



Howard Center  
208 Flynn Avenue, Suite 3J  
Burlington, VT 05401  
Attn: Leo Gaudreau

October 12<sup>th</sup>, 2020

### **Request for Bids:**

Howard Center is requesting bids for Kitchen renovations at 847 Pine Street in Burlington. Site visits will be provided for each contractor one at a time due to COVID Safety regulations. Contractors interested in bidding and reviewing the site should contact Leo Gaudreau at 488-6970 to coordinate a time.

The work will be scheduled in phases to minimize time within the space and also due to the needs of the program and clients. Phasing will be discussed during the walk-through. A detailed schedule of the work will need to be provided by the awarded contractor for approval by the program.

### Scope of Work

- 1) Remove and discard existing kitchen cabinets and countertops, kitchen window trim, existing stove, existing dishwasher. (Refrigerator & microwave will stay and can be relocated to basement during construction.)
- 2) Purchase/Fabricate and install kitchen cabinets and countertops including hardware, sink, and faucet (all to be approved by the owner). ADA components to include drop down sink base cabinet w/ top mount DB SS sink and faucet, drop down accessible service counter. Provide and install ADA compliant feed and drain pipe protections. Install new 1x4 pine kitchen window trim.
- 3) Owner will provide new Dishwasher and Stove and will provide cutsheets to contractor for installation and utility connections.
- 4) Remove existing flooring and install new sheet vinyl flooring for high traffic areas.
- 5) Paint dining/kitchen walls, soffit and window trim - two top coats. Color coordinated and selected by the owner.
- 6) Propose any electrical changes or upgrades to ensure code compliance, itemize separately
- 7) Propose any plumbing changes or upgrades to ensure code compliance, itemize separately
- 8) Procure building permit and all bldg. permit inspections needed to procure Certificate of Occupancy.

### Site Details

- All COVID-19 Safety Precautions must be practiced including the use of PPE, Social Distancing and providing barriers during the work
- Protect out-of-scope surfaces from damage.
- Protect floors along construction travel routes in building.
- It is the responsibility of the contractor to ensure adequate building security while performing these installations

#### Asbestos

The material will not contain any asbestos. Safety Data Sheets will be provided to Howard Center for all materials to be used that are not cabinet, fixture, solid surface top.

#### Hidden Damage

Please provide information for the unanticipated replacement cost of concealed rot or damaged material. The repair of such items will be at the option of Howard Center and evaluated on site at the time of repair.

#### Insurance

Please provide proof of insurance for both your company and the installer that you will use.

#### Payment

Payment processing may take up to 30 days. Invoices may be submitted for materials and labor verified by the owner as ordered/complete.

#### Submissions

Interested contractors can email Leo Gaudreau at [lgaudreau@howardcenter.org](mailto:lgaudreau@howardcenter.org) to express interest and coordinate a time for review at the site. Once all reviews are done further communication as to when bids are due will be provided by Leo Gaudreau. It is expected that all reviews of the space and interest about the project will be complete no later than November 13<sup>th</sup>, 2020. The Owner reserves the right to accept or reject any or all offers.