a timely manner. Charges resulting in the return of materials due to Client decisions, will be billed to Client. Client is responsible for any restocking, trip/delivery charges.

Change Orders: Any changes to the original scope of work or specification to include upgrades will require a written "Change Order". All change orders must be agreed upon in writing prior to the commencement of the additional/amended work to be performed. Client is responsible for any additional costs due to any Change Order. Unless otherwise agreed upon by both parties, all change orders must be paid in full prior to the commencement of the work to be performed. Under no circumstances shall the client instruct or otherwise direct an employee, contractor and/or subcontractor to make changes in the original scope of work or specification. All requests must be directed to, and approved by management of Unified Building Group, Corp and processed as outlined above.

Worksite Conditions: Safety is of paramount concern. Job space/site must be unobstructed and accessible to UBG employees and sub-contractors before the start of work each day. The work site shall be considered inaccessible to anyone who is not a UBG employee, sub-contractor or affiliate. Clients may not enter job site without a UBG representative present. All UBG equipment/tools or sub-contractor equipment/tools is considered private property and is not to be touched or used in any way.

Outside locations shall be maintained by the Client free of snow and properly sand and salted. Client responsible for snow clearing and providing a safe path to work site. If UBG is required to provide snow clearing and sand/salt, Client will be charged for services. Any expenses resulting in work stoppage due to unanticipated snow clearing is the responsibility of the Client.

Dust and noise are unavoidable in all demolition situations. The work location can often be dangerous, so be sure to have young children and pets out of the work area and an unobstructed path cleared through your home to the outdoors.

UBG shall leave the jobsite cleared of all construction debris and in "broom clean" condition.

Warranty: At the completion of the project, Contractor shall warranty the project for one year against defects in

workmanship or materials utilized. The manufacturer's warranty will prevail. UBG does not warranty materials/equipment/fixtures that are not directly purchased by UBG. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after one year beyond the completion of the project or cessation.

Entire Agreement: This Agreement contains the entire agreement between the parties. All negotiations and understandings have been included in this Agreement. Statements or representations which may have been made by any party to this Agreement in the negotiation stages of this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.

NEW HAMPSHIRE LAW, RSA 359-G, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, REMODELED, OR REPAIRED YOUR HOME. SIXTY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR AND/OR PAY FOR THE DEFECTS. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.

Client Signature:

Client Name Printed:

Date:

Client Signature:

Client Name Printed:

Date:

Contractor Signature:

Contractor Name Printed:

Date:

I confirm that my action here represents my electronic signature and is binding.

Signature

Print Name:

Date:

**Newport, NH**

351 Sunapee Street
PO Box 267
Newport, NH 03773

603-863-1050

Fax: 603-863-3964

Claremont, NH

Pleasant & Mulberry St.
PO Box 396

Claremont, NH 03743

603-543-0123

Fax: (603)-543-1592

W. Lebanon, NH

Colonial Plaza
5 Airport Road Unit 2
West Lebanon, NH 03784

603-298-5641

Fax: (603)-298-5809

Walpole, NH

40 Meadow Access Lane
Rt. 12 North Meadow Plaza
Walpole, NH 03608

603-445-5953

Fax: (603)-445-2135

Middleton, NH

Middleton Building Supply
5 Kings Highway
Middleton, NH 03887

603-473-2314

Fax: (603)-473-8531

Dover, NH

Middleton Building Supply
58 Old Rochester Road
Dover, NH 03820

603-742-8200

Fax: (603)-742-5528

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Meredith, NH 03253

603-279-7911

Fax 603-279-7125

Hampton, NH

864 Lafayette Road
Hampton, NH 03842

603-926-7626

Fax 603-926-6074

Rutland, VT

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Fax: (802)-775-8535

Ludlow, VT

Industrial Park
Pleasant Street Ext.
Ludlow, VT 05149

802-228-4665

Fax: (802)-228-5624

Preferred Building**Systems**

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Claremont, NH 03743

603-372-1050

Fax 603-372-1001

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QUOTE FOR WALL @
WELDING SHOP
25 ALUMNI DRIVE

