

Town of Atkinson, New Hampshire
REQUEST FOR PROPOSALS
RFP # 12-2011

Atkinson Server Room

Issued: October 18, 2011

Sealed proposals from qualified contractors will be received by the Town of Atkinson at the offices of the Selectmen until **7:00 p.m., Monday, November 14, 2011** at which time they will be opened and read at the scheduled Selectmen's meeting. The Selectmen's office is located at 21 Academy Avenue, Atkinson, New Hampshire 03811.

For an optional pre-bid meeting and walk-through email technologycom@atkinson-nh.gov and arrangements will be made.

Proposals shall be in a sealed envelope, plainly marked "Town of Atkinson – Server Room" and addressed to:

Town of Atkinson Selectmen
21 Academy Avenue
Atkinson, New Hampshire 03811

Scope of Work of Contract:

SCOPE OF WORK

- A. Convert closet in Board of Selectman's meeting room into an alcove to be used to hold lateral file cabinets.
- B. Relocate the 6 lateral file cabinets from the Storage Room in Town Hall. 4 of the cabinets will be placed in the two alcoves in the BoS meeting room and 2 will be placed in the Code Enforcement office.
- C. Construct new wall for Tax Collector closet.
- D. Construct new door for Tax Collector closet.
- E. Cap existing sprinkler heads in the Storage Room.
- F. Install new electrical panel in the Storage Room.
- G. Provide 110 vac drops at the locations indicated (Addendum 1).
- H. Provide data drop from the existing computer closet.
- I. Provide room air conditioning at 14K BTU's approx.
- J. Provide fire suppression @ rack level.
- K. Paint walls and provide general cleanup.
- L. Relocate computer racks from existing closets (computers & ACTV).
- M. Run new wiring for ACTV (Addendum 2).
- N. Install "on-air" light (Addendum 2).

QUALITY ASSURANCE

- A. Requirements of Regulatory Agencies; Perform demolition work in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities, and in accordance with the requirements of public utility corporations having jurisdiction over the work.
- B. Obtain and pay for necessary permits, licenses and certificates and give notices as required during the performance of the demolition work.

PREPARATION AND PROTECTION

- A. The Atkinson Tax Collectors office will be occupied on Monday's, Wednesday's, and Friday's. Work in that office should be performed outside of those times if possible.
- B. Provide, erect and maintain catch platforms, lights, barriers, warning signs and other items as required for the protection of the workers engaged in demolition operations, public, adjacent construction and occupants of the building.
- C. Provide fire protection in accordance with local fire department requirements.
- D. Do not close or obstruct streets or sidewalks without the proper permit. Conduct operations with minimum traffic interference.
- E. Make such explorations and probes as are necessary to ascertain any required protective measures before proceeding with demolition and removal work.
- F. Provide and maintain temporary protection of the existing structure designated to remain where demolition and removal work is being done, connections made, materials handled or equipment moved, including but not limited protecting areas where roofing has been removed and new work has not be made the existing weather tight.

DEMOLITION

- A. Perform demolition and removal work as indicated.
- B. Remove from the Owner's property and legally dispose of materials or items demolished and not designated to become the property of the Owner.
- C. The Town Hall will be occupied on a limited basis at all times during this contract. Execute the work in a careful and orderly manner, with the least possible disturbances to the public.
- D. The Contractor shall have at least one person in charge of operations who shall be the main contact for all issues and shall be onsite at all times that work is being performed. The information of this individual shall be provided prior to any work and shall be required to submit to a criminal background check. This person shall be cognizant of all fire police personnel and other persons in the work area and shall remove debris that may obstruct passage or otherwise present a danger to residents.

CARPENTRY

- A. Any work to be performed under this category shall be completed in conformance with the requirements of the most recent version of the International Building Code.

REFERENCES

Where the Specifications refer to a specific standard, other authoritative standards which ensure an equal or higher quality than the standards mentioned will also be acceptable.

STANDARDS

All material and workmanship shall be in accordance with the latest issue of the applicable standards of the U.S. Department of Commerce, Voluntary Product Standards (PS), American Wood-Preservers' Association (AWPA) for quality standard for each type of woodwork and quality grade indicated.

