

OXFORD HILLS TECHNICAL SCHOOL

Physical Address: 256 Main St., South Paris, ME 04281

Mailing Address: P.O. Box 313, Norway, ME 04268

Phone: (207) 743-7756 *Fax:* (207) 743-0667 *www.ohts.net*

Randy Crockett
Director

Patrick Carson
Assistant Director

Nancy McClean
Student Services Coordinator

Request for Proposal (RFP)

Conversion of Storage Space into Classroom Space

Issued By

Oxford Hills Technical School
PO Box 313
Norway, ME 04268

RFP Issue Date

May 13, 2026

Proposal Due Date

June 12, 2026

Contact Information

All questions and proposal submissions shall be directed to:

Shelley Cummings
Business Manager
Oxford Hills Technical School
(207) 743-7756 opt 4
s.cummings2@msad17.org

1. Introduction

Oxford Hills Technical School is seeking proposals from qualified contractors to renovate and convert an existing storage area into a functional classroom space. The selected contractor will provide all labor, materials, supervision, and related services necessary to complete the project in accordance project specifications.

2. Scope of Work

The selected contractor shall provide all necessary services to complete the project, including but not limited to:

Demolition and Preparation

- Removal of temporary wire cage material and plywood wall currently dividing the office area from the storage area. See Demo Plans on Plan A-1
- Preserve/salvage all usable portions of the cage material and metal frame

Construction and Renovation

- Construct a wall as specified in Plan EG-1, in room A128 to create a classroom space, including a door that meets egress requirements.
- Framing & drywall as needed on both sides, including painting and finish work
- Construct a partition in the opening of the current locker room with a 4 foot wide door using salvaged cage materials.

3. Project Requirements

The contractor shall:

- Comply with all local, state, and federal regulations
- Maintain a safe work environment
- Provide proof of insurance and licensing

4. Timeline

The anticipated project schedule is as follows:

Milestone	Date
RFP Issued	05/8/2026
Proposal Submission Deadline	06/15/2026
Project Start	As early as July 1, 2026 pending approval of the MVR 11 budget by public vote on June 9, 2026.
Project Completion	08/14/2026

5. Proposal Requirements

Proposals should include the following:

1. Detailed cost of materials and labor being proposed
 2. Proof of insurance and licensing
-

6. Evaluation Criteria

Proposals will be evaluated based on:

- Proposed timeline
 - Cost effectiveness
 - Ability to meet project deadline.
-

7. Submission Instructions

Proposals must be submitted no later than June 15, 2026 to:

Email: s.cummings2@msad17.org

Late submissions may not be considered.

8. Reservation of Rights

Oxford Hills Technical School reserves the right to:

- Reject any or all proposals
 - Waive informalities or irregularities in proposals
 - Request additional information from proposers
 - Award the contract in the best interest of the organization
-

9. Attachments (Optional)

Plans developed by Inspiredesign