



Town of Pelham, New Hampshire

Memo

To: Doug Viger, Chairman

From: Brian McCarthy, Town Administrator

Date: September 27, 2016

Re: Bid award for the Sherburne Hall Automatic Door RFP

On Monday September 12, 2016, I met with Marie Maruca in reference to unsealing Request for Proposals (RFP) for the Sherburne Hall Automatic Door Project.

The RFP process started on August 9, 2016 with the dissemination of the RFP that was publically advertised in the newspaper and the internet. The closing date for bids/proposals was Tuesday September 9, 2016.

The Town received four (4) bids/proposals for the project. They are as follows;

1. Northeast Door Corporation submitted a proposal with a total cost of \$8,975.00.
2. American Garage Door & Glass submitted an incomplete proposal with a total cost of \$4,897.
3. Brussard General Contractors submitted a proposal with a total cost of \$5,715.00.
4. In and Out Automatic Door submitted a proposal with a total cost of \$7,026.00.

My recommendation would be to award the contract to Brussard General Contractors.

In my opinion, Brussard General Contractors is the lowest qualified bidder for this project and their quality and workmanship is exceptional. Brussard General Contractors service record and experience will suit our needs and they have previously performed work for the Town to our satisfaction.

Please don't hesitate to contact me if you have any questions