

Town of Lamoine, Maine
606 Douglas Hwy.
Lamoine, ME 04605
207-667-2242
e-mail town@lamoine-me.gov,
website www.lamoine-me.gov



REQUEST FOR BIDS LAMOINE TOWN HALL RENOVATION PROJECT

The Town of Lamoine seeks bids for construction and electrical work at the Lamoine Town Hall. The project includes construction of a service counter area, reconfiguration of a doorway, purchase and installation of flooring, purchase and installation of a fire detection & alarm system, installation of audio, telephone and computer network wiring, and repairs to lighting fixtures. Complete bid specifications are available from the Lamoine Town Hall, 606 Douglas Highway, Lamoine, ME 04605. The specifications are also posted on the town's website (www.lamoine-me.gov). The project must be completed no later than December 31, 2008. **Bids are due no later than Thursday, June 26, 2008 at 4:00 PM.** Bids will be opened and read aloud by the Lamoine Board of Selectmen that evening at a public meeting at 7:00 PM. The Town of Lamoine reserves the right to accept or reject any and all bids. Bidders will provide proof of insurance including general liability and workers compensation insurance with bids. Bidders will also list all subcontractors to be used on the project. The successful bidder will enter into a binding contract with the Lamoine Board of Selectmen.

**BID SUBMISSION FORM
TOWN HALL RENOVATIONS**

Bidder Name		Contact:	
Mailing Address		Physical Address	
Telephone		Fax	
Email		Tax ID #	

The following bid is submitted for the Contracted tasks of the Lamoine Town Hall Renovations for July 2008. The price includes all materials, labor, insurance, and payment to subcontractors. Workmanship is guaranteed for 3-years from date of acceptance by the Lamoine Board of Selectmen. Any deviation from the work plan must be approved in writing by the Board of Selectmen through their Administrative Assistant. I understand the Town of Lamoine reserves the right to accept or reject any and all bids.

Bid Price: _____

Signed by: _____

Title _____

Printed Name _____

The following must be included with this bid form:

- Proof of insurance , including Worker's Compensation (statutory minimum) and general liability (\$400,000 minimum)
- List of subcontractors to be used in project

SUBMISSION DEADLINE – JUNE 26, 2008

SUBMIT TO:

Town of Lamoine, Renovation Project

606 Douglas Hwy

Lamoine, ME 04605

SPECIFICATIONS FOR TOWN HALL RENOVATIONS
CONTRACTED TASKS
JULY 2008

Present Code Enforcement Office

1. Install flooring per agreed upon specifications
2. Repair window molding on exterior window

Tax Collector's / Clerk's Office

1. Construct wooden service counter – approximately 10-feet by 42” by 40” high, with two work stations (24” x 30”) cut into the counter as shown on sketch. Countertop to be durable Formica (color to be determined). See sketches.
2. Construct shelving between the two work station cut-outs to hold a typewriter on a Lazy Susan on top, a laser printer on bottom, and a fax machine in the middle.
3. Install keyboard drawers as shown on sketch
4. Install cash drawers as shown on sketch
5. Construct Service counter windows as shown on sketch. This involves major renovation of the present hallway wall, door and frame. The door may be re-used for item # 8.
6. Construct shelving to fit under outside window per sketch
7. Construct shelving to hold pre-print file drawers per sketch
8. Install door, frame, with lock to open into main meeting room.
9. Install flooring per agreed upon specifications
10. **Electrical**- Install adequate electrical outlets (8 per station), phone jacks (1 per station), and CAT 5 jacks (2 per station) under the counter. The light switch must be moved to the wall where the new door is being installed. The light switch must be moved to the wall where the new door is being installed. Install more modern, energy efficient light fixture(s) on ceiling to provide for adequate lighting for each work station and entire room.
11. Purchase and install roll type locking security cover for service window area.
12. Paint new wall, door areas (color to be determined) with interior semi-gloss latex. Apply stain finish on wood cabinetry (color to be determined)

Back Room (New CEO, Assessors Office)

1. Install flooring as per specification
2. **Electrical** – Install 2 CAT 5 lines to run to technology room computer hub. Install adequate electrical outlets if needed. Install 2 telephone jacks and lines to run to

technology room phone hub. Install new overhead lighting fixture(s) to provide adequate lighting for work spaces.

Hallway leading to meeting room (between Clerk's Office & Adm. Asst. Office)

1. Reconfigure Bulletin Board to accommodate interior window to Adm. Asst. Office
2. Remove "gate" assembly leading into the main meeting room
3. Install flooring as per specification.
4. Paint new wall for Clerk's office counter with interior, semi-gloss latex.
5. **Electrical** - Install new overhead lighting. Install smoke detector for fire alarm system. (See alarm system specifications)

Technology Room

1. Construct TV Operator Counter as per sketch
2. Install flooring as per specification.
3. **Electrical** –
 - a. Install fire alarm system (see alarm system specification).
 - b. Install adequate electrical outlets for CTV equipment racks (12 outlets per rack).
 - c. Install telephone system hub (see specification). Install computer network hub equipment (see specification).
 - d. Install CTV audio jacks from meeting room.

Main Meeting Room

1. Install flooring as per specification
2. **Electrical** –
 - a. Install audio jacks for CTV operation, running wires under basement into Technology Room (see sketch plan for audio).
 - b. Evaluate lighting fixtures for operation; install new fluorescent tubes in all lights, ballasts as needed.
 - c. Install telephone jack and line to run to technology room.
 - d. Lower CTV cameras to 7-foot level.
 - e. Run speaker cables through ceiling to technology room.

