

Request for Proposals (RFP)

General Carpentry Services – Hourly Rate and As-Needed Basis

Issued By: Franklin County

RFP Number: General Carpentry Services

Issue Date: August 6, 2025

Proposal Due Date: August 28, 2025, by 2:00 PM

1. Introduction

Franklin County is soliciting proposals from qualified contractors to provide general carpentry services for facility maintenance, repairs, and small-scale renovations. The selected contractor(s) will work on an as-needed basis under a time-and-materials agreement for various County buildings and properties.

2. Scope of Work

The contractor shall furnish all labor, tools, and equipment necessary to perform the following general carpentry tasks:

- Rough and finish carpentry
- Installation and repair of doors, frames, and hardware
- Drywall framing, installation, and repair
- Interior and exterior trim work
- Cabinetry repairs and installation
- Flooring underlayment or subfloor repair (not finish flooring)
- Wood-framed partition construction
- Installation of wall protection, handrails, and blocking
- Minor demolition and debris removal related to carpentry work
- Job site clean-up and safety compliance

All work must meet local building codes and ADA compliance where applicable.

3. Contract Term

The initial term of the contract shall be **one (1) year**, with options for up to **two (2) additional one-year extensions**, contingent on performance and funding availability.

4. Minimum Qualifications

Respondents must:

- Hold a valid contractor's license for carpentry/general building in [Insert State]
 - Carry required insurance (General Liability and Workers' Compensation)
 - Have a minimum of 3 years of professional carpentry experience
 - Be able to comply with OSHA safety regulations
 - Demonstrate availability for work within 72 hours of request
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5. Proposal Requirements

Proposals must include:

1. **Company Overview**
 - Business name, contact information, licenses
 2. **Hourly Rate Schedule**
 - Provide rates for service for both regular business hours and outside hours such as weekends and evenings/mornings.
 3. **List of Equipment & Capabilities**
 - Tools, lifts, safety equipment, etc.
 4. **Work Experience**
 - Description of past carpentry projects
 - Examples from public sector or commercial clients
 5. **Staffing Plan**
 - Resumes or bios for key personnel (if applicable)
 6. **References**
 - Minimum of 3 relevant client references
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6. Evaluation Criteria

Each proposal will be evaluated based on:

- Hourly rates and cost competitiveness
- Experience and qualifications
- Responsiveness and availability
- References and past performance

- Completeness and clarity of the proposal

Franklin County reserves the right to select multiple contractors.

7. Submission Instructions

Submit sealed proposals or email digital submissions to:

Franklin County Facilities Department

120 County Way, STE 4

Farmington, Maine 04938

🕒 Deadline: August 28, 2025, 2:00 PM

Late submissions will not be accepted.

8. Questions & Clarifications

All inquiries must be submitted by: August 25, 2025, 4:00 PM

Send questions to: Nick Palmer. npalmer@franklincountymaine.gov P: 207-491-6892

Answers will be distributed to all prospective bidders via email or phone

9. Legal and Administrative Provisions

- Franklin County reserves the right to reject any or all proposals.
- The County is not obligated to award based solely on the lowest cost.
- All services must comply with local and federal labor laws.
- Contractor must be able to pass a background check for workers on government sites, if applicable.