



TOWN OF EDGARTOWN PROCUREMENT OFFICE



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The Town of Edgartown seeks quotes on the following Scope of Work for painting and repairs to the first floor of Town Hall, located at 70 Main Street. Work is to be performed during nights and weekends when Town Hall is closed. General Town Hall hours are Monday-Friday 8 am – 4 pm. Town Hall is closed for all major State and National Holidays. This work is subject to prevailing wage. A prevailing wage rate sheet is attached. Selected contractor will be expected to sign a contract with the Town and provide proof of insurance. A sample contract is attached. **Contractors are invited to provide quotes on all or part of the work described below.** Interested Contractors are welcome to set up a site visit by contacting Jennifer Smyth, Procurement Officer, 508-627-6185 or jsmyth@edgartown-ma.us. Quotes may be submitted to Jennifer Smyth, Procurement Office, 70 Main Street, 3rd Floor or via email to jsmyth@edgartown-ma.us.

Scope of Work:

Paint 8 first floor offices, front foyer and hallway including baseboard and trim. Ceilings in hallway and foyers to be painted as well.

****please provide separate cost to paint each office door, doors have been modified with plexiglass for COVID safely and will require extra handling to prepare for painting and reinstall properly****

- Move furniture away from walls or out of offices as required.
- Walls and Ceilings to be painted with Eggshell finish, exact color to be determined
- Trim to be painted with Satin finish, exact color to be determined
- Prepare surfaces for painting, patching where needed, properly cover any work surfaces in offices and protect flooring

Replace missing/damaged acoustic ceiling tiles in 5 offices and front bathrooms

Repair ceilings in Front Foyer, Hallway and Back Foyer where pipe repairs have been done

- Replace missing sheetrock and prepare surfaces for painting

Remove/cover over door between Town Collector and Building Dept Offices

- Remove door and trim. Frame, insulate and sheetrock both sides. Prepare both walls ready for new paint.

Fix Windows in Clerk's Office and Town Accountant's Office

- Repair window to left of Assistants desk to open and close properly
- Repair window to back of Town Clerks desk to lock properly
- Repair both windows in Town Accountant's Office to open and close properly and lock.

Town Hall 1st Floor Painting and Repairs Quote Form

Project description	Price	Price in words
Paint 8 office, hallway and front foyer		
Prepare, Paint and reinstall 8 office doors		
Replace missing/damaged acoustic ceiling tiles		
Repair Ceiling in Front Foyer, Hallway and Back Foyer		
Remove/Cover over door between Collectors Office and Building Office		
Repair Windows in Clerks Office and Town Accountants Office to open and close properly and lock		

Date: _____

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email address: _____

By signing below I agree to abide by Prevailing Wage requirements and to honor these quoted prices for 60 days.

Signature _____

Printed Name _____