Administrative Assistant's Office

1. Install 18"x36" window into hallway with view of service counter (with closable curtain).
2. Install flooring as per specification
3. **Electrical**
 - a. Install CAT 5 jack with cable to computer hub in technology room
 - b. Install jack and cable for telephone system into technology room
 - c. Install adequate electrical outlets along wall between of technology room with 12 outlets
 - d. Replace overhead light fixtures with energy efficient lighting, bulbs
 - e. Remove fire alarm system (to be replaced with new system in technology room)

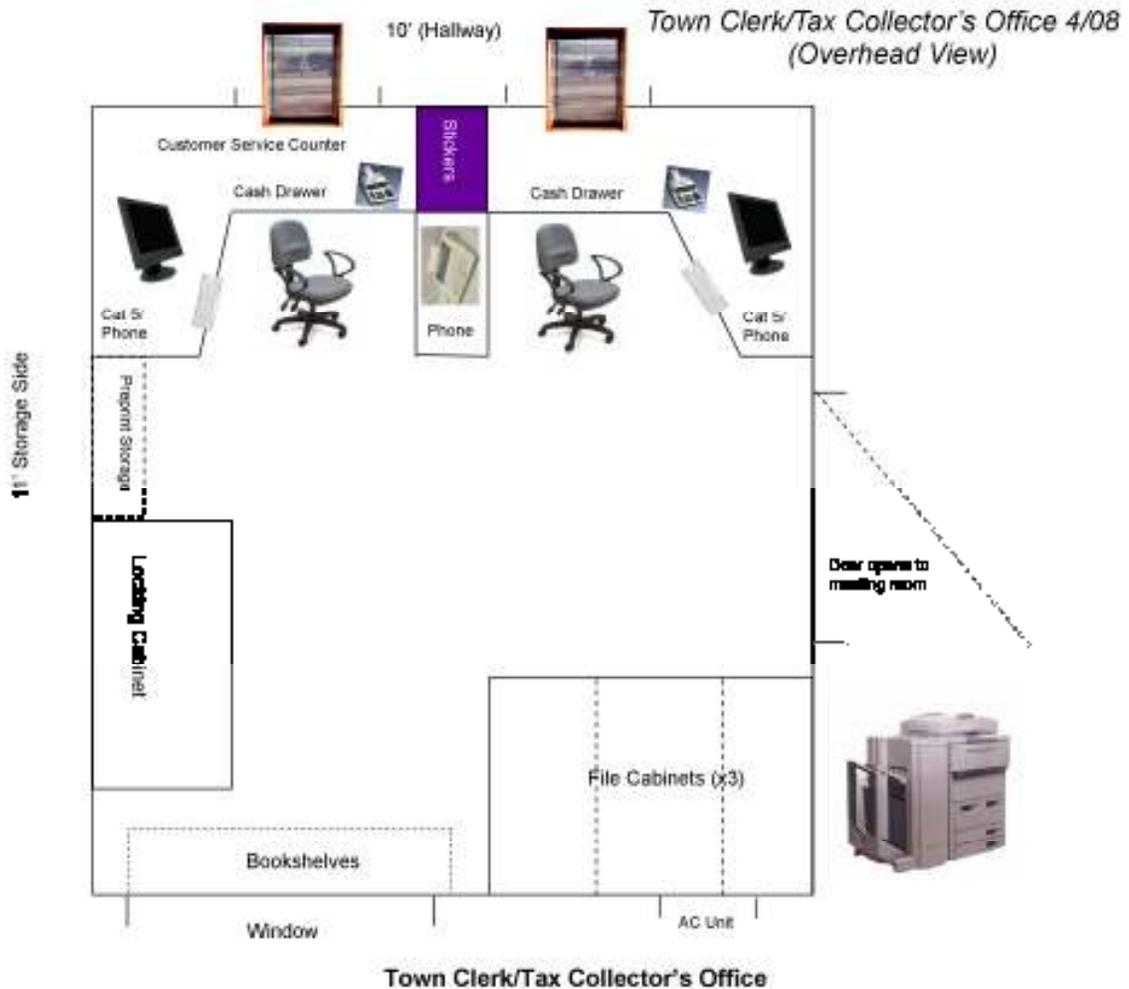
SPECIFIC SYSTEMS/ITEMS

Flooring – Flooring in all rooms shall include a subfloor of 1/8 plywood to be covered with a "click tile" commercial grade floating wood floor. Owner will select color and type of flooring with contractor.

Telephone System – Owner will separately bid telephone system. Minimum specification will include 7 desk/wall sets, one cordless set, voice mail, hold capability, and automatic fax detection.

Fire Alarm System – System will include 3 hardwired smoke detectors (installed in basement, hallway, new CEO office) into a central alarm panel in technology room. The panel shall create a building-wide audible alarm, and activate an automatic dialer to be programmed by owner.