PRODUCT HANDLING

Keep all materials and work dry during delivery, storage and installation, and until finish is applied.

UNIT PRICES

Provide Unit Prices where scope and description of unit prices to the Contract requirements are given.

CONDITION OF SURFACE

- A. Examine substrates, adjoining construction, and conditions under which the work is to be installed. Notify the Owner of any deteriorated condition. Do not proceed with the work until unsatisfactory conditions detrimental to the proper and timely completion of the work have been corrected.

QUALITY ASSURANCE

- A. Provide certificate of compliance for all materials used from manufacturer for ASTM and UL Standards, indicating conformance to Contract requirements.
- B. Maintain one (1) copy of manufacturer's application instructions on site for all equipment and materials.

DELIVER, STORAGE AND HANDLING

- A. Deliver materials in manufacturer's unopened packaging.
- B. Store materials to avoid water damage. Comply with manufacturer's recommendations for job-site storage and protection.

JOB CONDITIONS

- A. All work is to be performed within a five (5) consecutive day period. All work must be completed in full at the end of such period. All work shall be performed between the hours of 7:00am and 7:00pm.
- B. The Town Hall must be kept clean and orderly and a daily clean out shall be performed.
- C. At the end of the project, Contractor is responsible to provide a complete cleaning on the entire building.

REQUIRED SPECIFIED PRODUCT WARRANTY

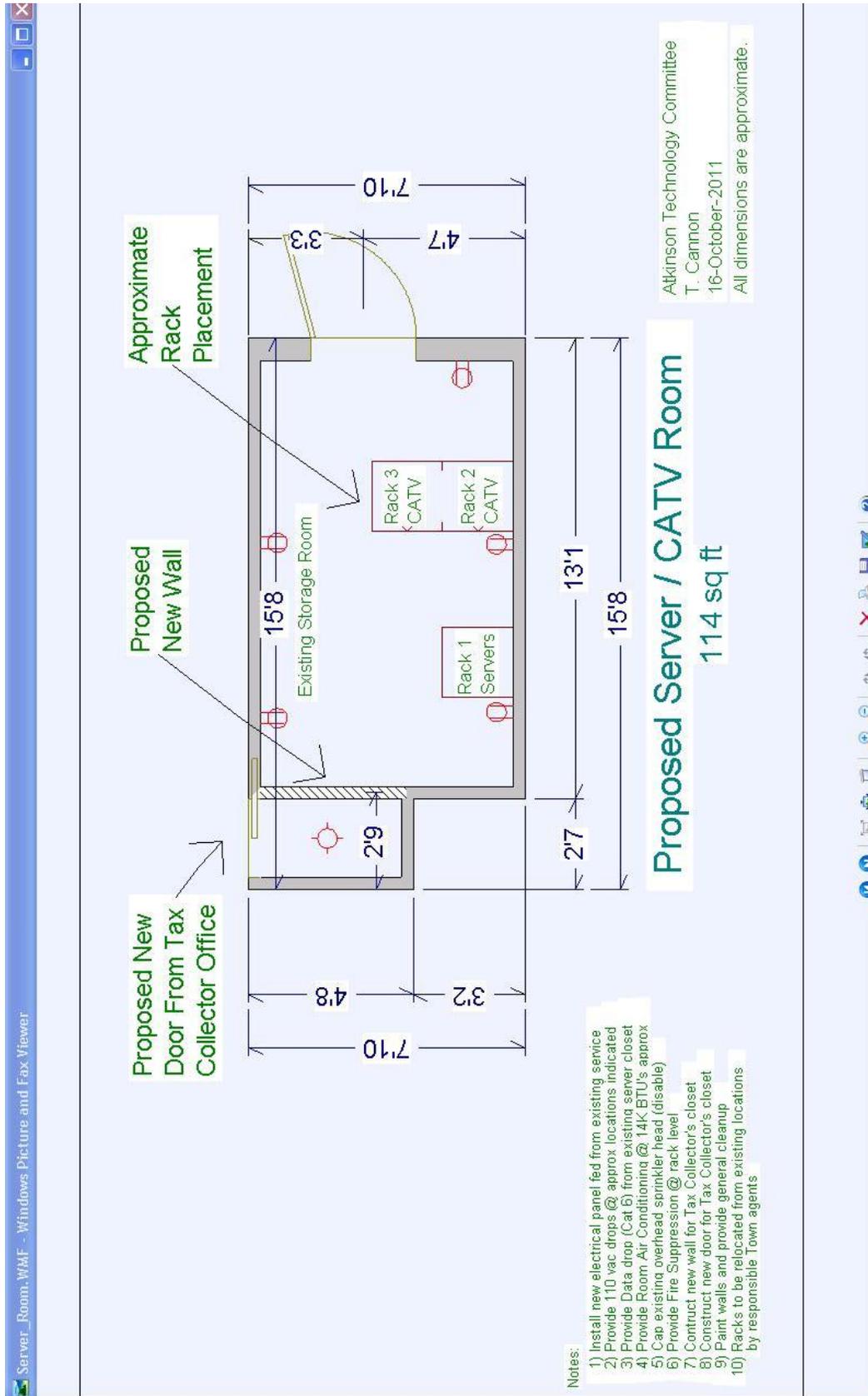
In addition to those Guarantees and Warrantees required by the General Conditions the Contractor shall provide:

