REQUEST FOR PROPOSAL

The Town of Pelham and the Transfer Station

Seeks Proposals for:

Revised New Metal Recycling Building

ACCEPTANCE DEADLINE: June 28, 2016 by (2:00p.m.)

RFP COORDINATOR: Stan Walczak
603-635-8233 ext. 3203
swalczak@pelhamweb.com

SEALED ENVELOPES MUST BE MARKED: RFP- Recycling Building
Attention: Stan Walczak, Director

RFP DELIVERY:

Proposals may be mailed to Town of Pelham, 6 Village Green, NH 03076, or hand delivered to the Pelham Board of Selectmen Administrative Assistant, Marie Maruca, Pelham Town Offices, 6 Village Green, Pelham, NH 03076.

INSTRUCTIONS TO BIDDERS

Competition Intended:

It is the Town's intent that this RFP shall permit competition. It shall be the Bidders responsibility to advise the Town in writing if language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the RFP Coordinator not later than (10) days prior to the date set for proposals to close.

Inquiries:

Inquiries pertaining to the Request for Proposal must cite Recycling Building as the RFP title and acceptance date and be directed to the RFP Coordinator.

Submission of Bids:

Pricing must be inclusive, clear, and concise, including such other information as requested or required. Be sure the proposal container is completely and properly identified. The face of the container shall indicate the title of the RFP and acceptance date and time. Proposals must be received by the Town BEFORE the hour specified on the acceptance date.

Firm Pricing for Town Acceptance:

Bid price must be firm for Town acceptance for (90) days from acceptance date of proposals.

Late Proposals:

At the Towns discretion, LATE proposals received after the acceptance deadline may be returned to the bidder UNOPENED, provided there is a return address on the container.

Basis for Award:

Contract award will be made to the lowest responsive and responsible bidder that meets the specifications contained herein on a total cost basis, with terms viewed as most favorable to the Town pf Pelham. An award will only be made after careful evaluation of all submitted proposals and satisfactory negotiation of a final contract.

Negotiation with Lowest Responsible Bidder:

Unless all proposals are cancelled or rejected, the Town reserves the right to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available. Negotiations with the bidder may include both modifications of the proposal price and the specifications/scope of work to be performed.

Reservation of Rights:
The Town of Pelham reserves the right to reject all or part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

References:
The proven durability and reliability of any products to be used is of the utmost concern. Each bidder submitting a proposal must furnish references and any warranties on any major components and materials to be used. Also at a minimum at least three references shall be submitted along with the proposal on past projects.

Proprietary Information:
Trade secrets or proprietary information submitted be a bidder in connection with this solicitation may not be subject to disclosure under New Hampshire law under provisions of NH RSA 91A; however, the bidder must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or materials is to be protected and state the reasons why protection is necessary. Bidders shall not mark sections of their proposals as proprietary if they are to be part of the award of the contract and are of Material nature.

Authority to Bind Firm in Contract:
Bids MUST give full firm name and address of bidder. Failure to manually sign a bid may disqualify it. The person-signing bid should show TITLE OR AUTHORITY TO BIND FIRM IN A CONTRACT. Firm name and authorized signature must appear on bid.

Correction or Withdrawal of Bids and Cancellation of Awards under Competitive Sealed Bidding:
Correction or withdrawal of inadvertently erroneous proposals before or after, or cancellation of awards or contracts based on such proposal mistakes, shall be permitted at the Towns discretion. After acceptance or proposals, no changes in proposed prices or other provisions of proposals prejudicial to the interest of the Town or fair competition shall be permitted. Except as otherwise provide by regulation, all decisions to permit corrections or withdrawal of bids, or to cancel awards or contracts based on errors or omissions, shall be supported by a written determination made by the Town Administrator or his or her representative. No proposal may be withdrawn when the result would be to award the contract on another proposal of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent. If a proposal is withdrawn, the lowest remaining proposal shall be deemed the low proposal. If the Town Administrator or a designee of such denies the withdrawal of a proposal, he shall notify the bidder in writing stating the reasons for his decision.

Condition of Items:
All items proposed for the construction of the metal recycling building shall be new, in first class condition, unless otherwise disclosed and so indicated in the proposal. Verbal agreements to the contrary will not be recognized.

