



## Request for Proposals for Handy Person

Madonna Place is seeking proposals for a handy person to complete a variety of odd end jobs at 240 Main Street, Norwich, CT

Proposals are due by 4:00 pm on October 29, 2021, and can be sent to:  
Pamela Kuba, Administrative Assistant  
240 Main Street  
Norwich, CT 06360  
PKuba@MadonnaPlace.org

A pre-proposal walkthrough can be scheduled by contacting Pamela at (860) 886-6600 x 143.

### Proposals to include:

A Certificate of Insurance showing \$1M/\$2M liability limits  
A list and explanation of all fees and costs  
At least 3 current references for which comparable work has been performed

Project Scope: Tasks are to be performed during business hours and may include assembling, disassembling furniture, moving cabinets/desks, painting, setting up shelves on walls.

### Frequency:

Tasks are to be completed on an as needed basis.

It is anticipated that these services will be 1-year contracts starting approximately November 8<sup>th</sup> with the option to renew for up to one year. Billing and payments shall be monthly. Proposals shall include the cost for 2021-2022 and the renewal costs for 2022 to 2023.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Madonna Place reserves the right to reject any and all bids, to accept the lowest or best bid and to waive any formalities.