TOWN OF GOFFSTOWN

REQUEST FOR PROPOSAL
ADMIN-2014-03
INSTALLATION OF ENCLOSED VERTICAL WHEELCHAIR LIFT

The Town of Goffstown is currently seeking proposals for the Installation of an Enclosed Vertical Wheelchair Lift at its Town Hall at 16 Main Street. Proposals shall encompass site preparation, installation of enclosed vertical wheelchair lift, providing electrical supply, construction of required landing, all necessary permitting and certification, and removal of existing inclined wheelchair lift.

All proposals must be submitted in a sealed envelope, clearly marked "**ADMIN-2014-03 Enclosed Vertical Wheelchair Lift**" to the Selectmen's Office at 16 Main Street by Tuesday, May 6, 2014 at 2:00pm at which time they will be publicly opened and read. A bid award recommendation is anticipated to be made to the Board of Selectmen on Monday, May 12, 2014. A Notice of Award will be mailed to the successful bidder. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, or to omit and/or alter any proposal item if it appears to be in the Town's best interest. In accordance with NH RSA 447:16, the successful contractor shall furnish a 100% **PERFORMANCE BOND** and shall be required to execute the contract agreement within ten (10) days following notification of the acceptance of his proposal. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The Town reserves the right to reject any or all proposals as it may determine, to waive any non-material irregularities, defects in form or information in any RFP, and to accept or reject any item or combination of items, where the best interest of the Town is served.

The RFP is available on the Town's website at www.goffstown.com (under RFP/BIDS Information) or may be obtained at the Selectmen's Office at Town Hall, 16 Main Street during normal business hours 8:00 AM-4:00 PM, Monday through Friday. Any questions, please call Derek Horne, Assistant Town Administrator, at Town Hall at (603) 497-8990 ext 119.

TOWN OF GOFFSTOWN

REQUEST FOR PROPOSAL

ADMIN-2014-03

INSTALLATION OF ENCLOSED VERTICAL WHEELCHAIR LIFT

Introduction
The Town of Goffstown, New Hampshire is seeking proposals from qualified contractors for the Installation of an Enclosed Vertical Wheelchair Lift (herein referred to as "the Lift") at its Town Hall at 16 Main Street.

Items to be provided by the Town
Items to be provided by the Town are as follows:

A. Site information and condition.
B. Visual inspections.
C. Electrical power.
D. Associated fees for local Building & Electrical Permits will be waived. All other fees are the responsibility of the contractor.

SCOPE OF SERVICES
The Town of Goffstown is requesting proposals for work to be done as outlined below:

A. Description of Work:

1. Submit to the Town all Lift information, including but not limited to:
   a. Manufacturer's installation instructions including preparation and equipment handling requirements.
   b. Manufacturer's maximum and average power necessity.
   c. Any plans and/or drawings illustrating details for the installation, power supply, and layout of all required equipment.
2. Submit to the Town and/or the NH Department of Labor, Boilers & Elevators Office all required information; including but not limited to building and electrical permit applications to the Town and detailed plans/specifications for the proposed Lift to the Commissioner, NH Department of Labor.

   Work cannot commence until the all appropriate and required permits/approvals have been issued.
3. Prepare Site:
   a. Remove existing concrete stairs for Lift, in accordance with manufacturer's specifications.
   b. Install necessary pit and/or anchoring for Lift, in accordance with manufacturer's specifications.
   c. A qualified electrician shall provide a dedicated electrical supply capable of supplying sufficient power to the Lift.

4. Install the Lift:
    a. Install the Lift using qualified personnel that are factory trained and licensed to install equipment of this scope, with evidence of experience with specified equipment. Installing company shall have qualified people available to ensure fulfillment of maintenance and callback service.
    b. Startup and test unit in accordance with manufacturer's instructions.
    c. Adjust for smooth operation.
5. Construct appropriate landing to provide access to the Lift.
6. Perform field quality control:
    a. Load the vertical lift to rated capacity and test for several cycles to insure proper operation. No mechanical failures shall occur and no wear that would affect the reliability of the unit shall be detected.
    b. Schedule any necessary tests for certificate of the Lift with the NH Department of Labor, Boilers & Elevators.
7. Touch-up, repair or replace damaged products before Substantial Completion. Clean unit prior to final inspection.
8. Remove the existing inclined wheelchair lift, including existing control panel and handrail hardware.
    a. A qualified electrician shall properly terminate the existing power supply.
    b. Touch-up, repair or replace any and damaged products; including but not limited to existing handrail and stairway.
9. Protect installed products until completion of project.
10. All grounds are to be cleaned up on a daily basis.
11. Goffstown Town Hall has regular business hours of Monday through Friday, 8:00am to 4:00pm. Additionally, Town Hall is used for municipal committee meetings in the evening after 4:00pm, typically Monday through Thursday evenings. Town Hall operations cannot be compromised at any time during the project. Submissions will include proposed schedule for completion of the project and at least two options for scheduling the project in the bid.

B. Explanation to Proposers:

Any explanation regarding the meaning or interpretation of specifications or other documents must be made to the agent representing the Town.

C. Proposers Understanding:

Goffstown Town Hall was constructed in two phases: the front section of the building was constructed in 1947 and the two-floor rear addition was constructed in 1969-1970. The Lift will be installed in front portion of the building in an existing concrete stairway.

