

RECEIVED NOV 27 2023



**Town of Berlin**  
Office of the Town Administrator  
23 Linden Street, Berlin, MA 01503  
978-310-5919  
[townadmin@townofberlin.com](mailto:townadmin@townofberlin.com)

**TOWN OF BERLIN  
REQUEST FOR RESPONSES  
FLOORING REPLACEMENT PROJECT**

The Town of Berlin invites qualified vendors to remove, replace and dispose of existing tile and carpet in the Police and Fire departments located at 23 Linden Street in Berlin.

The scope of work can be obtained by emailing Administrative Assistant to the Town Administrator Dee Green at [selectmen@townofberlin.com](mailto:selectmen@townofberlin.com). A site visit can be scheduled by emailing Highway Superintendent/Facilities Director Fred Cummings at [fcummings@townofberlin.com](mailto:fcummings@townofberlin.com). Questions must be submitted to [selectmen@townofberlin.com](mailto:selectmen@townofberlin.com) no later than **December 7, 2023**.

All responses, including the required certifications and documentation, must be submitted in writing and **received NO LATER THAN 11:00AM on December 13, 2023** at the Select Board Office, 23 Linden Street, Berlin, MA 01503 by mail, or in-hand. All responses received by the deadline will be reviewed for completeness and responsiveness.

The successful vendor **MUST** obtain a payment bond in the amount of fifty percent (50%) of the contract price within ten days of the contract award date. **Prevailing wage is required.**

The Town of Berlin reserves the right to reject any or all responses in whole or in part, to waive minor informalities, and to accept a response and award a contract in the best interest of the Town.