

**SCARBOROUGH  
MAINE**



# **REQUEST FOR PROPOSALS**

**RFP 242026**

**Town Collections Office Renovations**

## **Town of Scarborough**

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on December 15, 2025

Proposals Due on January 22, 2026

# Request for Proposals

## Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00am on January 22, 2026** from parties interested in providing a submittal package to construct two offices in the Collections Office at the Municipal Building.

The proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent  
Request for Proposal (RFP) Number: 242026  
Town Collections Office Renovations  
259 US Route One  
PO BOX 360  
Scarborough, ME, 04070-0360

The Town reserves the right to accept or reject any and all proposals.

These proposals will not be publicly opened.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

## Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist  
Email – [kmorrison@scarboroughmaine.org](mailto:kmorrison@scarboroughmaine.org)  
Phone 207 - 730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Arrangements to conduct site visits should be made to:

Ken Kennedy  
[kkennedy@scarboroughmaine.org](mailto:kkennedy@scarboroughmaine.org)  
Phone 207-730-4068

## **SCOPE OF WORK:**

### **The project includes:**

Construct two offices in an open floor area in the Collections Office at the Municipal Building. One corner office will roughly be 11' X 12' and the other roughly 8' x 12'. Each office will have a new door and frame, the door shall have a window and the door hardware will match existing hardware. Bidders shall make sure each area has proper sprinkler, fire alarm, HVAC, electrical, lighting and data coverage. \*This project is contingent upon FY27 budget approvals\*

**A pre-bid meeting will be held on Friday, January 9th at 9:30am. The purpose of the meeting is to view the area and discuss construction and finish options. We highly recommend that all bidders attend this meeting to fully understand the project's scope.**

## **GENERAL PROJECT REQUIREMENTS**

The work shall include the following on the part of the contractor:

- Obtain all permits, licenses, design services, etc. required for construction
- Evaluate the proposed scope of work and the existing conditions during the pre-bid walk-through to provide an accurate bid and schedule to complete the work
- Provide all materials and labor necessary to complete the work as indicated

## **MECHANICAL AND PLUMBING DESIGN AND BUILD WORK**

- A licensed, experienced contractor shall provide the expertise and labor to accomplish all plumbing and mechanical work to meet the current code and ADA guidelines

## **ELECTRICAL DESIGN AND BUILD WORK**

- A licensed, experienced contractor shall provide the expertise and labor to accomplish all electrical work to meet the current code and ADA guidelines

## **QUALITY REQUIREMENTS**

- The contractor shall employ an experienced superintendent who will remain on the job full time throughout construction unless otherwise agreed upon by the Owner
- The contractor shall be responsible for the scheduling and coordination of all trades, and shall keep the Owner informed of all scheduling and scheduling changes
- The contractor shall be responsible for all materials testing and inspections required

## **PROJECT CLOSEOUT**

- The contractor shall be responsible for keeping the jobsite in a neat and orderly condition during construction progress. The construction areas of the building interior shall be broom clean at the end of each working day and dust protection provided throughout the project to the degree possible
- The contractor shall be responsible for waste and rubbish removal during construction
- The construction areas shall receive a final thorough cleaning prior to occupancy

- The contractor shall guarantee their work and the work of all subcontractors for a period of time to be agreed upon
- All work shall conform to all state and local codes.

**Standard Terms and Conditions:**

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website: [www.scarboroughmaine.org](http://www.scarboroughmaine.org). The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s).

|                              |                |
|------------------------------|----------------|
| Commercial General Liability | \$2,000,000.00 |
| Automobile Liability         | \$2,000,000.00 |
| Workers Compensation         | \$1,000,000.00 |
| Errors and Omissions         | \$2,000,000.00 |
| Umbrella Coverage            | \$2,000,000.00 |

All policies shall be underwritten by companies licensed to sell insurance in Maine and who are rated A+ or better by AM Best Company. Self-insurance pools or trusts are not an acceptable substitute for the referenced commercial coverage.

Bidder List (plus posting on the town's website):

|                           |                                                                                                              |
|---------------------------|--------------------------------------------------------------------------------------------------------------|
| Ganem Builders            | <a href="mailto:inquiry@ganembuilders.com">inquiry@ganembuilders.com</a>                                     |
| O's Maine                 | <a href="mailto:owen@osmaine.com">owen@osmaine.com</a>                                                       |
| Maine Properties LLC      | <a href="mailto:customerpriorityteam@mainepropertiesllc.com">customerpriorityteam@mainepropertiesllc.com</a> |
| FMG Enterprises           | <a href="mailto:alex@fmgofne.com">alex@fmgofne.com</a>                                                       |
| Benchmark Construction    | <a href="mailto:estimating@benchmarkconstruction.org">estimating@benchmarkconstruction.org</a>               |
| CMCG Building Corp        | <a href="mailto:fswanson@cmgcbuildingcorp.com">fswanson@cmgcbuildingcorp.com</a>                             |
| Doten's Construction      | <a href="mailto:jackson@dotens.com">jackson@dotens.com</a>                                                   |
| Southern Maine Remodeling | <a href="mailto:mjoicoer@smremodel.com">mjoicoer@smremodel.com</a>                                           |