

ADVERTISEMENT

Town of Webster – Facility Upgrade Project (Bonding Amended See Contractor Requirements)

The Town of Webster invites sealed bids for a Facility Upgrade Project at Webster Town Hall. The project includes:

- **Town Clerk's Office Upgrade/Remodel** – Improve functionality and create a welcoming space for staff and visitors.
- **Fire-Resistant Archive Room Remodel** – Convert existing storage into a secure, fire-rated vault for long-term preservation of town records.

Scope of Work includes demolition, framing, ceiling improvements, custom millwork, painting, fireproofing, and installation of fire-rated doors. Contractor must provide a dumpster and secure all required permits. Electrical and data work will be handled by the owner.

Pre-Bid Site Walkthrough:

Contact Greg Robert at **grobert@webster-ma.gov** or call **508-949-3800 x1035** to schedule.

Location: Town Clerk's Proposed Office, Webster Town Hall (Current Town Admin Office).

Contractor Requirements:

- **Insurance:** Workman's Compensation & General Liability
- **Bonding:**
 - **Bonding Requirement:** 50% Payment Bond if contract is greater than \$25,000
- **DCAMM Certification:** Required for public vertical construction projects estimated at \$150,000+ under M.G.L. Chapter 149 or 149A.

Bid Submission Deadline:

December 12, 2025 @ 10:00 AM EST

Sealed bids must be hand-delivered to:

Town Admin Office, 350 Main Street, Webster, MA 01570

Phone: **508-949-3800**

Invitation to Bid

Town of Webster Facility Upgrade

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Project Overview

The Town of Webster is initiating a facility upgrade to enhance municipal operations and safeguard essential town documents. This project consists of two primary components:

1. Town Clerk's Office Upgrade/Remodel – Revamp the front office area to improve functionality and create a more welcoming space for staff and visitors.
2. Fire-Resistant Archive Room Remodel – Transform existing storage space into a secure, fire-rated vault for long-term preservation of town records.

Scope of Work

Scope of Work – Town Clerk's Office Upgrade/Remodel:

- Demolition: Remove current wall structures and adjacent wall to widen access.
- Framing & Structural Enhancements: Construct new wall openings and install steel lintel.
- Ceiling Improvements: Replace existing ceiling panels with suspended Class A fire-rated tiles.
- Custom Millwork & Fixtures: Install ADA-accessible counters, shelving units, and flip-up counter.
- Painting & Finishing Touches: Repair and paint all impacted wall surfaces.

Scope of Work – Fire-Resistant Archive Room Construction:

- Framing & Fireproofing: Strap walls, apply two layers of Type X fire-rated drywall.
- Ceiling Improvements: Install Fire Guard-rated ceiling tiles.
- Doors & Trim Work: Install new fire-rated door, salvage trim, and add baseboards.

Additional Considerations

- Debris Disposal: A 30-yard dumpster must be provided and maintained.
- Permitting: Contractor is responsible for securing all required permits.
- Electrical & Data Work: All electrical and low-voltage data modifications will be handled by the owner.

Pre-Bid Site Walkthrough

Contact grobert@webster-ma.gov to schedule or call **508.949.3800 x1035**

Location: Town Clerk's Proposed Office, Webster Town Hall (Current Town Admin Office)

Purpose: Contractors will review the work area and receive a detailed explanation of project requirements.

Contractor Requirements

- Insurance: Workman's Compensation, General Liability
- Bonding: Payment Bonds (50% Payment Bond if contract is greater than \$25,000
- DCAMM Certification: Required for public vertical construction projects estimated at \$150,000 or more under M.G.L. Chapter 149 or 149A. Contractors must provide a Certificate of Eligibility and Update Statement if applicable.

Submission Instructions

Bid Submission Deadline: **12-12-2025 @ 10:00AM EST**

Sealed Bids to be Hand Delivered to: **Town Admin Office @ 350 Main Street, Webster Ma., 01570, P: 508.949.3800**

Ensure all required documents are included with your bid package.

Invitation to Bid

Town of Webster Facility Upgrade

Please complete all fields below and submit by: 12-12-2025 @ 10:00AM EST

Company Name:

Contact Person:

Phone:

Email:

Bid Amount:

Insurance Confirmation (Y/N):

Bond Confirmation (Y/N):

Signature:

Date:

Pre-Bid Site Walkthrough:

Date:

Time:

Location: Current Town Administrators Office, Webster Town Hall 350 Main Street, Webster Ma.