

HOPKINTON SCHOOL DISTRICT
School Administrative Unit 66
204 MAPLE STREET • CONTOOCCOOK, NH 03229
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HOPKINTON SCHOOL DISTRICT
INVITATION TO BID

BID FOR: Harold Martin School Playground Site Work

DEADLINE FOR RECEIPT OF BIDS: October 20, 2010 2:00 PM

LOCATION OF BID RECEIPT:
Hopkinton School District
School Administrative Unit # 66
204 Maple Street
Contoocook, NH 03229

You are invited to submit a lump sum proposal for site work related to the playground area at Harold Martin School, 271 Main Street, Hopkinton, New Hampshire 03229. All work is to be performed in accordance with the enclosed specifications and as otherwise noted.

The proposal is to be submitted in duplicate on your letterhead. Envelopes should be addressed to Hopkinton School District, 204 Maple Street, Contoocook, NH 03229, Attention: Michelle R. Clark – Bid: HMS Playground Site Work, no later than October 20, 2010 by 2:00 P.M.

INSTRUCTIONS TO BIDDER

1. The Hopkinton School District (School Administrative Unit 66) reserves the right to reject any and all bids based on non-compliance of specification, and to waive the formalities, as it deems such action to be in their best interest. The District reserves the right to reject any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The District also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.
2. All bidders must meet all qualifications established by the District and must certify that they do not have business or personal relationships with members of the Hopkinton School Board or Administration. If a business or personal relationship exists, bidders must disclose such relationship as part of the bid.

3. Although price will be a critical factor, the District reserves the right to award the contract to someone other than the lowest bidder as determined to be in the best interest of the District.
4. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of bids to ensure issuance of a formal purchase order.
5. All bids must be signed by an authorized representative of the company.
6. Should a vendor find discrepancies in or omissions from the specifications, or should he/she be in doubt as to their meaning, the vendor shall at once notify the SAU, who will send a written instruction to all vendors. The SAU will not be responsible for any oral instructions or addendums.
7. The Contractors, before submitting their proposals, shall carefully examine the existing playground conditions and all other conditions at the site, which could affect the work.
8. Bid must comply with the specifications and plans of projects as described below.
9. The Contractor shall state their initiation and completion dates for the project, including all work necessary, to complete punch list items in their proposal. Initiation of work for Phase I can commence as soon as awarded, and must be completed by October 31, 2010. If vendor cannot meet these dates, please identify start and completion dates you can schedule. Phase II will need to be complete by November 15, 2010.
10. Certificate of Liability and Worker's Compensation Insurance is to accompany all bid documents.
11. Contractor must provide a performance bond before work can begin.
12. No work shall commence on the project without a proper Certificate of Insurance being received and approved by the School District. The Certificate shall list the Hopkinton School District as an additional or co-insured and as otherwise identified on the enclosed Insurance or Indemnification form.
13. Work on this project must meet the requirements of all applicable town, local and state codes, laws and ordinances, in addition to any technical societies referenced herein.
14. The Contractor shall schedule his/her material, work and deliveries and provide protection, as required so as to cause no interference with School District's normal use of the property. To this end, strict coordination will be required with Mr. Richard Fortier, HSD Director of Facilities.
15. All work is to be done in a workman like manner and payment must be approved by the Hopkinton School District.
16. Contractor is responsible for all debris removal and clean up on a daily basis.
17. When work begins, a substantial work force must be present each work day to ensure a timely completion.
18. Forty-eight (48) hours notice must be given before work can begin.

The Contractor is expected to finance his/her own operations. Request for payments shall be made only for the materials on site and the percentage of work completed as of the date of application. The Contractor shall be responsible for obtaining and paying for all necessary permits and/or details, as required by the governing building authorities, for the performance of work. The Contractor shall submit two (2) copies of all proposed material data sheets and samples. The Contractor agrees to furnish a labor force that will work in harmony and accord with all other labor groups taking part in or concerned with this facility.

SCOPE OF WORK:

Harold Martin School Playground Site Work Bid Package. October 5, 2010

The following document describes the various phases for the Harold Martin School Playground Site Work Bid Package:

Phase A, Part 1. Main Structure:

This phase involves the area containing the existing playground equipment as shown in Figures 1 and 2.

