

Town of Atkinson

INVITATION TO BID

Town Hall HVAC

The Town of Atkinson is seeking qualified contractors to bid on the HVAC system in the Town Hall, per the specifications below, in the Selectmen's Office or on the Town's website town-atkinsonnh.com. There will be an opportunity for potential bidders to view the existing system on Thursday May 24, 2018 at 10:00AM in the Town Hall with Maintenance Facilitator David Weymouth. All bids are due in the Selectmen's Office, 21 Academy Avenue, Atkinson, NH 03811 on or before 3:00PM on Friday June 1st, clearly labeled "**TOWN HALL HVAC BID**". For additional information or clarification, please contact David Weymouth at (603) 234-0664, or maintenance@atkinson-nh.gov; or Town Administrator Alan Phair at (603) 362-1060, or townadmin@atkinson-nh.gov. The Town reserves the right to negotiate with the successful bidder.

SPECIFICATIONS

Boiler Replacement:

- Remove and Dispose of existing boiler/burner unit;
- New Weil McLain WGO-7 cast iron boiler with Beckett burner, or equivalent;
- New circulator pump, vent, ball valves and drains;
- Connect new boiler to existing piping with copper;
- New flue piping;
- Reconnect oil and water piping;
- New safeties and controls;
- Electrical connections;
- Re-insulate as needed;
- Start up system.

Main Building Circulator:

- Remove and dispose of old circulator;
- Install a new Grundfoa 40-180 high-efficiency circulator or equivalent.

Ground-Water-Source Heat Pump and Storage Tank:

- Remove and dispose of existing heat pump and storage tank;
- 2 new Climatemaster 5-ton water-source heat pumps, or equivalent;
- New 120-gallon storage tank
- New circulator pump, Hayes flow-control valve, motorized valve;
- All connections to existing well and system piping;
- Electrical;
- Re-insulate as needed;
- Start up system.

Bid Response Form

To: The Town of Atkinson

The undersigned proposes to furnish all labor, materials and services required for the **Town Hall HVAC system** located at **21 Academy Avenue** in the Town of Atkinson in accordance with the Contract Documents for the Contract price below:

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

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

Unit prices are as follows:

- 1) Boiler Replacement \$ _____
- 2) Main Building Circulator \$ _____
- 3) Heat Pump & Storage Tank \$ _____

Add Alternates (if any) are as follows:

- 1) _____ \$ _____
- 2) _____ \$ _____

The undersigned agrees that if, he is selected as the successful 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.

The undersigned agrees that, if he is selected as the successful 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 five (5) 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 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 (Material Safety Data Sheets) sheets prior to the commencement of any work.

The undersigned agrees that all payments shall be made to the contractor in 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, 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 any application for payment. 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 coverage's and minimum limits:

Insurance Requirements for All Contractors

Coverages Required *Minimum Limits Required*

Commercial General Liability

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

Workers Compensation

NH Statutory including Employers Liability

- Each Accident/Disease-Policy Limit/Disease-Each Employee \$100,000/\$500,000/\$100,000

Town of Atkinson must be named as Additional Insured

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.

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.