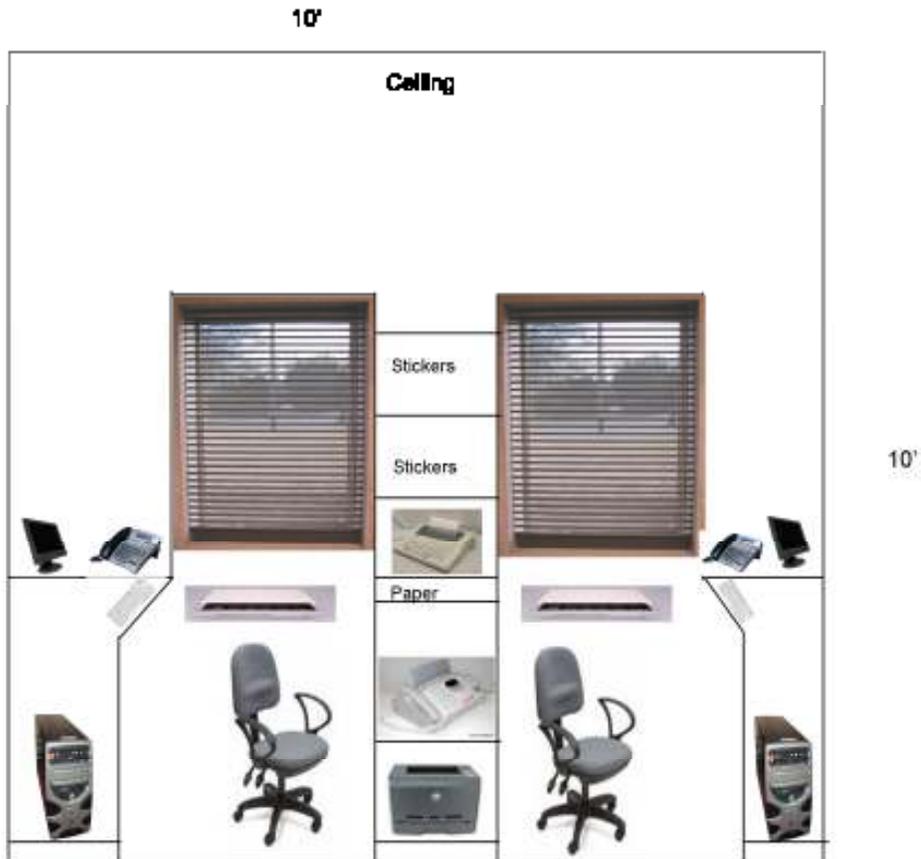
Computer Network System – Owner will supply computer networking equipment/server. Contractor shall supply labor only for running wire and installing needed CAT 5 jacks.



Contracted Tasks

1. Construct wooden service counter – approximately 10-feet by 42" by 40" high, with two work stations (24" x 30") cut into the counter as shown on sketch. Countertop to be durable Formica (color to be determined). See sketches.
 2. Construct shelving between the two work station cut-outs to hold a typewriter on a Lazy Susan on top, a laser printer on bottom, and a fax machine in the middle.
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 10. **Electrical-** Install adequate electrical outlets (8 per station), phone jacks (1 per station), and CAT 5 jacks (2 per station) under the counter. The light switch must be moved to the wall where the new door is being installed. The light switch must be moved to the wall where the new door is being installed. Install more modern, energy efficient light fixture(s) on ceiling to provide for adequate lighting for each work station and entire room.
 11. Purchase and install roll type locking security cover for service window area.
- Paint new wall, door areas (color to be determined) with interior semi-gloss latex. Apply stain finish on wood cabinetry (color to be determined)