Prohibition as Subcontractors under Competitive Bidding:
No bidder who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontractor or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly, from the performance of the project for which the withdrawn proposal was submitted.

Notice of Acceptance:
A Notice of Acceptance/Determination will be provided to all bidders within 10 business days of acceptance of proposal. The Town reserves the right to invite only the vendors most closely meeting the terms of the RFP specification to participate in the discussion phase of the acceptance of proposals. Acceptance does Not mean award of contract. Award of contract will only occur after successful demonstration of offered product and services.

Legal Notice:
The Town of Pelham is currently seeking proposals for a new Metal Recycling Building. The proposal is to include all material, site work and construction of building as listed in provided specifications.

Bid specifications can be obtained from the Towns web site at www.pelhamweb.com. All submissions are due by Tuesday, June 28, 2016 (2:00p.m.). Proposals may be mailed or hand delivered to Pelham Board of Selectmen Administrative Assistant, Marie Maruca, Pelham Town Offices, 6 Village Green, Pelham, NH 03076. The Town of Pelham reserves the right to reject any or all proposals on any basis and without disclosure of reason.

Scope of Services:

The Town is seeking proposals to build a new 25 ft. wide by 50ft. long metal building for their single stream recycling operations. The proposal should include the following:

Building:
Dimensions: Twenty-five feet wide by Fifty feet long with a single slope clear span for all drainage to run off of back of building. Ten foot over hang on front side of building to be wrapped on front and both sides to help prevent rain or snow from wind shear. Interior height of building should be at a minimum of sixteen feet of clearance. Four framed window openings of ten foot wide by four feet in height evenly spaced with bottom of openings located at forty-eight inches from ground surface to be located on front side or west of building. Standard framed door opening located on North side wall of building to be located in center of wall. A twelve foot by fourteen foot framed overhead door to be located on back side or Easterly side of building.

Detailed building drawings containing:

1. Structural Steel Framing System
2. Metal Roof System
3. Metal Wall System
4. Roof and Wall Insulation Systems
5. All materials ASTM Designation
6. A325 & A490 Bolt tightening requirements
7. All State and Local Metal Building Codes and Loads to include wind loads, snow Load and earthquake design.

Electrical:
Provide a 100 amp 480 volt service feeder from existing pad mount transformer total trench length approximately sixty feet. Provide a 480 volt 100 amp main breaker panel board, with a 120/208 transformer for lighting and convenience outlets.

Lighting:
Lighting to be provided shall consist of six LED High Bay Fixtures

Doors:
Four metal track doors with dimensions of ten feet wide by four feet in length to be installed in metal framed window openings located on front side of building. One over-head garage door with dimensions of twelve feet wide and fourteen feet in height. Also one metal passage door with dimensions of thirty-four and half inches wide by eighty-four inches tall that will be located on the North side wall.

Insurance Requirements:

Prior to the execution of any agreement the successful bidder will furnish the Town of Pelham a Certificate of Insurance issued by a Company satisfactory to the Town, specifying the types and limits of insurance required herein. The Town of Pelham shall be listed as an ‘additional insured: on all liability policies of the Contractor and any subcontractors hired by the Contractor.

The Certificate of Insurance shall provide evidence of:

1. General Liability insurance in the amount of $1,000,000.00 Bodily Injury
2. General Liability insurance in the amount of $1,000,000.00 Property Damage
3. Workers Compensation insurance including Employers Liability $1,000,000.00
4. Umbrella Liability Insurance in an amount not less than $3,000,000.00

Submittal Form

Submitted by:
Name of Organization: _____
Name of Individual: _____
Title: _____
Address: _____
_____
Telephone: _____
Signature &Date: _____

Total Bid Price for Building Including Erection: $_____

Total Bid Price for Electrical: $_____

Total Bid Price for Lighting: $_____

Total Bid Price for Doors: $_____

Total for any General Conditions: $_____

Note: Must have a detailed price breakdown for any general conditions located in the note section below per condition.

Notes on any of the above items:

_____

_____

_____

_____

_____

_____

References

Project Name:_____

Contact Name:_____

Contact Number:_____

Brief Description of Project:_____

_____

_____

Project Name:_____

Contact Name:_____

Contact Number:_____

Brief Description of Project:_____

_____

_____

Project Name:_____

Contact Name:_____

Contact Number:_____

Brief Description of Project:_____

_____

_____