



## **REQUEST FOR PROPOSAL**

**The Town of Pelham, NH**

### **SCOPE OF SERVICES: AUTOMATIC SWING DOOR INSTALLATION AT SHERBURNE HALL PROJECT**

Proposal Submittal Deadline: **3PM EST, Friday September 9, 2016**

Town of Pelham, NH

#### **1. INTENT**

The TOWN OF PELHAM, hereinafter referred to as the "Town", is soliciting proposals from qualified vendors to perform a project at the Town Hall/Municipal Building.

#### **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 contractor will provide a project schedule and payment schedule for all equipment, materials and services. **The project shall be completed no later than Friday October 30, 2016.**

#### **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**

This renovation project will consist of the installation of low energy automatic swing door operators at the new rear entrance to **Sherburne Hall.**

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

**Supply and install low energy automatic swing door operators to make the door(s) compliant with all rules and regulations stipulated in the American's With Disability Act (ADA). Surface mount for both leafs of extending six (6) feet doors to include push arms, on/off hold open rocker switches, press wall switches with radio control and receiver,**

steel bollard post and to include any/all electrical and concrete work if needed.

#### 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. **Prospective bidders shall not enter the site without receiving prior permission.**

#### 11. Verify in Field (VIF)

All final dimensions 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](mailto:pelhamrfp@pelhamweb.com)** or sealed submission to:

Town of Pelham, NH  
Selectmen's Office  
Attn: Town Hall/Municipal Building "Automatic Swing Door Installation at Sherburne Hall  
6 Village Green Project"  
Pelham, NH 03076

The submission shall be delivered no later than **3:00 PM on September 9, 2016**. Each response should have in the subject line:

**"Automatic Swing Door Installation at Sherburne Hall Project"**

#### **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 bidder has completed services similar in size and scope to this RFP. Bidders 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 9, 2016.**

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

**"AUTOMATIC SWING DOOR INSTALLATION AT SHERBURNE HALL PROJECT REQUEST FOR PROPOSAL".**

### **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.

## TOWN HALL/MUNICIPAL BUILDING PROJECT PROPOSAL COVER SHEET

Firm Name:

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Firm Address:

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Firm Telephone Number:

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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: \_\_\_\_\_