*Clerk/Tax Collector's Office—Service Counter View
April 2008*

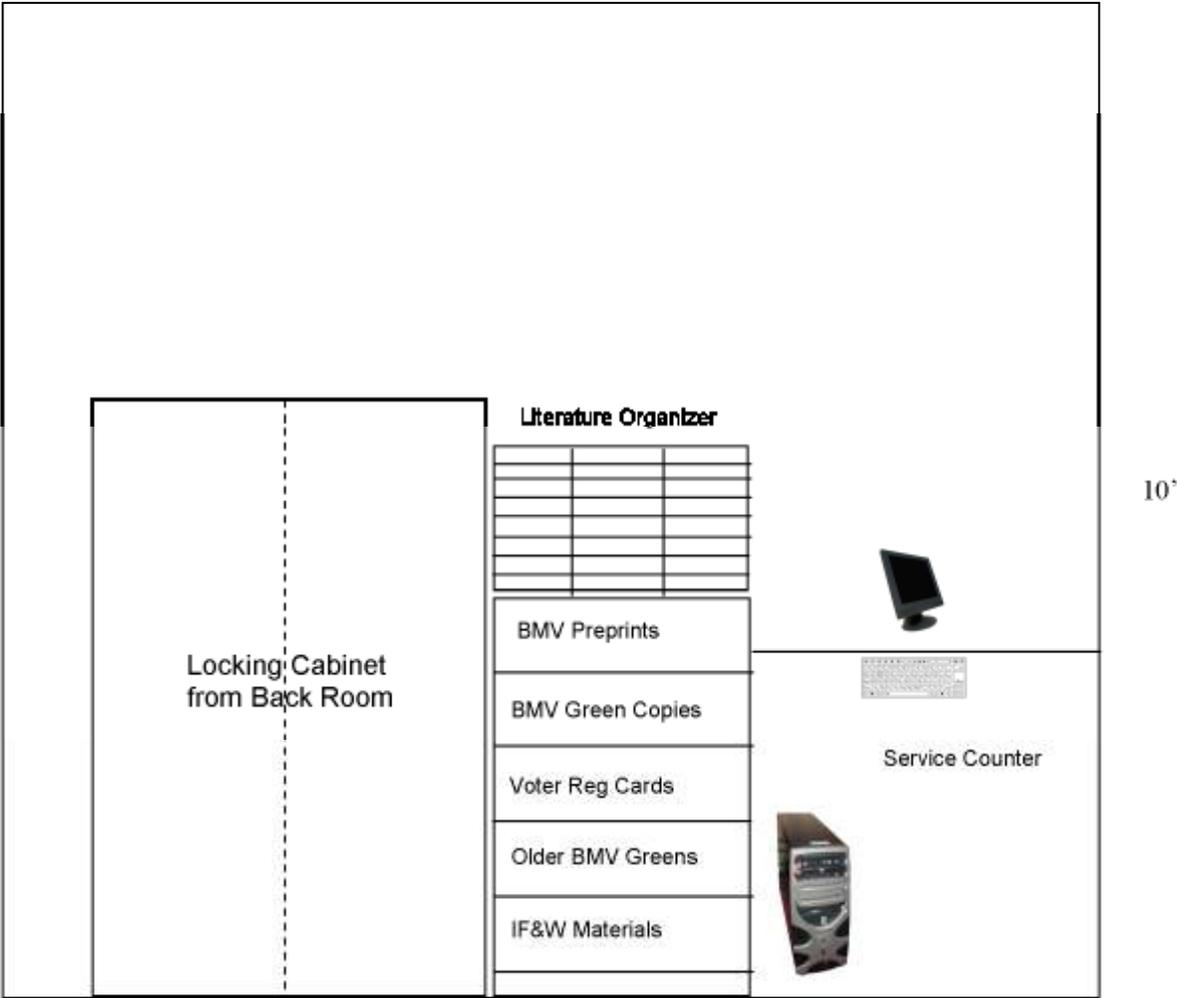


Specifications:

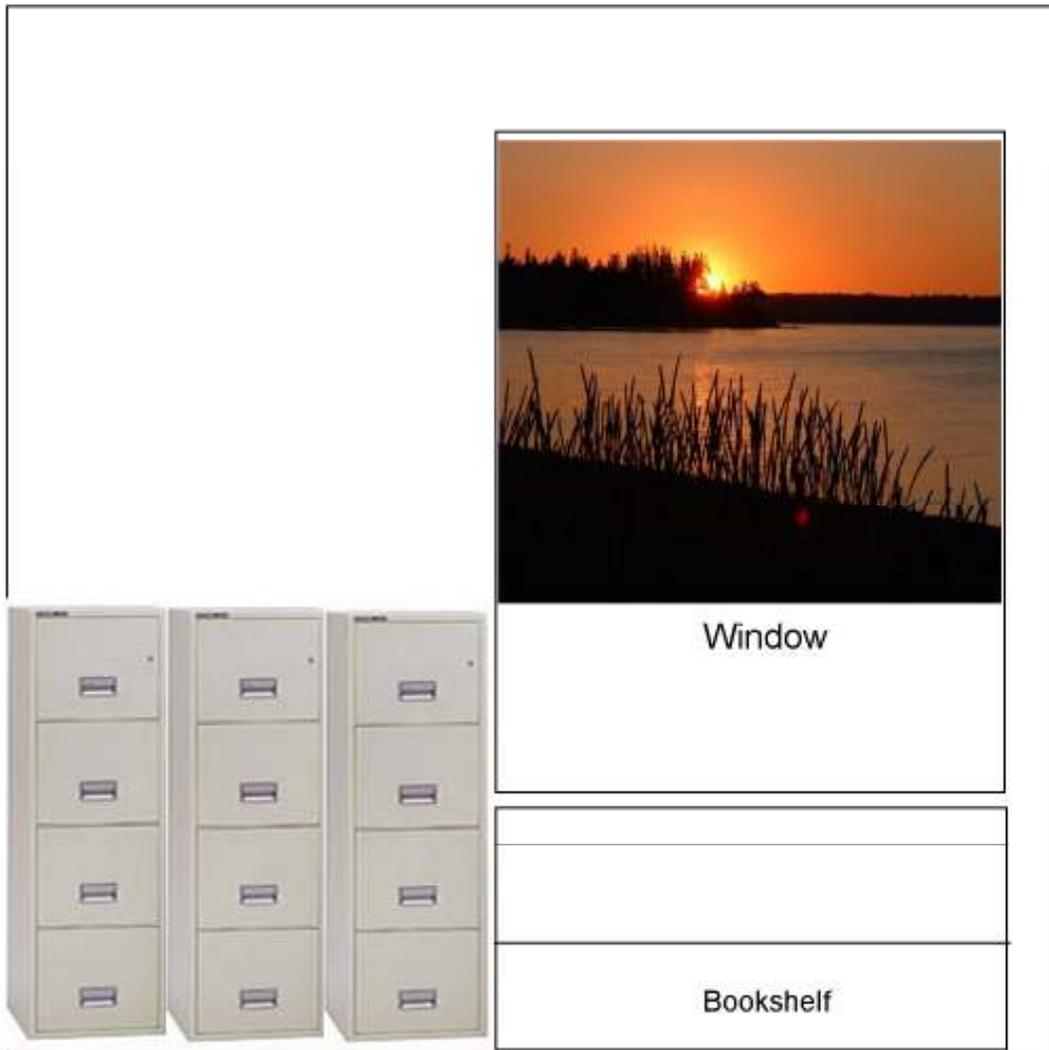
1. Sticker Shelving—The sticker shelves between the windows are 18" wide by 12" high by 10" deep.
2. The counter between the two work stations is 18" wide. On top will be a "Lazy Susan" surface to turn the typewriter between the two work stations. A hole shall be in the countertop to accommodate the power cord for the typewriter. The lower shelf shall slide in and out for access to the laser printer and shall sit 6" from the floor. The middle shelf shall also slide in and out to accommodate the fax machine. The top shelf below the counter shall have a 3" space to accommodate a ream of paper.
3. The counter surface shall be 40" high, covered in durable, smooth formica (color to be determined)
4. The service windows shall be 30" wide by 42" high. Each shall be equipped with a roll down security grate system, lockable from the inside of the office.
5. Pull out cash drawers will be installed under the counter at each window.
6. Pull out keyboards will be installed under the counter at each diagonal of the cutout.
7. Computer towers will be installed on a pull-out rolling shelf 3" off the floor on each work station.
8. CAT 5 jacks shall be installed in the cabinet area for each computer tower
9. Phone jacks shall be installed in the cabinet area beneath the monitors and in the center counter area for the fax.
10. Six outlets shall be installed on each side of the counter to accommodate computers
11. Six outlets shall be installed behind the center counter to accommodate fax, printer, typewriter etc.
12. Cutouts in the top of the counter shall accommodate monitor cables, phone lines, power cords for monitor, calculators.