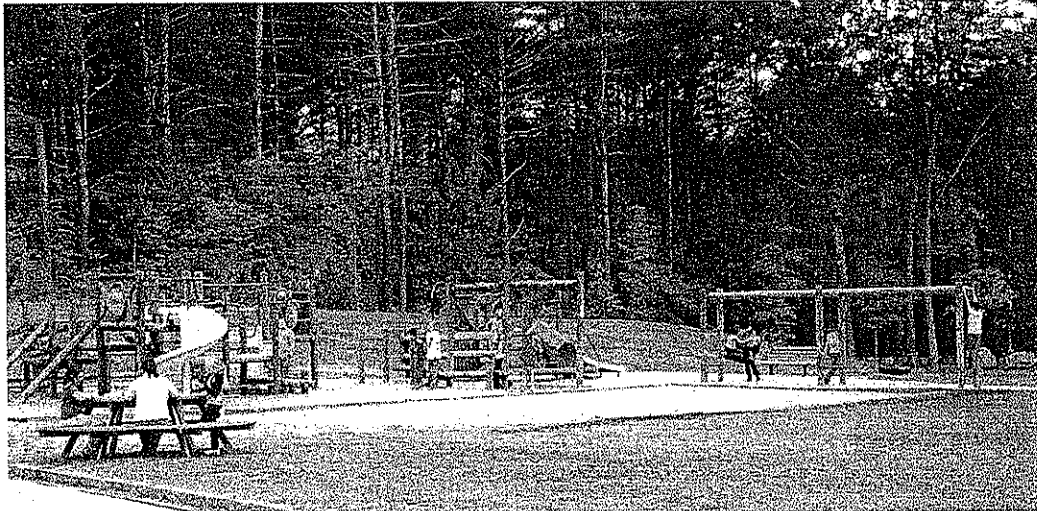


Figure 1.

Harold Martin School Playground Site Work Bid Package. October 5, 2010

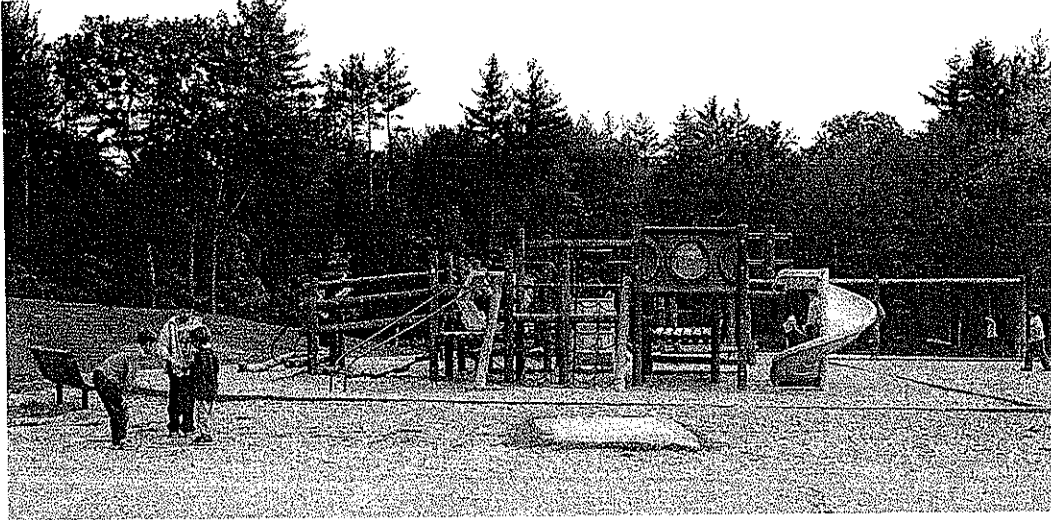


Figure 2.

Work Required:

1. Remove all wooden posts and timbers from ground
2. Remove existing pea stone surface.
3. Excavate down approximately 6" down from top of existing pea stones to base level.
4. Prepare level grade approximately 1% slope towards rear of playground.
5. Foot print for the new equipment is 72' wide and 80' long (towards rear of playground).
6. Final grade surface can be plain dirt or sand.
7. Final Wood Chip Surface and Interior plastic borders by volunteers.
8. Top Dress around perimeter with screened topsoil and seed to prevent erosion

Phase A, Part 2. Pre-K Structure:

This phase involves area for the new Pre-K playground structure as shown in Figure 3.

