

TOWN OF HANCOCK, NH
REQUEST FOR PROPOSAL (RFP)
GRANGE / POST OFFICE BUILDING HVAC SYSTEM

OBJECTIVE OF THIS RFP:

The Town of Hancock New Hampshire is soliciting proposals for the replacement of an oil furnace and air conditioning system at the Town owned Grange Building currently leased to and occupied by the US Postal Service. This is a local funded project, no federal or state funds to be used.

PROJECT DESCRIPTION AND SCOPE:

The successful contractor will perform the following services:

- File permit with local fire department
- Disconnect existing line voltage power, oil piping and refrigerant piping and lawfully dispose
- Remove and lawfully dispose of existing furnace, cooling equipment and any materials not to be reused
- Furnish and install new oil furnace of equal capacity
- Furnish and install new cooling coil and outdoor unit
- Furnish and install new controls
- Furnish and install new insulated duct work as necessary
- Furnish and install new refrigerant piping between outdoor unit and new cooling coil
- Connect existing line voltage power and oil piping to new oil furnace
- Start up and confirm proper operation
- Provide any necessary training for town employees and tenants on the operation and maintenance of both systems
- Provide all manufacturer standard warrantee documentation, manuals and operating instructions

All installations will follow all NFPA, BOCA and other applicable codes as well as industry best practices. The successful contractor will be required to provide service and training for a 12 month period after installation and acceptance. Contractor will provide service for items covered under manufacturer standard warrantee.

The work for this project shall begin on or before December 1, 2016. The successful contractor is responsible for all aspects of this project, to include removal, installation, and construction, electrical and fuel related installations.

All sub-contractors will require the approval of the Town of Hancock prior to commencing work.

REQUIRED PROPOSAL ELEMENTS:

Please address each item number in written form. Proposal must be signed by representative with authorization to bind firm by contract.

1. Name and address of organization and person responsible for contract.
2. Number of employees on site and qualifications of principal members.
3. Previous projects of a similar nature.
4. List any subs that will be required.
5. Provide vendor specification sheets and warranties as requested.
6. Provide project schedule, from initial set up to final completion.
7. Completed bid sheet.

Proposals shall include a cover letter that describes the company, how long it has been in business, number of employees, principal owner(s), and at least 3 local references with contact information. It should also describe past experience with the Town of Hancock. Sufficient information should be included such that the Town of Hancock can evaluate the proposal and the company to insure that the candidate has sufficient experience and capital to complete the project.

Questions regarding the proposal should be directed to Jeff Wright, Hancock DPW Foreman at hwdept@hancocknh.org phone: 603-562-5379.

MAIL OR DELIVER 4 COPIES OF PROPOSAL TO:

Town of Hancock Offices
PO Box 6
50 Main Street
Hancock, NH 03349

All proposals shall be in a sealed envelope marked "Grange/PO Building Furnace" and delivered no later than 2PM on November 7, 2016.

SELECTION PROCESS AND EVALUATION CRITERIA:

The contractor that meets all requirements and demonstrates the ability to perform and complete the task will be chosen. Past associations with the Town of Hancock will be considered in evaluating the proposals.

WORK SCHEDULE:

Work may commence after proposal acceptance and must be completed by December 1, 2016.

Work will be limited to Monday through Friday 8:00 AM to 5:00 PM and Saturday 7:00 AM to 12:00pm unless prior approval is obtained from the Town of Hancock.

TERMS AND CONDITIONS:

The Town of Hancock reserves the right to reject any and all Proposals, to choose the proposal that best suits the needs of the Town, and to waive irregularities and informalities in the submittal and evaluation process. All proposals will be evaluated for conformity to the above minimum specifications. Errors and omissions may be cause for disqualification. All proposals must remain open for a period of 90 days.

This solicitation for Services does not obligate the Town of Hancock to pay any costs incurred by respondents in the preparation and submission of a Proposal, nor does it obligate the Town of Hancock to accept or contract for any expressed or implied services. The successful candidate will be required to sign a contract with the Town of Hancock within 7 days of award. Furthermore, the Town of Hancock reserves the right to award the contract to the next most qualified Provider if the contract is not executed within this time.

INSURANCE AND INDEMNIFICATION REQUIREMENTS:

The successful bidder will be required to provide a Certificate of within 24 hours of contract signing, and prior to the beginning of any work. The successful bidder will carry any and all insurance which will protect it, the Town of Hancock and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including but not but not limited to any and all claims for personal injury and /or death, worker's compensation injuries, and property damages which may, in any way, arise from or out of the operations of the Contractor whether such operations be performed by the Contractor itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the operations, activities or work required by or related to the Contract. The Contractor further agrees that the Town of Hancock and its official, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town of Hancock.

Prior to commencing work, the Contractor shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage, applicable to the work performed under this Contract and all liabilities as set forth above. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below.

The Contractor shall provide proof of worker's compensation insurance meeting State of New Hampshire required limits. The Contractor's worker's compensation coverage must waive subrogation against Town of Hancock and its officials the Town of Hancock and its officials, agents, volunteers and employees. The Town of Hancock shall not be required to insure the Contractor, any subcontractor or any professional service provider.

INDEMNIFICATION: To the fullest extent permitted by law, Contractor, shall protect, indemnify, save, defend and hold harmless the Town of Hancock including its officials, agents and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage

to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of Contractor or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The Town of Hancock shall not be required to defend or indemnify the Contractor, any subcontractor or any professional service provider.

PAYMENT TERMS:

Prior to commencing work or performing any phase of the work, the contractor shall be required to furnish the Town with a completed W-9 form.

This is a lump sum proposal. 50% payment deposit will be paid prior to the start of work. Final payment will be awarded when the work is complete and accepted by the Selectboard.

WARRANTY:

Contractor will provide a 1 year warranty for material and workmanship. Warranty will begin once accepted by the Town of Hancock. All other manufacturers' warranties will be provided to the Town prior to final payment.

APPEALS

Contractors who wish to appeal a disqualification of proposal, or the award of contract may submit the appeal in writing to the Town Administrator within TEN (10) working days of the Notice of Award or disqualification.

**TOWN OF HANCOCK, NH
REQUEST FOR PROPOSAL (RFP)
GRANGE / POST OFFICE BUILDING FURNACE
BID SHEET**

Oil Furnace and A/C System Replacement Complete Description of Equipment:

Total Lump Sum
