

Harold Martin School Air Project Sealed Bid Hopkinton School District

Michelle R. Clark, Business Administrator 603-746-5186 fax 603-746-5714
mclark@hopkintonschools.org

COMPETITIVE SEALED BID FOR “Harold Martin School Air Project”

It is the intent of the Hopkinton School District, New Hampshire to engage the services of a qualified firm to provide the School District with the following product(s) or services to be purchased. “Removal of old air unit and install unit(s) to support the Computer Lab in the school”

Sealed bids must be received no later than March 12th, 2014 at or before 1:00pm from interested firms, to be eligible for consideration by the School District. Each bid will be submitted in a sealed envelope, which is clearly marked

“Harold Martin School Air Project”

All sealed bids received will be considered confidential and not available for public review until after the bid opening on March 12th, 2014 at 1:00pm.

Sealed bids and all correspondence relating to this bid shall be submitted to:

Michelle Clark, Business Administrator
Hopkinton School District
204 Maple Street
Contoocook, NH 03229

Qualified Firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Richard Fortier, Facilities Director at 603-746-4167, Ext. 3227 or rfortier@hopkintonschools.org. Bid documents may be picked up at the SAU office at the above address during regular business hours: Monday to Friday 8:00 am to 4:00 pm.

Please visit our website to download a copy of this Bid www.hopkintonschools.org Departments - Business

- (1) One original and (1) One copy is required and must be received at the above address no later than March 12th, 2014 on or before 1:00 PM, late bids will not be considered.

Prior to bidding, interested contractors ***must*** attend the pre bid meeting on February 28th, 2014 at 9:00 a.m. This meeting will be at Harold Martin School, 271 Main Street.

The School District reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid /proposal considered to be in the best interest of the School District. The School District also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may declare a bid/proposal as non-responsive subject for disqualification.

Hopkinton School District, New Hampshire

204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714

Notice To Qualified Firms

*Do not alter bid documents in any way.

*All bid documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a bid/proposal.

Please don't hesitate to call if you need any additional information: Michelle Clark, Business Administrator (603) 746-5186, Ext. 2252 or Richard Fortier, Facilities Director (603) 746-4167, Ext. 3227.

The Hopkinton School District reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.
DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.

Hopkinton School District, New Hampshire
204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714
Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Hopkinton School District to ferret out information concerning the materials, which you intend to furnish. If your bid/proposal does not meet all our specifications you must state it in the space provided below.

Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the School District, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Hopkinton School District may claim forfeiture on your bid, if submitted.

Signed _____ I DO meet specifications

Signed _____ I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.

Hopkinton School District

204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714

Form for General Bid

In compliance with all specifications enclosed the Bidder hereby proposes to provide services/equipment in strict accordance with the specifications provided. All services, materials, labor, and equipment required for removal of a rooftop Carrier air conditioner, to include removal of debris, purchase and installation of unit(s) to support the computer lab at Harold Martin School will be supplied at the prices stated below. Asking for bids does not mean the District will be approving the project.

Harold Martin School – Computer Lab – approximately 600 square feet

Removal of old rooftop unit

Purchase and install new unit(s) to support these areas

Remove debris

Complete project during April school vacation week, which is 4/21/14-4/25/14

Price _____

Warranty _____

Price _____

Warranty _____

Price _____

Warranty _____

• Proposal Submitted by (Business Name)

(printed) _____

• Title of person authorized to sign proposals

• Name of person authorized to sign proposals

• Signature of person authorized to sign proposals

• Business Phone _____ Business Fax _____ • Business

Address _____ Date _____ • Business

Email _____ • Business Type _____ (Individual,

Partnership, Corporation etc.)

Bidder hereby agrees to **commence** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before: _____ Bidder hereby

agrees to **complete** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before:

Hopkinton School District

204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714

Form for General Bid

General Terms and Conditions

Preparation of Bids/Proposals,

Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Business Office no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

Submitting Bids/Proposals,

Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

Withdrawal of Bids/Proposals,

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

Award of Contract,

It is the policy of the Hopkinton School District that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule; and
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive & responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product /materials/services to be provided and the support that the bidder offers during the duration of the supply terms.

Hopkinton School District

204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714

Form for General Bid**Pricing**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

Delivery

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Performance Bond

The School District requires Performance Bonds on all construction projects that are over \$35,000 per N.H. RSA 447:16-18.

Guarantees & Warranty

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the School District, in writing, prior to the delivery of an item or any work being performed.

Force Majeure

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God. If during the contract period the successful vendor fails to supply the Hopkinton School District, New Hampshire with the vehicles/products/service (s). The Hopkinton School District will purchase this product/service(s) on the open market and the vendor will compensate the Hopkinton School District, New Hampshire with the difference between the bid price and the price incurred on the open market.

Proposal Evaluations

The School District reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

- a. Fails to adhere to one or more of the provisions established in the proposal.
- b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- c. Fails to meet the minimum evaluation criteria specified in this proposal.
- d. Fails to submit its proposal to the required address on or before the deadline date established by the School District.
- e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- f. Fails to submit its cost on the enclosed bid form.
- g. Refuses a reasonable request for an interview.
- h. Refuses to provide clarification requested by the school.

Hopkinton School District
204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714
Form for General Bid

Insurance Requirements

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability Combined single limit
\$ 1,000,000.00 Workmen's Compensation & Employers Legal Liability \$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen's Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

Non-Collusion Statement

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title _____ Signature _____
Company _____

Hopkinton School District

204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714

Form for General Bid

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Hopkinton School District, NH, it's officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the School District for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the School District or its employees. This indemnification shall survive the expiration or early termination of this contract.

• Company _____ • Taxpayer Identification Number _____ •
Authorized Signature _____ • Contact Phone _____ • Address _____
_____ • Date _____