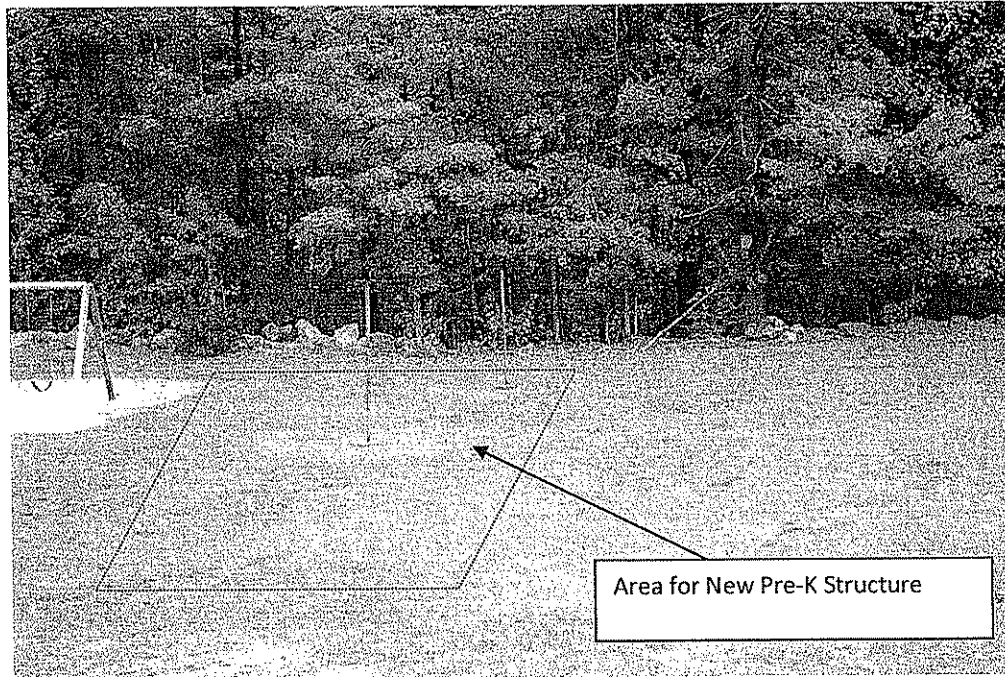


Figure 3.

Work Required:

1. Remove two (2) metal tether ball posts from ground
2. Excavate down approximately 8" down from top of existing grass to base level.
3. Prepare level grade approximately 1% slope towards rear of playground.
4. Foot print for the new equipment is 28' wide and 40' long (towards the woods). Placed approximately 4-6 feet from right edge of existing swing set "wood chip" footprint.
5. Final grade surface can be plain dirt or sand.
6. Final Woodchip Surface and Interior plastic borders by volunteers.

Phase A, Part 3. Play Surface Expansion:

This phase involves area for the rear corner of the playground as shown in Figures 4 and 5.