PAGE 1 DOVER STORE

COUNTER QUOTE

DV1807256

603-516-6978

ESTIMATE

DELIVERY

09/15/21

TECHNOLOGY BDLG

CHARGE

ORDER DATE	SOLD BY	ACCOUNT #	SALES	CUSTOMER REF	SHIP DATE
8/16/21	TOM NOONAN	743896			

Ordered	Item Number	DESCRIPTION	UOM	UNIT PRICE/CUST PRICE	QTY SHIPPED	TOTAL
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OUR METAL STUDS AND TRACK ARE 20
GAUGE , DO NOT STOCK 25 GAUGE AND CAN
ONLY GET 25 GAUGE IN LARGE QUANTITYS
ALLOW 3-5 DAYS TO TRANSFER METAL
STUDS STOCKED IN ANOTHER LOCATION

4	10RUNS	METAL RUNNER 3-5/8"X10' 25GA LIST HAD 3/12', QUOTED 4/10'	PC	7.95	7.95	31.80
3	16M20STUD	3 5/8"X16' 20 GAUGE METAL STUD 14' N/A	EA	12.95	12.95	38.85

CONTINUED

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QUOTE FOR WALL @
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25 ALUMNI DRIVE

PAGE 2 DOVER STORE

COUNTER QUOTE

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ESTIMATE
DELIVERY
09/15/21

TECHNOLOGY BDLG

CHARGE

ORDER DATE	SOLD BY	ACCOUNT #		SALES	CUSTOMER REF		SHIP DATE
8/16/21	TOM NOONAN	743896					
Ordered	Item Number	DESCRIPTION	UOM	UNIT PRICE/CUST PRICE		QTY SHIPPED	TOTAL
2	12MSTUD	METAL STUDS #358 12' 25GA	EA	8.95	8.95		17.90
		COLOR CODE: BLUE					
1	MTD8341	GR 8 X 3/4" MODIFIED TRUSS SCREWS 1#	EA	6.99	6.99		6.99
		***** DRY WALL *****					
3	588FC	FIRE CODE 5/8X4X8 GYPSUM	PC	16.56	16.56		49.68
1	5812FC	FIRE CODE 5/8X4X12 GYPSUM	PC	24.84	24.84		24.84
1	45JT	DURABOND 45 MIN JOINT-TREATMENT	EA	10.99	10.99		10.99
1	5LJC	4.5GAL LIGHTWEIGHT JOINT COMPOUND (+3)	EA	19.63	19.63		19.63
		BLUE LID					

CONTINUED

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25 ALUMNI DRIVE

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ESTIMATE
DELIVERY
09/15/21

TECHNOLOGY BDLG

CHARGE

ORDER DATE	SOLD BY	ACCOUNT #	SALES	CUSTOMER REF		SHIP DATE	
8/16/21	TOM NOONAN	743896					
Ordered	Item Number	DESCRIPTION	UOM	UNIT PRICE/CUST PRICE		QTY SHIPPED	TOTAL
1	6989321	FIBATAPE FG DRYWALL JNT TAPE 1-7/8"X15EA		5.99	5.99		5.99
		DRYWALL JOINT TAPE 150'					
3	158CDWSLB	1-5/8" BLACK DRYWALL SCREWS 1# BOX	BOX	2.93	2.93		8.79
4	10XBEAD	METAL CORNER BEAD 1-1/4X1-1/4X10	EA	3.79	3.79		15.16
		***** CONCRETE*****					
4	80CM	80# CONCRETE MIX	EA	5.49	5.49		21.96
		7 days = 2,500 psi 42/PALLET					
		28 days = 4,000 psi					
		***** FRP *****					

CONTINUED

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Fax 603-279-7125

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QUOTE FOR WALL @
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ESTIMATE

