REQUEST FOR PROPOSAL

The Town of Pelham, NH

SCOPE OF SERVICES: Light Upgrade at the Town Hall/Municipal Building

Proposal Submittal Deadline: **3PM EST, Friday September 30, 2016**

Town of Pelham, NH

1. INTENT

The TOWN OF PELHAM, hereinafter referred to as the "Town", is soliciting proposals from qualified vendors to provide a service for the Town.

2. AUTHORIZATION

The proposal must be signed by an authorized signer and contain the printed names, titles and business address.

3. INSURANCE REQUIREMENT

Applicants shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Applicant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Applicant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Applicant agrees to amend, supplement, or endorse the policies to do so.

(a) General Liability: $1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury, and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion, and collapse hazard. Defense costs shall be paid in addition to the limits.

(b) Automobile Liability Insurance: $1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired, and non-owned.

(c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the NH Department of Labor.

4. KNOWLEDGE OF CONDITIONS

As the Town reviews the proposals, each proposer will be presumed to have inspected the properties and to have read or have been made thoroughly familiar with this RFP regarding the requested services. Further, the proposer has had the opportunity to ask questions regarding any aspect of this project that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished, it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

5. MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY AND RESPONSIVENESS OF PROPOSALS

- Does the applicant demonstrate an understanding of the Town's needs?
- Does the applicant possess the ability, capacity, skill, and financial resources to provide the requested services?
- Can the applicant take on this assignment within existing workload and still produce the best outcomes for the Town?

- Has the applicant performed satisfactorily in other services of similar size and scope?
- Does the applicant have all necessary licenses, certifications, and permits to perform stated work?
- Is the proposed applicant's compensation competitive and appropriate with the services provided?

6. PAYMENT/PROJECT SCHEDULE

The awarded applicant will provide a project schedule and payment schedule for all equipment, materials and services.

7. QUALIFICATIONS OF INFORMATION

The successful applicant shall submit evidence to demonstrate appropriate licensure within the State of New Hampshire and show that they have had experience in work of the same nature, including work with other governmental agencies (Federal, State, County, City), and supply the Town with a list of at least three references, along with contact information, who may be contacted, concerning the results of similar work performed.

8. RIGHT OF REJECTION

The Town reserves the right to reject any and all bids, waive formalities, negotiate with the most responsible applicant, and select the proposal determined in their judgment to be most advantageous to the Town, taking into consideration the evaluation factors set forth in the Request for Proposal.

9. SCOPE OF SERVICES

Services shall include, but not be limited to, the following:

The Town of Pelham is seeking the services of a certified and licensed electrical contractor to complete a lighting upgrade project at the Town/Municipal Building. This project is anticipating using incentives from Liberty Utilities Electric C&I program. Every fixture proposed needs to be DLC or Energy Star listed as well as meeting the eligibility criteria in the program instructions attached. There are also cost effectiveness screenings for the overall package. This project may be built in stages and will need to be built with no impact on delivery of services to the public.

Scope of Work includes;

- Vendors must be approved by Liberty Utilities to participate in the Liberty Utilities Electric C&I program prior to September 23, 2016. For more information on how to apply to be an approved vendor, go to libertycandi@franklinenergy.com.
- Provide an estimate for the project;
- Process the paperwork needed to receive Liberty Utility incentives;
- Upon receipt of a signed offer letter from Liberty Utilities; Order/purchase materials;
- Retrofit the lights from existing to LED;
- Remove all replaced lights and dispose of according to State and Town laws;
- Verify the operation of equipment and provide all operation instructions, warranty documentation to Town;
- Be available for post installation site visit and provide invoicing as needed to process rebates for Liberty Utilities;
- Complete the project prior to 12/1/2016.

10. SITE INSPECTION

A mandatory site visit must be scheduled prior to the Town receiving the RFP. Contact: Brian McCarthy, Town Administrator, by telephone at 603-508-3074.

11. Verify in Field (VIF)

All final dimensions/services of this project shall be verified in field by the Town.

12. SUBMITTAL REQUIREMENTS/FORMAT

Proposals should be presented in a straight-forward and concise manner, and contain a description of the applicants ability to meet the requirements of this RFP. All services to be performed shall be carried out by licensed, certified, and experienced personnel. Qualified submittals shall include the following: **A PDF copy of the proposal shall be delivered electronically by e-mail to: pelhamrfp@pelhamweb.com** or sealed submission to:

Town of Pelham, NH
Selectmen's Office
Attn: Town Hall/Municipal Building **"Light Upgrade at the Town Hall/Municipal Building"**
6 Village Green
Pelham, NH 03076

The submission shall be delivered no later than:

3:00 PM on Friday September 30, 2016.

Each response should have in the subject line:

"Light Upgrade at the Town Hall/Municipal Building"

Contents: Proposal shall contain the following information

- The attached Proposal Cover Sheet completed and signed by an individual authorized to bind the proposing entity.
- A listing of at least three New Hampshire clients (preferably Town or City governments) where the applicant has completed services similar in size and scope to this RFP. Applicants shall provide the names, addresses, and phone number of clients.
- A clear and succinct narrative description of the services being offered, including the planned approach and a description of the plan of services appropriate for the requested services. Indicate how the resources of your firm (e.g. number and type of personnel) will be allocated for this position.

13. TOWN'S POINT OF CONTACT

Any questions regarding this RFP are to be directed to:

Brian McCarthy, Town Administrator at 603-508-3074 or PelhamRFP@pelhamweb.com

Questions must be received by: **3 p.m. Friday September 30, 2016.**

Any questions received and the answers thereto will be posted on the Town website under the topic:

"Light Upgrade at the Town Hall/Municipal Building"

14. WARRANTY

The contractor shall submit with its proposal a copy of a proposed warranty for the benefit of the Town for the workmanship and materials to be used in this project.

15. WITHDRAWAL OF PROPOSAL

A proposal will be permitted to be withdrawn unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

Light Upgrade at the Town Hall/Municipal Building

PROPOSAL COVER SHEET

Firm Name:

_____

Firm Address:

_____

Firm Telephone Number:

_____

Number of years in existence: _____

Management Contact (person responsible for direct contact with Town):

Name: _____ Title:_____

Telephone Number: _____ Email:_____

Cell Number: _____ Email: _____

The undersigned hereby submits the accompanying proposal and, by doing so, agrees that:

1. The firm has carefully reviewed its proposal and understands and agrees that the Town is not responsible for any errors or omissions on the part of the proposer.
2. It is understood and agreed that the Town reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the Town.
3. The proposal includes all of the terms, conditions, figures, and data required by the proposer to enter into a binding agreement for the services proposed.
4. The proposal shall be valid for 12 months from the date of submission.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____Title: _____

Date: _____