Proposers are encouraged to inspect and survey Town Hall to familiarize themselves with pertinent local conditions such as location, character, and

accessibility of the site, availability of facilities, location and character of existing work within or adjacent thereto, labor conditions, etc. The site visit is not mandatory, but is recommended for the Proposer to be thoroughly familiar with the site conditions and requirements where the Lift will be installed and made operational. Site visit is by appointment (only) and must be arranged through either the Assistant Town Administrator or Town Administrator Town Hall (603) 497-3619. A submitted proposal shall be considered as evidence that the proposer has done so. The Town of Goffstown shall make available to all perspective proposers, previous to the receipt of proposals, information that it may have as to the extraordinary site conditions at the work site. Such information shall be given, however, as the best factual information available without the assumption of responsibility for its accuracy or for any conclusions that the contractor might draw there from.

D. Schedule:

Submittals will include a proposed schedule for completion of the project and at least two options for scheduling the project in the bid.

E. Proposal Bond and Retainage Requirements:

1. NH RSA 447:16 requires a Performance Bond for construction contracts greater than $35,000 in value. The Performance Bond shall be submitted with the signed contract once the bid award has been made. Failure to submit same may be cause for rejection. The proposer, at his option, shall furnish a certified check, cash, check drawn on a New Hampshire bank, or a proposal bond as security in the amount required. The Proposal Bond required for this project shall be 100% of the proposed price.

2. The Town of Goffstown will require the retainage of 10% of the project cost for a period of 6 months following the completion of the project. Said retainage will be held in an interest bearing account. After the 6 month retainage period has passed, the full amount plus interest will be paid to the Contractor. If during the six month period there are problems with the workmanship or materials used on the job, the Contractor will be notified and given the opportunity to make timely and satisfactory repairs. If the Contractor fails to respond (based on the nature of the defect) in a manner that will prevent or minimize damages to the facility, the Town reserves the right to use the retainage funds to fix and address the workmanship and/or material failures.

F. Technical Specifications:

1. Contractor's Responsibilities:

   The contractor shall be responsible for:

   a. All labor, materials, permits, plans, submittals, and plans review fees (if reviewed by third party) for the completion of the work intended and described.

b. All electrical work from the panel out is to be included in this scope of work.

c. All subcontractors to be appropriately licensed, certified, or qualified to provide work and services required of them.

d. All system acceptance testing.

e. All standards of quality must be met and adhered to including but not limited to: UL, NFPA, AMCA, IMC, ASME, UMC, NEC, ASTM and all State of New Hampshire codes and regulations.

2. Warranties:

   a. The contractor shall warrantee the workmanship for a minimum period of 1 full year after completion of the project.

   b. The Lift, its components, and components supplied by the installer shall be free from defects in material and workmanship.

   c. The Lift shall operate in accordance with recognized standards.

   d. The contractor shall provide a written warranty acceptance of each system by the owner. Included shall be a full explanation of the warrantee, attachments to include any separate component warrantees, and instruction as to how to obtain warrantee related service/repairs.

3. Submittals:
   Product Data: Submit with your proposal manufacturer's technical product data and installation instructions.

4. Job Conditions:
   Goffstown Town Hall has regular business hours of Monday through Friday, 8:00am to 4:00pm. Additionally, Town Hall is used for municipal committee meetings in the evening after 4:00pm, typically Monday through Thursday evenings. Town Hall operations cannot be compromised at any time during the project. Contractor contact information should be left with Assistant Town Administrator Derek Horne.

5. Other Requirements:
   Prior to the commencement of work the Contractor shall submit to the Town for review and approval, the following:

   a. Proposed schedule, including the number of working days required to complete each task as specified.

   b. Sample of warranty as required herein these specifications.

G. Submission Requirements:

To assist in simplifying the proposal review process, all proposals must follow the format described below:

1. Letter of Transmittal
2. Introduction: Statement of general understanding of the project including specific information about the Lift to be installed and a statement related to warranty period for workmanship and materials.
3. Scope of Work:
    a. Approach and Methods related to Scope of Work.
    b. Samples as required.
4. Project Organization and Staffing:
    a. Description of Project Team.
    b. Listing of Key Project Members including sub-contractors (if any).
    c. Related Resumes / Project Portfolios.
5. Qualifications and Related Experience:
    a. Brief Company Profile.
    b. Project related Capabilities.
    c. Professional Qualifications.
    d. Related Project Experience including References.
6. Additional Information:
    a. Company / Firm Employer ID Number.
    b. Proof of Commercial Liability Insurance (2 million minimum).
    c. Proof of Workers Compensation Insurance (if applicable).
    d. OSHA Certificates for work site safety training (if applicable).
    e. Any additional information that the vendor wishes to provide.
7. Cost Proposal: Vendor must complete Attachment A and may attach additional documentation if desired.

Contact and Submittal Information:

Questions Related to the RFP:
Derek Horne, Assist. Town Admin.
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045
603-497- 8990 ext 119
DHorne@GoffstownNH.gov

Proposals Shall Be Submitted To:
Selectmen's Office
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045

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Town of Goffstown, New Hampshire

Request for Proposals

Attachment A

TOWN OF GOFFSTOWN, NEW HAMPSHIRE

INSTALLATION OF ENCLOSED VERTICAL WHEELCHAIR LIFT

Cost Proposal

1) Furnish all labor, materials, tools, equipment and supervision necessary for the installation of enclosed vertical wheelchair lift at Town Hall 16 Main Street in accordance with the instructions, terms, conditions and specifications of the RFP for the following not to exceed price:

Amount $ _____

Price quoted valid for ninety (90) days from bid submission.

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

_____ / _____

(Signature of Person Responsible for Bid Submittal) **(Print Name)**

_____ / _____

(Date) **(Company / Firm)**