Clerk's Office—Wall to Storage Room
April 2008

11'



*Clerk's Office—Exterior Wall View
April 2008*

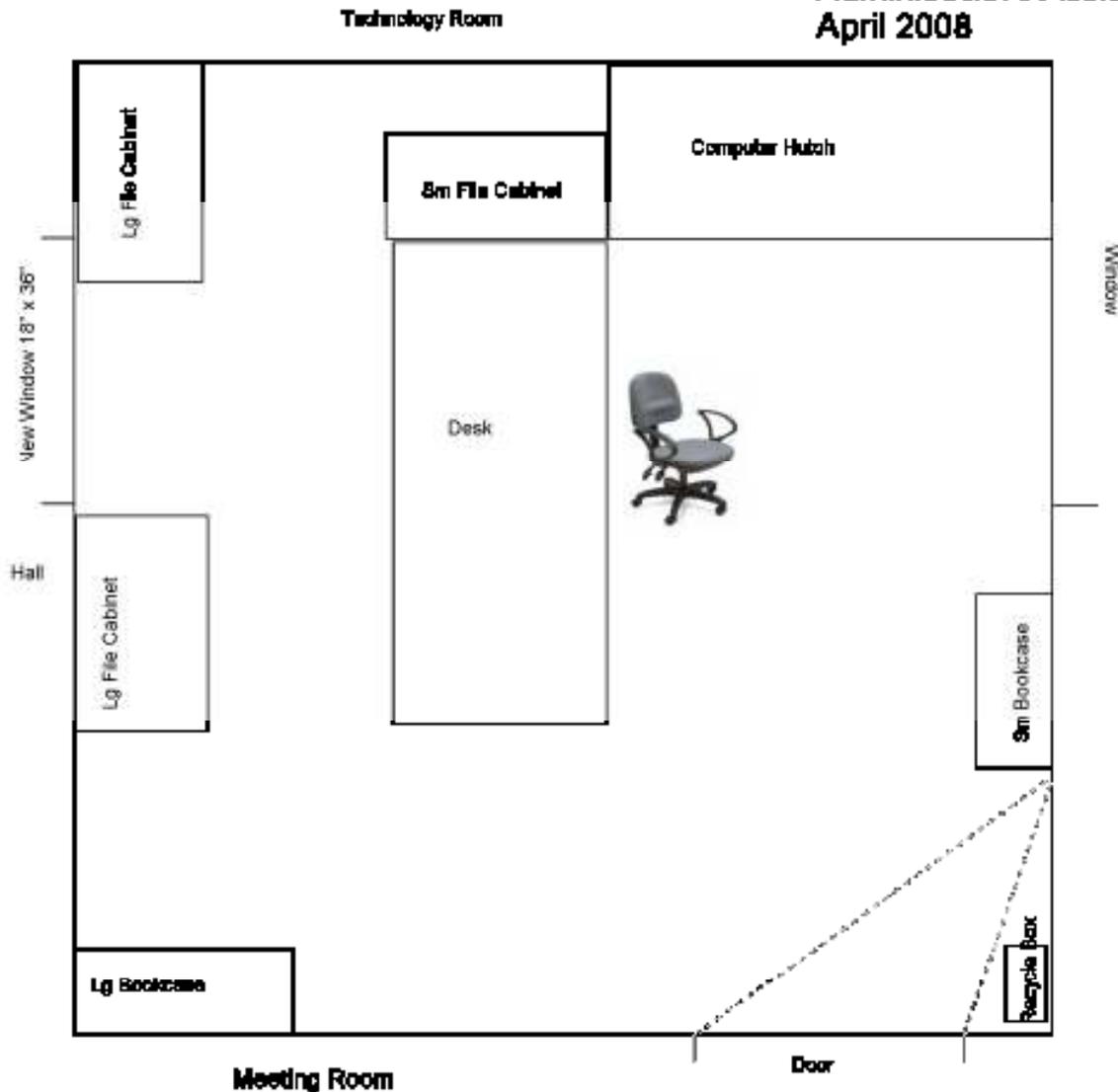


Bookshelf—configured for 2-rows of notebooks, 1 row of flat laying books. 30" high 48" wide 12" deep