- A. The manufacturer's standard warranty for all equipment and materials and a contractor warranty of three (3) years from date of substantial completion.
- B. The Contractor shall provide the Town with a copy of the Bill of Sale for all materials indicating the product, quantity, purchase date, and a note indicating the project for which the product is intended.
- D. Satisfactory delivery of warranties and a final lien release shall be a condition precedent to final payment.

GENERAL TERMS & CONDITIONS

1. All printed and photocopied documents related to the fulfillment of this bid and any resulting contracts must, whenever practical, use recycled paper, be double-sided, and otherwise fully comply with the provisions of the Town of Atkinson's Environmental Purchasing Policy. For purposes of review and in the interest of the Town's Sustainable Paper Use Policy and sustainable business practices in general, the Town of Atkinson encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The Town discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Firms are encouraged to print/copy on both sides of a single sheet of paper wherever applicable (if sheets are printed on both sides, it is considered to be two pages). Color is acceptable, but content should not be lost by black-and-white printing or copying.
2. It is the responsibility of each business or person submitting a bid to examine the drawings, specifications, delivery schedules, instructions, etc., and to insure that their proposal arrives in the Selectmen's Office prior to the time indicated in the bid. Make your own copies of the bid for your own records, if needed. A signed purchase order and/or a signed contract furnished to the successful bidder will result in a binding contract without further action by either party.
3. The Town of Atkinson reserves the right to reject any or all bids or any portion thereof. The Town also reserves the right to ascertain which products or services best meet its needs and requirements. Price, delivery, quality and service will be considered.
4. The Town reserves the right to waive any and all formalities or irregularities and to reject any item or service not meeting its requirements and to re-negotiate with the successful bidder if necessary.
5. The Town of Atkinson may not necessarily accept the low bid, and will exercise its legal obligation and right to ascertain which products or services best meet its needs and requirements or which will be most advantages to the Town of Atkinson. Price and other factors shall be considered.
6. The Selectmen of the Town of Atkinson may require information to determine if there is financial stability, quality control in manufacturing, qualified professional staff, necessary manufacturing facilities, and business organization, in the Town's opinion, to conduct proper business with the Town.
7. All prices shall be quoted F.O.B. Destination, Atkinson, New Hampshire; completely operable, installed and in complete working order where applicable.