DELIVERY

: 09/15/21

TECHNOLOGY BDLG

CHARGE

ORDER DATE	SOLD BY	ACCOUNT #	SALES	CUSTOMER REF	SHIP DATE	
8/16/21	TOM NOONAN	743896				
Ordered	Item Number	DESCRIPTION	UOM	UNIT PRICE/CUST PRICE	QTY SHIPPED	TOTAL
2	090	.090X4X8 TEXTURED LINER PANEL FRP	PC	39.50	39.50	79.00
1	SDEV	STRUCTOGLASS DIVIDER	PC	2.39	2.39	2.39
2	SCAP	STRUCTOGLASS CAP	PC	2.99	2.99	5.98
1	SIC	STRUCTOGLASS INSIDE CORNER	PC	2.99	2.99	2.99
1	1076629	92593 WALL-TUF RIVETS 3/4 WHT	EA	13.99	13.99	13.99
1	60480	DAP FRP ADHESIVE GALLON	EA	29.99	29.99	29.99
CHG/DLV				NH	SUBTOTAL	386.92
					TAX	.00
					TOTAL	386.92
					PAID PREV.	.00
					PAID NOW	.00
					TOTAL PAID	.00
				ESTIMATE ONLY	NET DUE	386.92

AUTHORIZED: *ANY ONE ELSE CALL O

AUTHORIZED: *ANY ONE ELSE CALL O

Dennis Munson Plumbing & Heating

20 Harmony Lane
Dover, NH 03820

Quote

Date	
8/20/2021	

Bill To

City of Dover 288 Central Ave. Dover, NH 03820
--

Phone #	E-mail	Terms	Project
(603)749-1363	dennismunsonplumbing@myfairpoint.net		
Description			
LOCATION: 25 Alumni Drive-Installation of hand wash sink in welding shop per B20032			
Parts – estimated \$1,330 to \$1,500			
Labor: 4 days, 2 men x \$73/hour = \$4,672			
Work is based on Time and Materials			
A service charge of 1 1/2% per month (18% per year) will be added to all past due balances.			
Thank you for your business.		Total	
		Payments/Credits	
		Balance Due	



**SHERWIN
WILLIAMS®**

DTZ

DTZ

Quote Presented By:
Rebecca Richardson
Sales Representative

1-603-534-3625
rebecca.a.richardson@sherwin.com

SHERWIN-WILLIAMS
901 CENTRAL AVE
DOVER, NH 03820 4192
(603) 742-6963

August 18, 2021



ACCOUNT # 5260-1342-0
DTZ
QUOTE # 5835827
VALID FROM: AUG 18, 2021 - AUG 31, 2021

Dear Bob Phinney:

Thank you for considering Sherwin-Williams products for the DTZ project.
Included is the Sherwin-Williams price quote.

Should you require assistance or have any questions or concerns, please
contact me at (603) 534-3625 or e-mail me at
rebecca.a.richardson@sherwin.com.

Rebecca Richardson
Sales Representative

1-603-534-3625
rebecca.a.richardson@sherwin.com

SHERWIN-WILLIAMS
901 CENTRAL AVE, DOVER, NH 03820 4192



ACCOUNT # 5260-1342-0

DTZ

QUOTE # 5835827

VALID FROM: AUG 18, 2021 - AUG 31, 2021

PROJECT: DTZ

Purchase Type: Annual Purchase

Description	Sales #	Rex #	Qty	Price	Extended Price
MULTI ACRY EGS EXW	650867609	B66W01561-5 GAL	30	\$79.58	\$2,387.40
Comments: Exterior coating, quantity for two coats					
KEM BOND HS WHITE	6304539	B50WZ0004-GALLON	5	\$85.83	\$429.15
Comments: Exterior primer, spot prime after rust is cleaned					

Total Price: \$2,816.55

We thank you for consideration of Sherwin-Williams products and look forward to supplying these products to you.

NOTICE: Please take notice that the quotation set forth above is not a contract and is subject to and conditioned upon approval by Sherwin-Williams. In the event such approval is not obtained, you will be provided with a revised quotation and the quotation set forth above shall be null, void and of no force or effect. The pricing and recommendations detailed in this proposal represent confidential information provided by Sherwin-Williams. We request that it not to be copied or shared with others outside your firm. Please refer to product data pages for surface prep, mixing and application instructions.