Clerk's Office Wall View to meeting Room



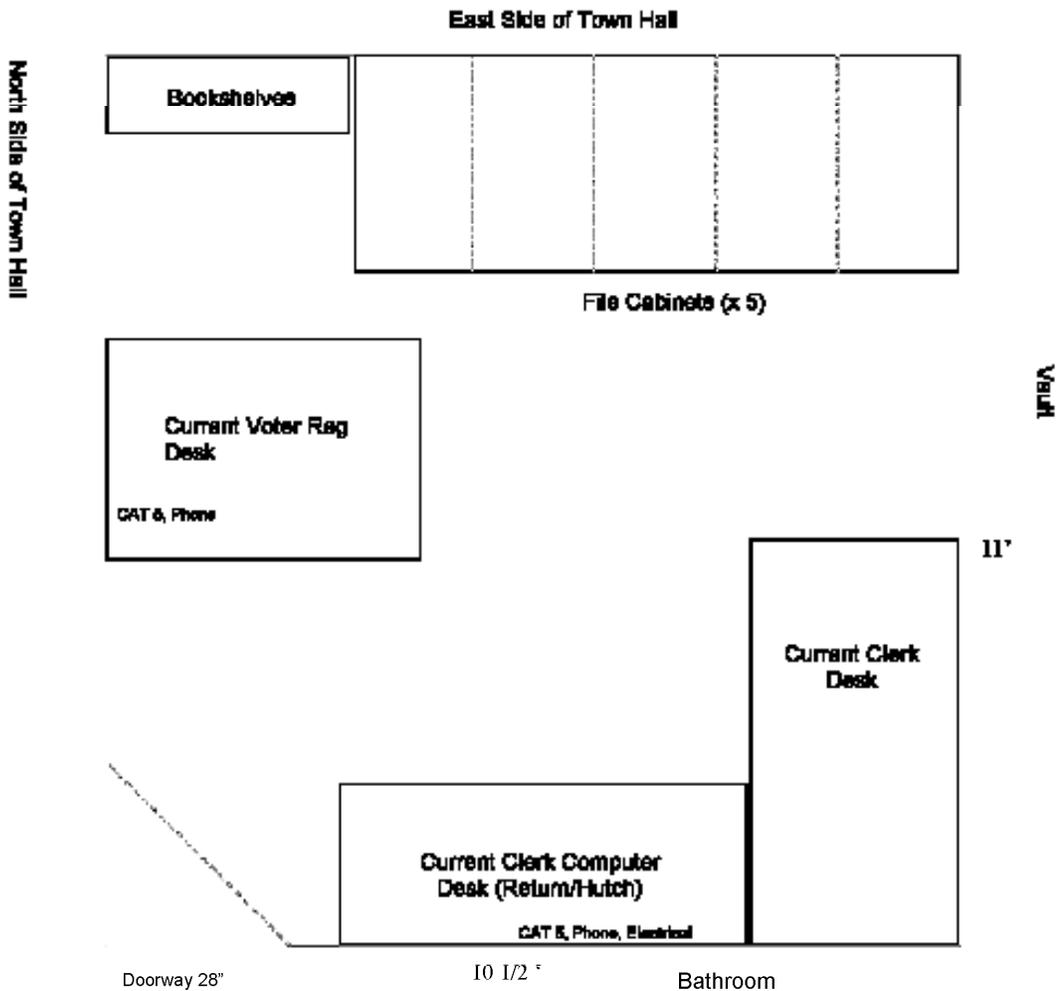
**Administrative Assistant's Office
April 2008**



Contracted Tasks:

1. **Install 18"x36" window into hallway with view of service counter (with closable curtain/shade).**
2. Install flooring as per specification
3. **Electrical**
 - a. Install CAT 5 jack with cable to computer hub in technology room
 - b. Install jack and cable for telephone system into technology room
 - c. Install adequate electrical outlets along wall between of technology room with 12 outlets
 - d. Replace overhead light fixtures with energy efficient lighting, bulbs
 - e. Remove fire alarm system (to be replaced with new system in technology room)

New CEO/Assessors Office (4/08)



Back Room (New CEO/Assessors Office)

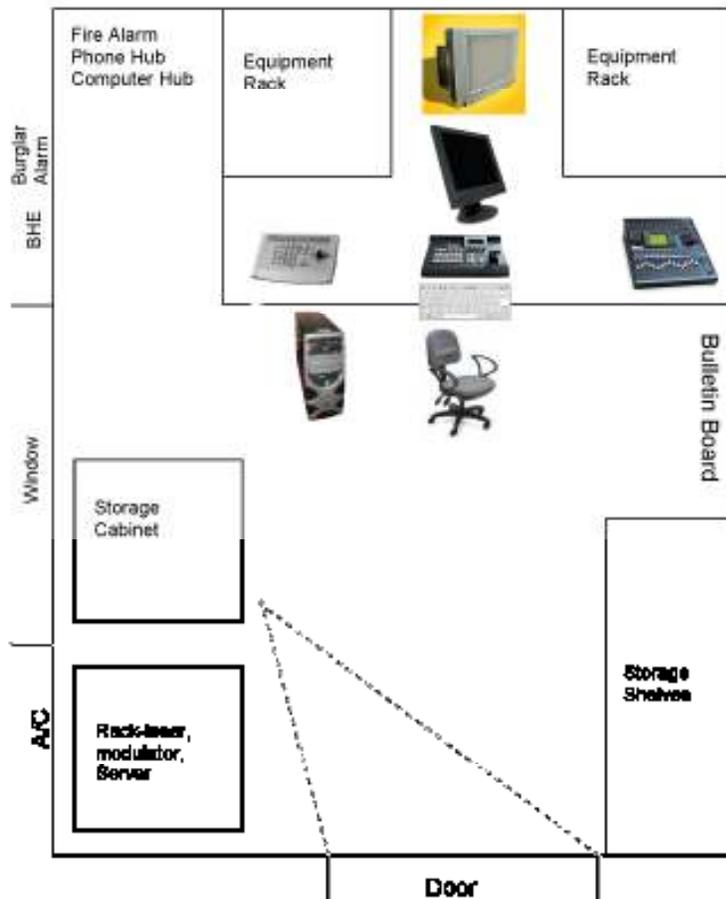
Contracted Tasks

1. Install Flooring
2. Install 2 CAT 5 Lines, two phone lines, adequate electrical, overhead lighting

Staff Tasks

1. Move all tables, shelving, cabinet, refrigerator out
2. Move desks from meeting room, town clerk's office in
3. Move computer from clerk's office in, laptop from CEO office in
4. Move file cabinet from CEO Office in, 4 file cabinets from vault in
5. Move book shelf from some office somewhere in.

