

# **TOWN OF SANDOWN, NH**



## **REQUEST FOR PROPOSAL**

### **REPLACEMENT OF**

### **HEATING SYSTEM FURNACES**

### **AND RELOCATION OF VENTING FOR**

### **EXISTING GAS WATER HEATER**

### **AT**

### **TOWN HALL**

**BID DUE DATE: Tuesday, August 31, 2010**

## I. General Conditions

1. **General Information:** The Selectmen's Office of the Town of Sandown, New Hampshire will receive bid responses at its office at the Sandown Town Hall 320 Main Street, Sandown, NH up until the close of business on Tuesday, August 31, 2010. Bids must be submitted in a sealed envelope bearing the name of the bidder, bid due date and bid title. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after bids are opened.

*If you downloaded this Request for Proposal from the Town of Sandown's website, [www.sandown.us](http://www.sandown.us), it is your responsibility to check back on the website for any addenda that may have been issued, prior to the bid/proposal due date (or you may contact the Selectmen's Office at 603-887-3646).*

2. **Acceptance of Bids:** The Board of Selectmen shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be date stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's Office before the time and date set for the bid opening.
3. **Bid Openings:** Bids shall be delivered to the Selectmen's Office for the Town of Sandown on or before the day set. Each bid shall be enclosed in a separate sealed envelope bearing the description of the bid. All bids will be opened by the Board of Selectmen. The Board of Selectmen may authorize a designee to open the bids.
4. **Bid Corrections:** After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid which would be contradictory to the interests of the Town of Sandown or fair competition. The Board of Selectmen may waive minor informalities as long as the intent of the bid is not disturbed.
5. **Bid Award:** Bids meeting the specifications shall be reviewed by the Board of Selectmen and others as needed. A recommendation shall be made to the Board of Selectmen for approval. The Board of Selectmen shall award the contract to the successful bidder and be responsible for preparing Notice of Bid Awards and submitting same to the successful bidder as well as all other bidders.
6. **Contractor Qualifications:** To be determined responsible, a prospective contractor must:
  - Have adequate financial resources to perform the contract, or the ability to obtain them
  - Be able to comply with the required or proposed delivery or performance schedules
  - Have a satisfactory performance record
  - Have a proven record of integrity and business ethics
  - Have the necessary organization, experience, technical skills, and support staff, or the ability to obtain them
  - Have the necessary production, construction and repair equipment and parts required to fulfill the contract requirements.
  - Provide at least three (3) business references including name, address and telephone number

- Provide proof of insurance with bid proposal and to name the Town of Sandown as a certificate holder during the term of the contract
7. Payment Terms: 50% due upon acceptance of the proposal, 50% due upon completion of project.
  8. FOB Point – It is understood that the bidder agrees to deliver FOB Destination, with no freight charges to the Town. All costs for packing, delivery, drayage, postage, freight, express, or for any other purpose are to be borne by the bidder.
  9. Inspection – All items furnished shall be subject to the inspection of the Town, and unsuitable items may be rejected. Defective items shall be made good by the vendor in a manner satisfactory to the Town.

## **II. Specifications:**

The following specifications are to set forth the specific requirements for this project. The removal of two (2) existing furnaces which heat the upper and lower levels of the Town Hall and the installation of two (2) new furnaces and necessary equipment. Requirements would also include relocating the venting on the existing gas water heater.

### **General Scope of Work:**

The Contractor shall provide all labor, materials, and equipment as follows:

- Disconnect electrical, controls, oil lines and flue piping to both furnaces.
- Disconnect supply and return ductwork from both existing furnaces.
- Dismantle furnaces, remove and dispose.
- Install one (1) oil fired Thermoflo CLB-140 (79,4000 – 146,900 BTU's) furnace in the boiler room to heat the lower level of the Town Hall.
- Install one (1) oil fired Thermoflo PLB-350 (215,300 – 297,000 BTU's) furnace in the boiler room to heat the upper level of the Town Hall.
- Connect existing duct supply and return duct work to the new furnaces.
- Install new double wall flue piping with stainless steel inner lining, ½" air space and galvanized outer jacket for each of the two (2) new furnaces. Each furnace to have its own flue to the existing chimney.
- Reconnect oil supply piping, controls, zoning, transformers and electrical to new furnaces.
- Install a new fresh air intake duct and louver. Louver to be installed on outside wall and fresh air duct connected from the louver to each of the furnace return plenums. Each fresh air duct will have a motorized damper which will open when systems are operating to allow for air exchange in building.
- Remove all old zone dampers and replace with new dampers.
- Start and test operation of new system.
- Disconnect vent from existing gas water heater from chimney and re-vent as regulated by NFPA 54 gas code.
- Obtain all required permits from the Town of Sandown.

### **Town Contacts:**

Town of Sandown  
Lynne Blaisdell, Selectmen's Office Manager  
320 Main Street, PO Box 1756, Sandown, NH 03873  
(603) 887-3646 - lblaisdell@sandown.us

**RETURN THIS PAGE WITH YOUR PRICING SCHEDULE  
REPLACEMENT OF HEATING SYSTEM FURNACES AT TOWN HALL**

Bid Work Sheet – The removal of two (2) existing furnaces which heat the upper and lower levels of the Town Hall and the installation of two (2) new furnaces and necessary equipment as specified in the General Scope of Work. Also includes the relocating of the venting on the existing gas water heater.