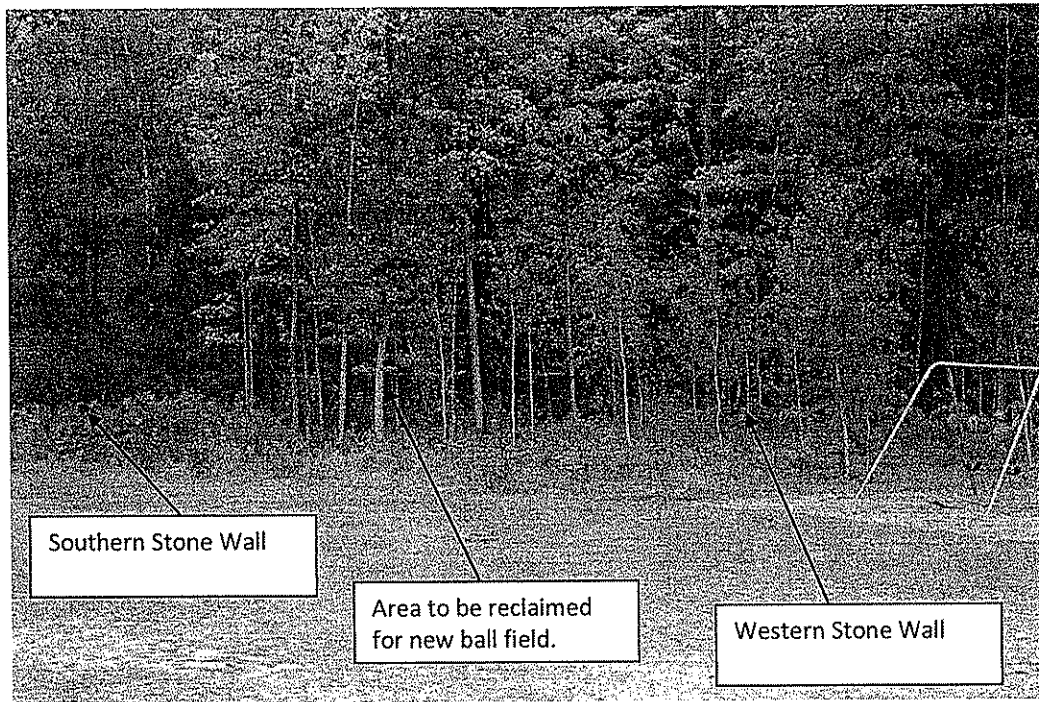
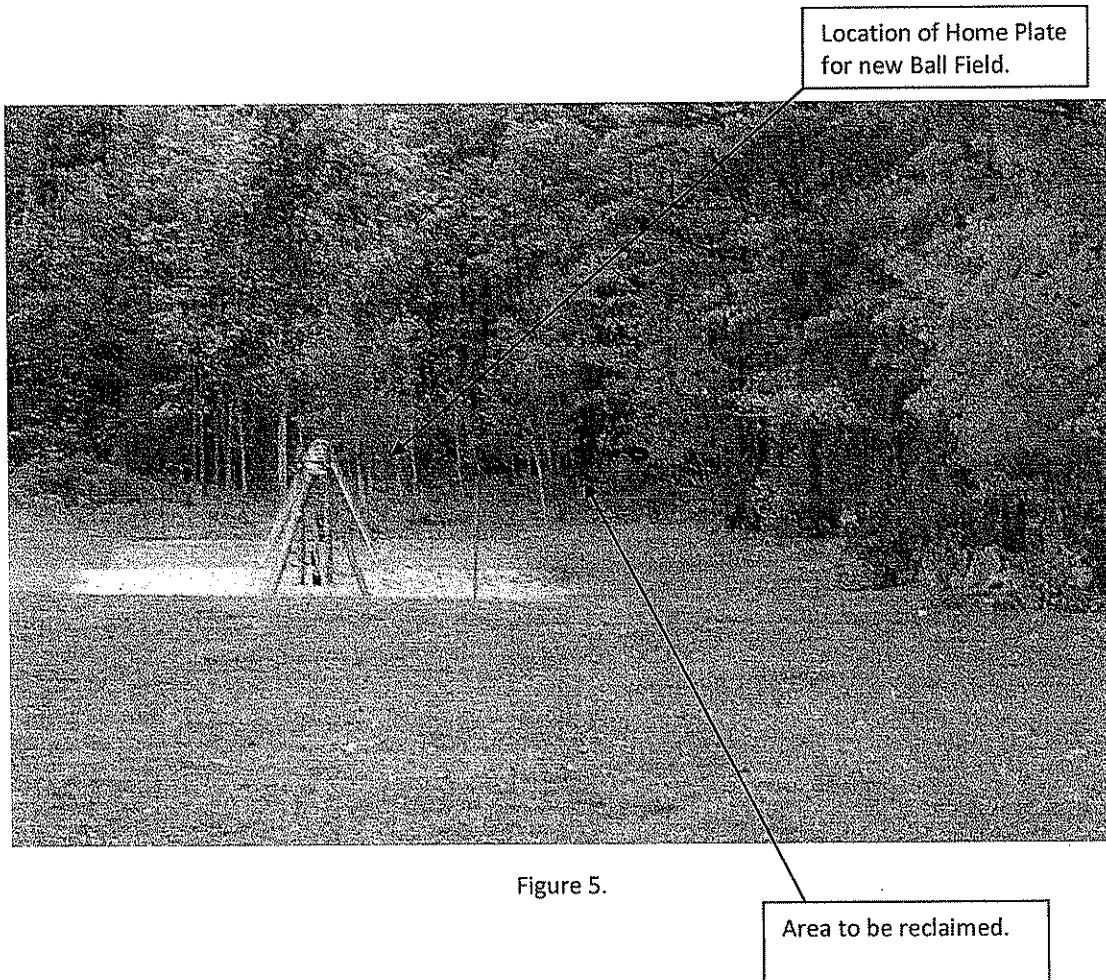


Figure 4.