Technology Room—April 2008



- Goals:**
1. Consolidate all computer, telephone, CTV equipment in a common location
 2. Ease of operation of the cable TV system
 3. Allow for expanded CTV capabilities
 4. Control audio for CTV by operator
 5. Provide for storage of technology related equipment.

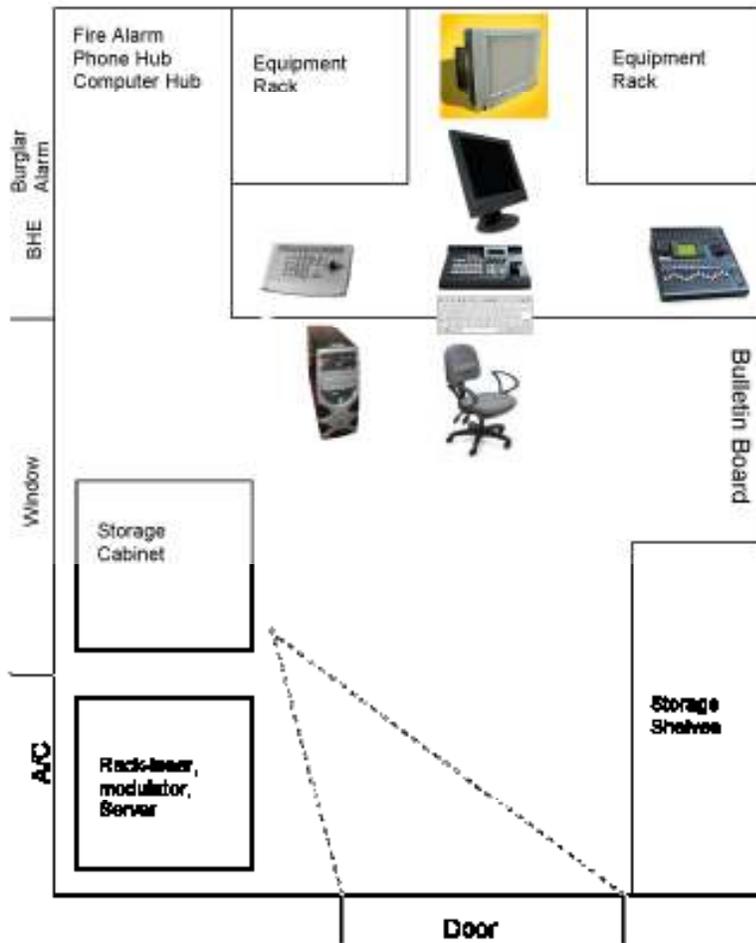
Contractor Tasks:

1. Construct TV Operator Counter as per sketch
2. Install flooring as per specification.
3. **Electrical** –
 - a. Install fire alarm system (see alarm system specification).
 - b. Install adequate electrical outlets for CTV equipment racks (12 outlets per rack).
 - c. Install telephone system hub (see specification). Install computer network hub equipment (see specification). Install CTV audio jacks from meeting room.

Town Purchases (CTV Fund)

1. Three equipment racks—36" High
2. Monitor mounts for on-air, computer monitors
3. Telephone system hub equipment
4. Computer Hub Equipment
5. Audio/Video Cords

