



**Board of Selectmen**  
Town of Hollis  
7 Monument Square  
Hollis, New Hampshire 03049  
Phone: 603.465.2209

---

## **Request for Proposals**

### **PROJECT SCOPE OF WORK:**

The Town of Hollis is requesting proposals from qualified companies to scan approximately sixty five (65) lateral file drawers in PDF/A format. The scanning consist of varying paper sizes including site and septic plans. and septic plans. The files will need to be indexed and returned to the Hollis Town Hall.

### **PROPOSAL REQUIREMENTS:**

- 1) The deadline to submit a proposal is noon on Friday, June 22, 2018, at which time all proposals will be publicly opened in the Town Hall Community Room. Proposals shall be submitted in a sealed envelope addressed to the Town Administrator and clearly labeled "Town Hall Scanning Project." Email and fax proposals will not be accepted. Each proposal shall contain one (1) original.
- 2) Proposals shall include evidence of qualifications and experience with a minimum of three (3) references including contact information.
- 3) It is anticipated that the Town Administrator will select the successful contractor on or before Friday, June 29, 2018. It is the Towns expectation that work will commence on or before July 2, 2018 and finish no later than September 28, 2018. Therefore, proposals shall include a project schedule with estimated start and finish dates.
- 4) The Town intends to award a contract using the evaluation criteria listed below as guidance. It shall be understood that the contractor chosen may not necessarily be the most qualified or least expensive.
  - a. Project Schedule and Approach
  - b. References and Qualifications
  - c. Compliance with Bid Requirements
  - d. Cost or Bid Amount
- 5) The Town of Hollis shall reserve the right to accept or reject any and all proposals, request best and final offers from one or more contractors and waive any and all technicalities and formalities.

### **GENERAL INFORMATION:**

- 1) Questions about this project may be submitted in writing to Kimberly Galipeau, Town Administrator at [administration@hollisnh.org](mailto:administration@hollisnh.org). The Town reserves the right to share written correspondence with all interested bidders and to issue addendums to these specifications as deemed necessary.
- 2) Site visits may be coordinated through Chrissy Herrera, Assistant Town Administrator at [townhall@hollisnh.org](mailto:townhall@hollisnh.org).

- 3) The following amounts and types of insurance coverage will be required for the contractor and all subcontractors. Proof of coverage shall be furnished prior to the execution of the project agreement. The Town of Hollis shall be named as additional insured/certificate holder for each policy.
  - a. Comprehensive Liability - \$1,000,000
- 4) Any changes to the work that result in a cost increase/decrease shall be set forth in a written change order and approved by the Town and Contractor prior to being implemented.
- 5) Final payment by the Town shall be made upon approval of the Town Administrator