Work Required:

1. Remove all stumps from ground. Trees shall be removed by others.
2. Remove all brush and debris from the site all the way back to the rear (southern) and the right hand (western) stone walls.
3. Prepare level grade approximately 1% slope towards right rear (Southwest) corner of the playground.
4. Excavate down approximately 4" down from top of existing grade for new ball field diamond.
5. The footprint for the new ball diamond is approximately 70' by 70'.
6. Perform final grade of new infield using "infield mix".
7. Approximately area to be reclaimed is 80' by 100'.



Phase B, Part 1. Path

This phase involves creating a path from the main playground structure to the new Pre-K Structure area as shown in Figures 6 and 7. Path is 54" wide by 4-6" deep.

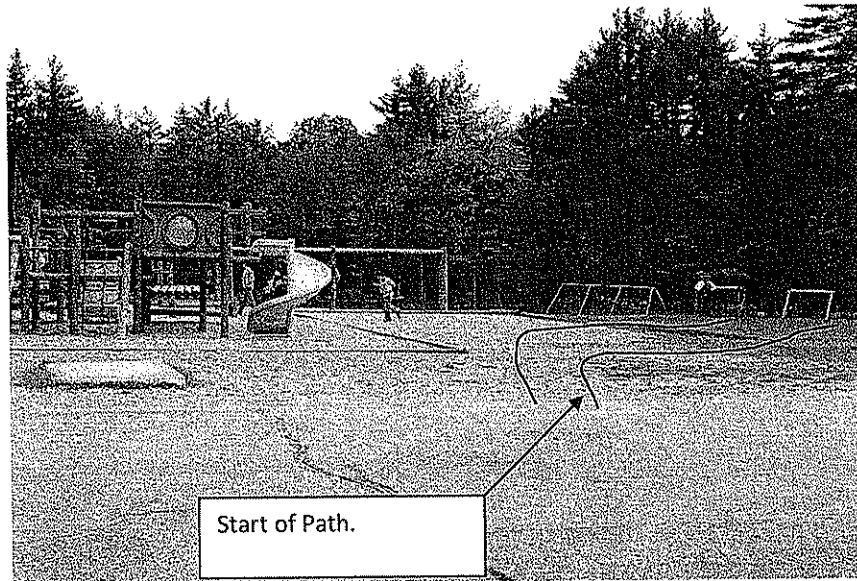
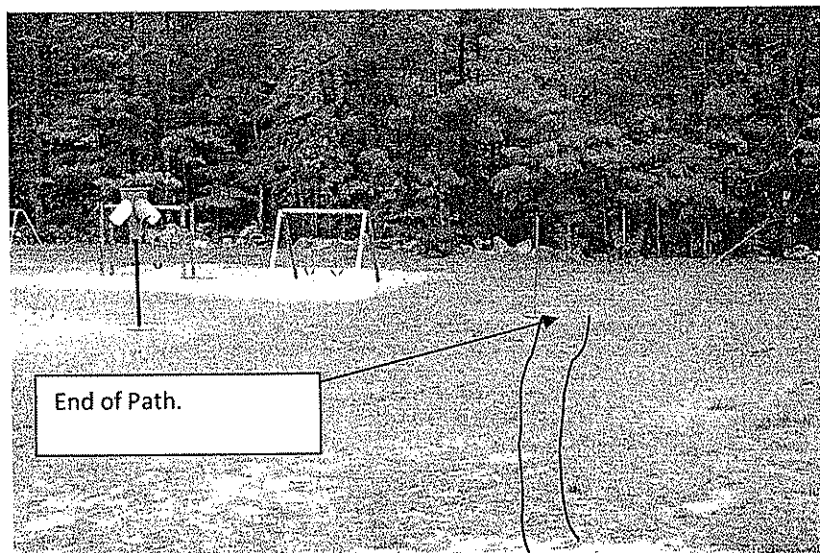


Figure 6



Harold Martin School Playground Site Work Bid Package. October 5, 2010

Figure 7.

Work Required:

1. Remove sod and dirt from path.
2. Ensure grade is ADA compliant 1:16 max grade with 1:20 preferred .
3. Excavate down approximately 4" to 6" down from top of existing grade.
4. Final Woodchip Surface and Path borders by volunteers.

Phase B, Part 2. Playing Field Enhancements

This phase involves the further enhancements to playing fields as shown in Figures 8 and 9.



Figure 8.