Technology Room—April 2008



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1. Consolidate all computer, telephone, CTV equipment in a common location
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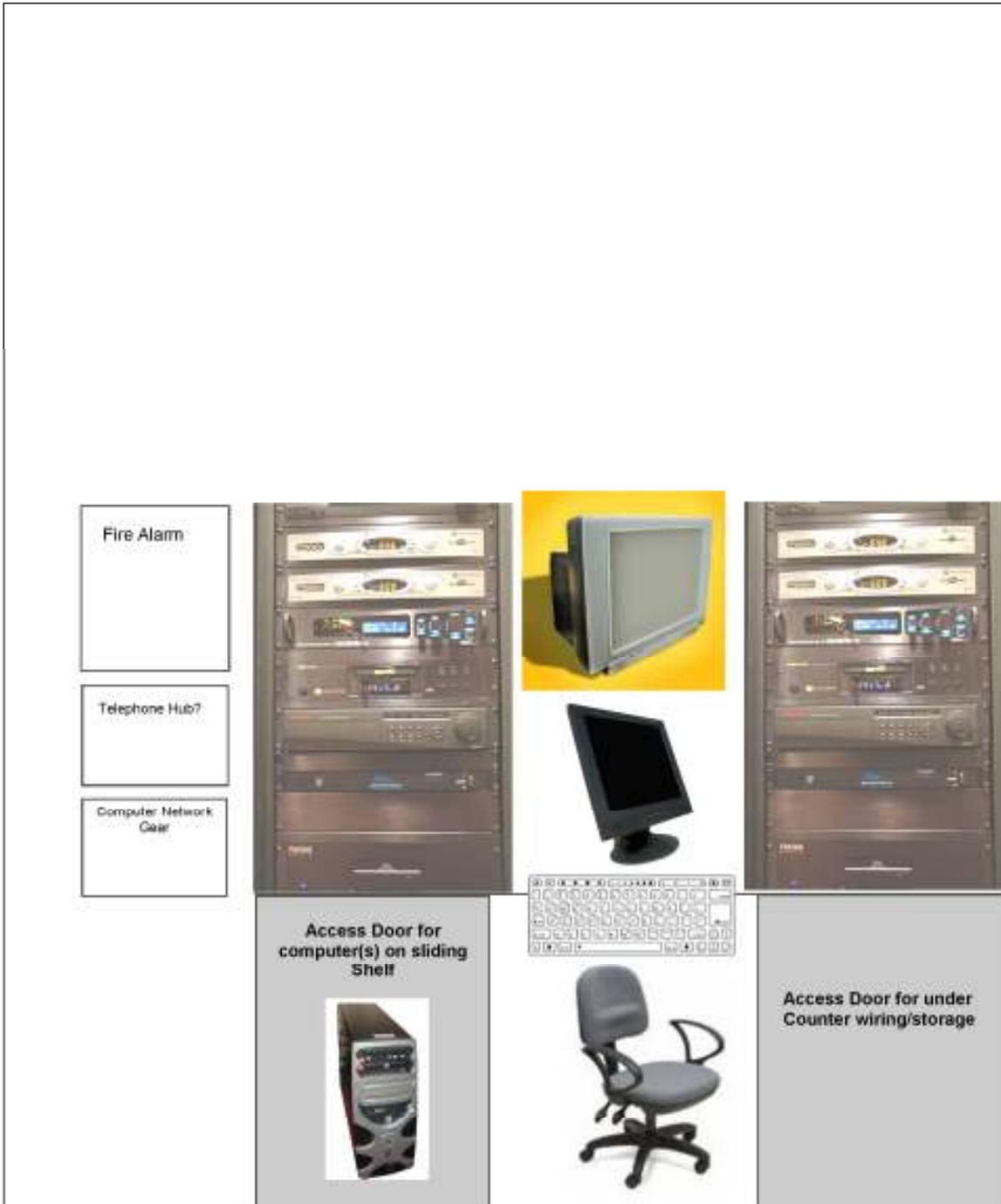
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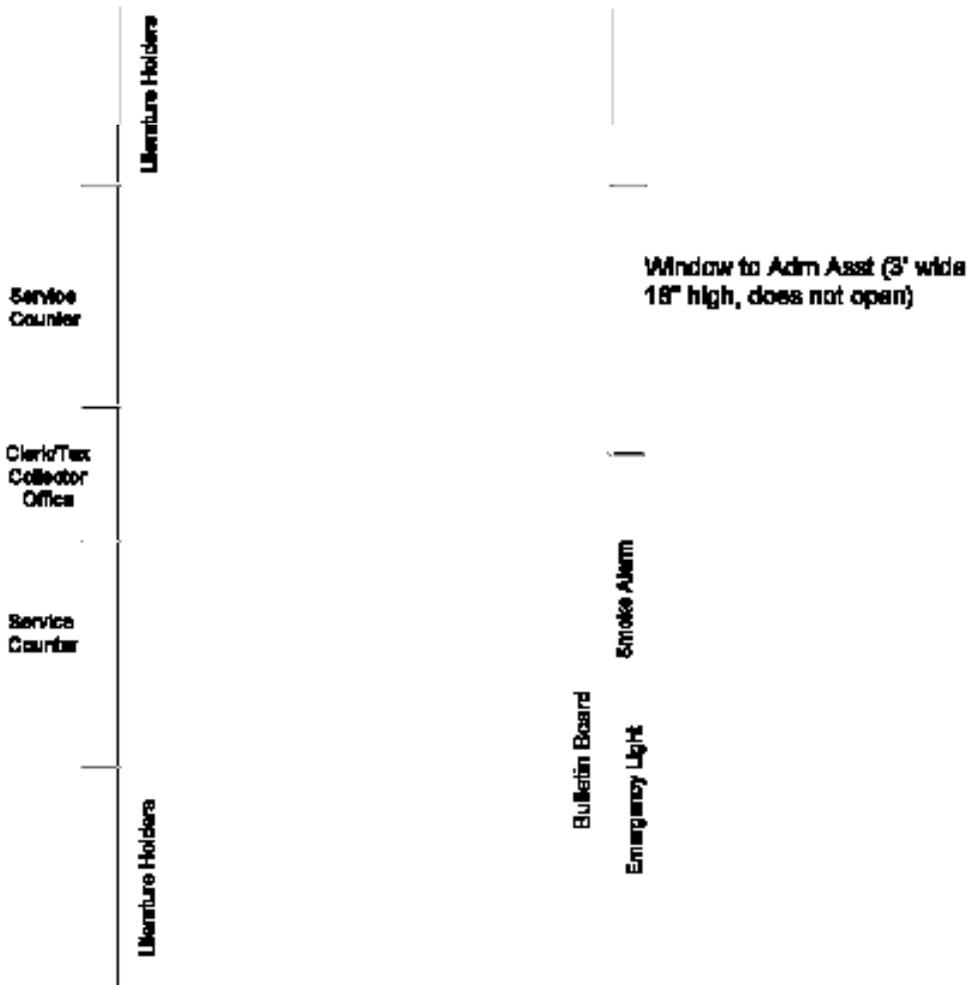
Town Purchases (CTV Fund)

1. Three equipment racks—36" High
2. Monitor mounts for on-air, computer monitors
3. Telephone system hub equipment
4. Computer Hub Equipment
5. Audio/Video Cords

View of Tech Room Back Wall
April 2008



*Hallway between Tax Collector &
Adm. Asst. Office*



Contracted Tasks:

1. Reconfigure Bulletin Board to accommodate interior window to Adm. Asst. Office
2. Remove "gate" assembly leading into the main meeting room
3. Install flooring as per specification.
4. Paint new wall for Clerk's office counter with interior, semi-gloss latex.
5. **Electrical** - Install new overhead lighting. Install smoke detector for fire alarm system. (See alarm system specifications)