



**Scope of Work Statement – Request for Written Quote**

**MGL Chapter 149 or Chapter 30, Section 39M Projects: With Estimated Costs under \$50,000**

***AWARDING ENTITY***

City of Marlborough  
c/o Department of Public Works – Facilities Division  
135 Neil Street, Marlborough, MA 01752  
Project Number: PF2023-08 (revised)  
Estimated Construction Cost: \$ 40,000

***CONTACT INFORMATION***

**Name and Title:** Rob Quinn, Assistant Commissioner of Facilities  
**Phone:** (508) 624-6910 x33105  
**Email Address:** [rquinn@marlborough-ma.gov](mailto:rquinn@marlborough-ma.gov)

***CONTRACT AND PROCUREMENT INFORMATION***

**Project Name:** Walker Building Selective Exterior Window Replacement and Repairs Project

**Project Location:** 255 Main Street, Marlborough, MA 01752 (Western Elevation)

**Project Description:** Replacement of existing windows and deteriorated area of wood trim that is detaching from the building. Furnish all labor, materials, equipment, services, permits, fees, disposal and insurance necessary for or incidental to a contract to perform the work indicated.

**Bid Sets Available:** Project Documents are available for download as of 2:00 p.m. on May 31, 2023, from projectdog.com. Log in with existing account or sign up for free. Enter Project Code 856241 in the project locator box and Select "go". Select "acquire documents" to download the project documents. Questions regarding document distribution shall be directed to Project Dog at (978) 499-9014.

Questions concerning the documents/specifications must be submitted in writing to : Rob Quinn via email to [rquinn@marlborough-ma.gov](mailto:rquinn@marlborough-ma.gov). Questions must be received no later than Friday, June 9, 2023. Updates will be available to all on record as having received the project documents.

**Pre Bid Conference:** Walker Building (Rawlins Ave. entrance), 255 Main St., Marlborough, MA on Wednesday, June 7, 2023 at 10:00 AM

**Bid Deadline:** Written Quotations must be received by **Wednesday, June 14, 2023 2:00 PM** to the attention of Robert Quinn, Assistant Commissioner, Public Facilities, at [rquinn@marlborough-ma.gov](mailto:rquinn@marlborough-ma.gov). Please reference **QUOTE PF 2023-08 Walker Building Select Window Replacement and Repair Project** in your email subject line.

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