ADDENDUM 1



ADDENDUM 2

The totals and highlights for the RFP are as follows:

Selectmen's Chambers

six (6) coaxial video cables run as three pairs, RG-59 of quality capable of transmitting a Dual Link HD-SDI, terminating as BNC connections at three separate wall plates

Total Combined Length for all six strands of coaxial video: approximately 577 feet

nine (9) balanced audio cables (three or four Canare audio wire), terminating as female XLR connections at four wall plates and five jacks under the Selectmen's desks

Total Combined Length for all nine strands of audio: approximately 977 feet

one (1) VGA monitor cable, terminating as a female VGA connector on a wall plate

Total Length of VGA monitor cable: approximately 122 feet

Installation of an "On-Air" light (provided; 12/24 VDC LED Lamp), switch for said light to be operated by a double-pole, single-throw switch in the Server Room (installation should include all required transformers and wiring to be hard-wired into Town Hall's electrical)

Total Length of wire for switch in the Server Room: approximately 79 feet

Planning Office

four (4) coaxial video cables run as two pairs, RG-59 of quality capable of transmitting a Dual Link HD-SDI, terminating as BNC connections at two separate wall plates

Total Combined Length for all four strands of coaxial video: approximately 431 feet

two (2) balanced audio cables (three or four Canare audio wire), terminating as female XLR connections at two wall plates

Total Combined Length for both strands of audio: approximately 226 feet

All sections of wire to begin in the rooms mentioned and run to the Proposed Server Room (unless otherwise specified). Installation to include all associated hardware, including, but not limited to, termination jacks and wall plates, required to complete the job.

End of Spec for RFP

Bid Response Form

To: The Town of Atkinson

The undersigns proposes to furnish all labor and materials and or services required for the

_____ located at
_____ in the Town of Atkinson in accordance with the Contract Documents and/or RFP for the Contract price below:

This bid includes addenda numbers _____, _____, and _____.

The proposed Contract Price for the _____ is: \$ _____.
_____ dollars and _____ Cents.

Unit prices (if any) are as follows:

1) _____ \$ _____

2) _____ \$ _____

Add Alternates (if any) are as follows:

1) _____ \$ _____

2) _____ \$ _____

The undersigned agrees that if, he is selected as the lowest, responsible bidder, he will within five (5) business days excluding weekends and legal holidays after presentation thereof by the Town of Atkinson, execute a contract in accordance with the terms and conditions of this bid and furnish a payment and performance bond, each of a surety company qualified to do business under the laws of the State of New Hampshire and satisfactory to the Town of Atkinson and in the sum of one hundred percent (100%) of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned agrees that, if he is selected as the lowest, responsible bidder, he will within thirty (30) calendar days begin construction or provide the service contracted for. Contractor also agrees that all work will be completed (weather permitting) within _____ () working days excluding weekends and legal holidays, after beginning construction.

The undersigned agrees that all mechanics, laborers and other personnel employed by the Contractor will be paid in accordance with all applicable laws and to comply with all applicable rules and regulations stipulated under any and all such laws.

The undersigned hereby certifies that he is able to furnish any and all such labor, materials and or services required under this bid.

The undersigned further certifies under the 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 subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned is not presently debarred from doing work or supplying any type of services to the Town of Atkinson or the State of New Hampshire.

The undersigned agrees that all areas of Town property shall be properly protected and kept “safe” at all times. The Contractor shall keep the premises clean of debris at all times and shall remove such from site on a daily basis or place in a dumpster to be located on the site at a pre approved location at the Contractors expense.

The undersigned agrees to submit full shop drawings and specification, if required, of the materials to be used in conjunction with the work including all manufacture’s specifications and MSDS sheets prior to the commencement of any work.

The undersigned agrees that all payments shall be made to the contractor the Contract Sum in Bi-monthly progress payments based on the percentage of completion of the Work less 10% retainage provided the Contractor is in complete compliance with all provisions of the contract.

The undersigned agrees that all Applications for payment shall be on a form acceptable to Town, based on a schedule of values for the various portions of the Work approved by Town prior to submission of the first application, and accompanied by such documentation, affidavits, waivers of liens and releases as the Town may require. Contractor shall submit each application for payment no later than the 15th and 30th day of the month unless the Town has specified otherwise.

