



## Town of Pelham, New Hampshire

# Memo

**To:** William McDevitt, Chairman

**From:** Brian McCarthy, Town Administrator

**Date:** June 4, 2019

**Re:** Bid Recommendation for the Municipal Building Roof Project (PD & the Rear of Town Hall)

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On June 3, 2019 @ 2 PM, I unsealed Request for Proposals (RFP) for the Municipal Building Roof Project (PD & the Rear of Town Hall).

The RFP process started on April 22, 2019 with the dissemination of the RFP that was publically advertised in the newspaper and the internet. The closing date for bids/proposals was May 10, 2019 at 3:00 PM.

The Town received two (2) bids/proposals for the project. They are as follows;

1. The Melanson Company submitted a proposal with a total cost of **\$287,000**.
2. LGR1 Incorporated submitted a proposal with a total cost of **\$386,000**

My recommendation would be to award the contract to the Melanson Company.

In my opinion, the Melanson Company is the lowest qualified bidder for this project and their quality and workmanship is above average. The Melanson Company has experience (since 1932) that 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.