Square footage amounts were estimated or given. Coverage of materials are estimated and actual coverages may differ. These guidelines should not be used as absolutes. Sherwin-Williams cannot assume responsibility for job site conditions.

The purchase of the products set forth in this price quote is subject to The Sherwin-Williams Company Terms and Conditions of Sale, which are incorporated in full by this reference and are available at <https://www.sherwin-williams.com/terms-and-conditions>. Sherwin-Williams limits acceptance of the price quote to these Terms and Conditions of Sale, and objects to any different terms in any purchase order, issuance of which indicates purchaser's acceptance of such Terms and Conditions of Sale.

Joshua M. Wyatt
City Attorney
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Jennifer R. Perez
Deputy City Attorney
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City of Dover, New Hampshire

OFFICE OF CITY ATTORNEY

July 16, 2021

James Zorbas
New England Sports Floors
33 Fowler Road
Lowell, MA 01854

Garret Bertolini
PC Construction
131 Presumpscot St
Portland, MA 04103

RE: Dover High School Gymnasium Floor

Dear Mr. Zorbas and Mr. Bertolini,

This letter is to address the current state of the Gymnasium Floor of Dover High School. New England Sports Floors and PC Construction have been informed of the need for repairing the stained area and refinishing the floor. This letter is to demand an immediate response and schedule for completion of these repairs.

The Dover School District retained PC Construction as the construction manager for the construction of a new Dover High School. As a part of this construction project, New England Sports Floors (NESF) was retained to install the Gymnasium Floor. Since 2018 there have been issues with this floor installation. There have been multiple complaints and corrections made. As recently as fall of 2020 NESF once again had to repair the floor. After the floor was installed gapping in the wood was discovered and continued until the dehumidification system needed to be shut down in the gymnasium to allow the wood to swell closing the gaps in the wood so the floor could be painted and refinished. This was brought to your attention and the floor was refinished in the Fall of 2020. In March 2021 Peter Wotton and Mike Brooks began reaching out concerning additional work needed. Repairing a stained area and refinishing the floor still need to be completed.

During the review of the floor in September 2020 it was determined that NESF was required to provide refinishing services on the floor for the next three (3) years. Additionally, in a letter dated November 2, 2020, NESF extended its warranty of the Dover High School gymnasium floor for an additional year beginning October 1, 2020. Finally, over the course of various emails and other communications with Peter Wotton, Mike Brooks, and other Dover School System representatives, NESF took responsibility for the repairs that needed to be made and suggested a timeframe of April through the Summer of 2021. Mr. Wotton and Mr. Brooks have repeatedly reached out to schedule these needed repairs for August 1 through 13; NESF has been reluctant to commit to a schedule. As previously communicated to NESF the gymnasium needs to be useable by August 13, 2021 for the Dover High School sports teams to begin practice and for physical education classes during the school year.

Given the prolonged conversations and immediate need for the stated repairs, Dover School District offers the following options:

- NESF schedules and completes the stated repairs before August 13, 2021.

- If NESF is unable to schedule and complete repairs before August 13, 2021, PC Construction secures an alternate vendor to complete this work. NESF will then be liable for the cost of this alternate vendor.
- NESF schedules and completes the stated repairs after August 13, 2021 and secures an alternate gymnasium, or comparable substitute, for use by the Dover High School sports teams, physical education classes, and other school activities in the interim. Transportation cost would be covered by NESF.

Please respond to this letter by July 30, 2021. If no response is received, Dover School District will be forced to assess further legal actions to be taken.

Sincerely,

/s/ Jennifer R Perez
Jennifer R. Perez
Deputy City Attorney

Cc:

Joshua Wyatt, City Attorney
John Storer, Director Community Services
Peter Wotton, Athletics Director Dover High School
Peter Driscoll, Principal Dover High School
Stephanie Cartabona, City of Dover Construction Manager
Robert Carrier, Mayor and JBC Chairman