The undersigned agrees that Certificates of Insurance must be filed with Selectmen’s Office prior to beginning any work. No requisitions for change orders will be recognized that have yet to be executed by the Selectmen’s office.

The undersigned agrees that the Town shall make progress within ten (10) days after receipt of application for payment for Contractor's Work. Faxed or emailed applications will be not considered valid for payment. Only original applications will be considered.

The undersigned agrees that in addition to the requirements or any other provisions, final payment shall not Become due until the Work is fully completed and accepted by Town and the Manufacture’s warranty is in place and the Contractor has provided all project documentation including as-built drawings, manuals, warranties, waivers of liens and evidence satisfactory to the Town that all Contractor's bills and indebtedness for the project have been fully satisfied.

The undersigned agrees that no payment, including final, made under or in connection with this project shall be evidence of the performance of such Work, in whole or in part, and no such payment shall be construed to be an acceptance of defective, faulty or improper work or materials nor shall it release Contractor from any of its obligations

The undersigned agrees to supply the following with their proposal:

1. Current Certificates of Liability and Workers’ Compensation Insurances, with umbrella policy in accordance with the Town’s requirements; (see attached)
2. Proof of Contractor’s “Certification” as an approved or certified installer from the manufacturer of the equipment proposed.

The undersigned agrees that, if required, all personnel, technicians, vendors and subcontractors of the contractor who work on this project shall be required to submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project.

The undersigned agrees that proper Prior to starting Work, Subcontractor shall obtain and maintain insurance from a responsible insurer satisfactory to Contractor. Subcontractor's insurance shall apply to any Work furnished by or through Subcontractor for Contractor at any Project. It shall name Contractor as an additional insured on a primary and non-contributory basis to any other insurance carried by Contractor, under the subcontractor's General Liability, Auto Liability and Umbrella Liability coverages. This additional insured status shall also apply to completed operations coverage, and provide at least the following coverages and minimum limits:

Workmen's Compensation:

A. Employer's Liability:

- 1) Bodily Injury by Accident - \$500,000 each accident
- 2) Bodily Injury by Disease - \$500,000 Policy Limit
- 3) Bodily Injury by Disease - \$500,000 each Employee

B. Commercial General Liability Occurrence Coverage (ISO Form CG 00 01 or equivalent) including blanket Contractual Liability; Broad Form Property Damage; Explosion, Collapse and Undermining and Damage to Underground Property (X.C.U.); Premises-Operations, Independent Contractors (Sub-Let Work); and Completed Operations for a period of not less than one year following completion of Contractor's operation;

- 1) \$ 1,000,000 each occurrence
- 2) \$ 1,000,000 products and completed operations aggregate
- 3) \$ 1,000,000 general aggregate per project

C. Commercial Automobile Liability (CA 0001 or equivalent) covering all vehicles used in the course of the Work, including owned, non-owned and hired: (Subject to the following limits)

- i. Bodily injury including accidental death - \$ 1,000,000 each person
- ii. Bodily injury including accidental death - \$1,000,000 each occurrence
- iii. Property-Damage - \$1,000,000 each occurrence

Or

- iv. Subject to the following limit: \$1,000,000 per occurrence for bodily injury and/or property damage combined.

Excess/Umbrella Liability Coverage, in excess of the Employer's Liability, General Liability and Auto Liability coverages shown above and subject to minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the aggregate.

E. All Risk Insurance covering all tools and equipment, whether owned or rented; and all materials, whether stored or in transit, until incorporated into the Project.

The undersigned further agrees that prior to starting Work, Contractor shall furnish to Town a current Certificate of Insurance, issued directly from the insurer, showing coverage and limits meeting or exceeding the minimum requirements and that Town or anyone else required are named as additional insureds. The Certificate of Insurance shall also specify that no part of such insurance shall be modified, canceled or allowed to expire until at least 60 days after written notice is given to Town.

Agreed to, Acknowledged and Accepted:

By: _____
Company

Printed Name of Authorized Signer

Signature

Address

City/State

Telephone

e-mail

Note: If bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if partnership, give full names and residential addresses of all partners, and if individual, give residential address it different from business address.