Work Required:

1. Re-grade entire existing play area and blend with newly reclaimed areas (Approx. 28,000 S.F. total)
2. Add 4" to 6" of screen topsoil to entire area
3. Hydroseed with athletic field seed mix



Figure 9.

GENERAL:

- Set-up and storage areas to be determined with Richard Fortier of the Hopkinton School District prior to the start of the work.
- A sequence of the progress of the work shall be presented to Hopkinton School District for review prior to commencement of work. The Contractor shall provide daily updates to the sequence of construction in the form of a daily schedule.
- Remove all debris daily from the project site and take to a legal dumping facility authorized to receive such material. Manifest of disposal shall be provided to Hopkinton School District if requested. Contractor shall walk building grounds to ensure all debris is cleaned from site.

EXECUTION:

At the completion of the project, the Contractor shall schedule for a final inspection with the Hopkinton School District.

Prior to final payment of monies for the contract, the inspection, as indicated above, shall be complete

Should the vendor have any questions about these documents or if they cannot bid on this project at this time, please notify Michelle R. Clark at the Hopkinton School District immediately at 603-746-5186.

INSURANCE AND INDEMNIFICATION:

As used herein, the job to be done is called the "Work"; the concern doing the work is called the "Contractor"; and the site where the Work is being done is called the "Premises".

The Contractor shall be solely responsible for all loss, expense (including attorney's fees), and damage and shall indemnify the Hopkinton School District against and save the Hopkinton School District harmless from all claims, demands and judgments made or recovered against Hopkinton School District because of personal injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the Work, whether or not caused by negligence of the Contractor, any subcontractor or his or their employees, servants or agents; provided that said indemnification and save harmless obligation shall not apply to circumstances resulting solely from negligence of the Hopkinton School District, its employees or servants, as finally so determined by a court of competent jurisdiction.

Compliance by the Contractor with the following insurance provisions shall not relieve the Contractor from liability under this provision.

INSURANCE TO BE CARRIED BY CONTRACTOR:

Prior to commencement of work under this contract, Contractor will provide The Hopkinton School District with Certificates of Insurance, in companies acceptable to the Hopkinton School District, evidencing:

- I. Worker's Compensation – in accordance with the laws of all jurisdictions (State, province, Federal) which may apply to work being performed and including coverage for Employer's liability with a limit of not less than \$ 100,000.00 Each Accident / \$500,000 Disease-Policy Limit / \$100,000 Disease-Each Employee.

- II. Comprehensive General Liability – with Limits of not less than \$1,000,000.00 per occurrence. The insurance will include the following hazards and the certificates will so indicate:
- a) Independent Contractors – covering the Contractor for any work performed by subcontractors.
 - b) Contractual – covering the above indemnity agreement.
 - c) Products – covering any product provided under this contract and include a vendor's endorsement in favor of the Hopkinton School District.
 - d) Completed operations – covering work performed under this contract.
- III. Comprehensive Automobile Liability – covering all owned, non-owned and hired vehicles of not less than \$1,000,000.00 Combined Single Limit.
- IV. The certificate(s) of insurance shall name the Hopkinton School District as an additional or co-insured under the general liability and auto coverage.

These certificates will indicate that the Hopkinton School District will be advised not less than thirty (30) days prior to any change or cancellation. Such insurance will be maintained for the duration of this contract. Completed operations coverage, where applicable, will be maintained for not less than three (3) years after end of operations under this contract.

Any questions or requests for additional information should be directed to:

Ms. Michelle R. Clark
Business Administrator
Hopkinton School District
204 Maple Street
Contoocook, NH 03229
Tel: 603-746-5186, Ext. 252
Fax: 603-746-5714
Email: mclark@hopkintonschools.org

Hopkinton School District
Harold Martin School Playground Site Work Project
Bid Submittal

Phase I

Date: ____/____/____

Company Name: _____

Represented By: _____

Company Address: _____

Phone Number: _____

Amount: _____

Signature

Date

Printed Name

Hopkinton School District
Harold Martin School Playground Site Work Project

Bid Submittal

Phase II

Date: ____/____/____

Company Name: _____

Represented By: _____

Company Address: _____

Phone Number: _____

Amount: _____

Signature

Date

Printed Name

Hopkinton School District
Harold Martin School Playground Site Work Project

Bid Submittal

Phase I and II

Date: ____/____/____

Company Name: _____

Represented By: _____

Company Address: _____

Phone Number: _____

Amount: _____

Signature

Date

Printed Name