**Due: Tuesday, August 31, 2010**

To the Town Of Sandown:

In compliance with the annexed notice inviting sealed proposals, the undersigned hereby proposes to furnish all necessary tools and equipment, materials, labor and supervision (including cost of Worker’s Compensation Insurance and all payroll taxes on such labor) to complete the above noted project as herein described in accordance with the special provision therefore, and agrees to enter into a contract therefore, at the listed prices.

All prices shall be F.O.B. 320 Main Street, Sandown, New Hampshire.

For labor, materials, and equipment for the removal of two (2) existing furnaces which heat the upper and lower levels of the Town Hall and the installation of two (2) new furnaces and necessary equipment as specified in the General Scope of Work. Also includes the relocating of the venting on the existing gas water heater.

INCLUDE COMPLETE WORK DETAIL SHEETS OUTLINING ALL WORK PERFORMED IN PRODUCT SEQUENCE – COMPLETE AS PER SECTION II OF THE BID DOCUMENT. PROVIDE SEPARATE LINE ITEMS FOR ALL LABOR, PROJECT MATERIALS, AND EQUIPMENT PROVIDED TO COMPLETE THE PROJECT.

Proposed Cost: \$\_\_\_\_\_

Additional Work:

In the event that additional work is identified provide unit prices for the following:

1. Disposal                    \$\_\_\_\_\_
2. Hourly Labor            \$\_\_\_\_\_
3. Heavy Equipment \$\_\_\_\_\_

REQUEST FOR QUOTATION  
INSTRUCTIONS AND CONDITIONS

1. PREPARATION/SUBMISSION OF BIDS:

- Each bid must be submitted on this form in a sealed envelope
- All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.
- Correction and/or modifications received after the closing time specified will not be accepted.
- Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the Town.
- Time of delivery may be a consideration in the award.
- Prices will be considered as net if no cash discount is shown.
- All bids shall be signed by an authorized officer or employee of the bidder.
- Bids must be submitted by the date and at, or prior to, the time specified to be considered. No late bids, telegraphic or telephone will be accepted.
- If your quotation is on an “all or nothing” basis, please state on quotation form
- Bid must include the following non-collusion clause and statement must be signed in ink by person signing the bid:  
“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.”

2. BRAND NAMES:

- Brand names and numbers, when used, are for reference to indicate the character or quality desired.
- Equal items will be considered, provided your offer clearly describes the article. Offers for equal items shall state the brand and number, or level of quality. The determination of the Board of Selectmen as to what items are equal shall be final and conclusive.
- When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.

3. LIABILITIES:

- The vendor shall hold the Town of Sandown, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense any and all actions brought against the Town of Sandown or himself because of the unauthorized use of such articles.
- All materials, supplies and equipment in these specifications and bid shall be in full compliance with the safety orders and regulations of the Division of Industrial Safety of the State of New Hampshire and all laws and ordinances applicable thereto. Cost of the inspection of deliveries or offers for delivery, which do not meet specifications, will be charged to vendor.

4. **DEFAULT BY BIDDER:**

In case of default by the bidder, the Town of Sandown may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the Town of Sandown. Prices paid by the Town shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension is the opinion of the Board of Selectmen.

5. **AWARDS:**

The Town of Sandown reserves the right: (1) to award bids received on the basis of individual items, or groups of items, or on the entire list of items, (2) to reject any or all bids, or any part thereof, (3) to waive any informality in the bids; and (4) to accept the bid that is in the best interest of the Town. The Board of Selectmen's decision shall be final.

In determining and evaluating the best quotation, the prices will not necessarily be the controlling factor, but quality, equality, efficiency, utility, suitability or the equipment offered and the reputation of the equipment in general use will also be considered with any other relevant factors.

6. **RIGHT TO AUDIT:**

The Town of Sandown reserves the right to verify, by examination of vendor's records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

## TOWN OF SANDOWN

### INSURANCE REQUIREMENTS FOR CONTRACTORS (WITH CONSTRUCTION RISKS)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide to the Town a statement showing certificates of insurance, identifying the Town as co-insured, no less than 10 days after the signing of the contract. Contractor shall notify the Town within 5 days in the event of loss or change in coverage or conditions or amounts of coverage. Each policy of insurance must be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire and is reasonably acceptable to the Town.

#### Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. Liability insurance for bodily injury in the amount of \$1,000,000 per occurrence
2. Public liability insurance with a Comprehensive General Form to include, without limitation, Premises, Operations, Completed Operating, Product, Independent Contractors (if any), Broad Form Property Damage, Blanket Contractual Insurance, and Personal Injury.
3. Errors and Omissions Insurance with a \$1,000,000 combined single limit
4. Automobile insurance written with a Comprehensive Form including coverage for owned, hired and non-owned vehicles. The limit for any one accident will be \$1,000,000.
5. Worker's Compensation as required by the State of New Hampshire.

Additional requirement if hazardous materials involved:

6. Contractor's Pollution Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 policy aggregate

Any deductibles or self-insured retentions must be declared to and approved by the Entity. At the option of the Entity, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Entity, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

The Worker's Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the contractor, its employees, agents, and subcontractors.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

For further information, please contact the Sandown Selectmen's Office at (603) 887-3646.