

HAMPTON FALLS SCHOOL DISTRICT
HAMPTON FALLS, NEW HAMPSHIRE

Invitation to Bid
and
Instructions to Bidders

INVITATION TO BID

The Hampton Falls School District will receive sealed bids for installing interior gymnasium bleachers at the Lincoln Akerman School, Exeter Road, Hampton Falls, NH.

INSTRUCTIONS TO BIDDERS

- A. Submit bids on the bid form enclosed herein.
- B. Specifications are attached.
- C. Bidders shall carefully examine the specifications and the site to obtain first hand knowledge and verify measurements of existing conditions.
- D. A **mandatory** walk-through will be held on **Monday September 16, 2019 at 10:00AM.**
- E. For more information please contact Mr. Alan Lajoie, Maintenance Director, at (603) 926-2539 or alajoie@sau21.org.
- F. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
- G. Bids shall be submitted on the attached bid form. Faxed transmitted bids will not be accepted. Submit bids in a sealed envelope **clearly marked:**

**"BID FOR INDOOR GYMNASIUM BLEACHERS"
HAMPTON FALLS SCHOOL DISTRICT**

Send to:

Matthew Ferreira
Business Manager
Hampton Falls School District
c/o SAU #21, 2 Alumni Drive
Hampton, New Hampshire 03842

- H. **Bid Closing Date:** **Thursday, September 26, 2019, 2:00PM.** Any bid received after this date and time will not be considered or opened.
- I. **Public Bid Opening:** Sealed bids will be opened in public immediately following the closing in the SAU #21 Conference Room, 2 Alumni Drive, Hampton, NH.

**HAMPTON FALLS SCHOOL DISTRICT
HAMPTON FALLS, NEW HAMPSHIRE**

**INDOOR GYMNASIUM BLEACHERS
SPECIFICATIONS**

SCOPE OF WORK

- A. The Contractor shall furnish all labor, materials, and equipment to install new ADA compliant bleachers as specified. Project will consist of installing 3 tier bleachers.

PRODUCT SPECIFICATIONS

- A. Provide furnishing and installation of new gymnasium bleachers to include necessary mounting accessories, fittings and fasteners. All final field measurements are the responsibility of the contractor.
- **3 TIER:** Wall attached bleachers
 - **SELF STORING END RAILS**
 - **SIZE:** Approximately 60' long, 10" rise, 24" row spacing
 - **TREADS:** Non-slip
 - **SEATING:** Approximately 120 seats,
 - **POWER:** Manual
 - **ADA:** Must have 2 wheelchair spaces
 - **COLOR:** To be determined based on manufacturer's standard selections
 - **WARRANTY:** Manufacturer's Standard Warranty

EXAMINATION

- A. Contractor must examine existing bleachers, measurements and units. Measurements listed in these specifications are intended to give an approximation of the scope of the work; contractor is responsible for determining exact measurements.
- B. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.

INSTALLATION

- A. Prep area for installation of bleachers
- B. Contractor will use the utmost care in installing product to reduce the risk of damaging wall, floor and surrounding surfaces.
- C. Contractor must immediately notify Owner upon damage during installation.
- D. Installation shall be in strict conformance with manufacturer's written directions. Bleachers shall be set in place, leveled, rigid, flushed and securely anchored to the wall in accordance with manufacturer's specifications.

QUALIFICATION REQUIREMENTS

- A. A qualified installer with a minimum of 5 years of experience.
- B. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done.
- C. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.
- D. This bid cannot be assigned or transferred to any other Contractor.

WORK SITE

- A. All material will be reviewed and approved by Owner prior to installation.
- B. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
- C. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
- D. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
- E. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
- F. Contractor shall supply all tools and equipment necessary for the tasks at hand, use of school tools and equipment will not be permitted.
- G. Daily Cleanup: Remove trash and debris resulting from work at the end of each day's work.
- H. The Lincoln Akerman School and grounds are a non-smoking area.
- I. Non-prescription drugs or alcoholic beverages are not permitted on the grounds.

REMOVAL AND DISPOSAL OF MATERIALS

- A. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies
- B. Use of the school's dumpster is prohibited.
- C. Discarded materials must be removed from school site on a daily basis unless the Contractor provides an on-site dumpster. Dumpster should be emptied when it reaches capacity.
- D. Location of on-site dumpster will be at the Owner's discretion.
- E. It is the responsibility of the Contractor to have their dumpster removed from school property at the conclusion of the project.
- F. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

DELIVERY, STORAGE, AND PROTECTION

- A. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
- B. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Lincoln Akerman School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
- C. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
- D. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
- E. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
- F. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

WARRANTY

- A. The Contractor shall guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.

SPECIAL CONDITIONS

- A. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
- B. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
- C. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
- D. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
- E. The contractor shall and insure that all subcontractors shall perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner immediately and do not allow the offender access to the jobsite.
- F. Any ladders used on this project must be in good condition and must be OSHA approved.

SAFETY

- A. The safety of people within the work area is paramount. If non-authorized people enter the work area, the Contractor shall cease any function that may result in injury to personnel and not restart the operation until work area is deemed safe. The Contractor shall take all possible means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
- B. Contractor **must** comply with all OSHA and EPA guidelines for safety of workers and other citizens.

LAWS AND REGULATIONS

- A. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of Hampton Falls ordinances.

INSURANCE

- A. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.
 - The contractor shall name the Hampton Falls School District as an additional insured.
 - Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
 - Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
 - Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
 - Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

a. Workers Compensation and Employers' Liability	Statutory Limits
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

FINAL INSPECTION

- A. At completion of the project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
- B. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
- C. Notify the Owner upon completion of corrections.

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # _____
2. Size of Company: Total number of employees _____
Total number of service employees _____
3. Number of years in business _____
Number of years under current management _____
4. Office locations (service, retail, other) _____

5. Please provide website address: _____
6. Insurance – Please provide proof of insurance per specifications.
7. Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$125,000.
8. Warranty Information
 - A. Warranty Coverage: _____ (Company Name)
 - B. Number of years on equipment _____
 - C. Number of years on labor _____
 - D. Number of years on installation _____
 - E. Exclusions: _____ (Company Name) will not have any liability or obligation under the limited warranty in case of:
 1. Damage caused by natural disasters
 2. Damage caused by snow removal activities
 3. Any defect caused by misuse or abuse of the equipment
 4. Damage caused by unauthorized modification
 5. Damage caused by improper maintenance
 6. _____

Hereby warranties the project listed at Lincoln Akerman School, 8 Exeter Road, Hampton Falls, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.

Date of Final Inspection: _____
Date of Warranty Expiration: _____

9. Provide operations and maintenance manuals.

COMPANY PROFILE cont

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10. Identify maintenance requirements of proposed equipment (if applicable).

A. Required service to maintain warranty.

B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

11. Provide list of proposed equipment/materials to be used on this project (per specifications)

No equipment substitutions will be part of this project. _____

Please initial above

Proposed Alternate Equipment:

12. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

1) _____

2) _____

3) _____

13. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. _____

Please initial above

A. _____

B. _____

C. _____

Provide references for each subcontractor under separate attachment.

(Company Name) (Print Name)

(Authorized Signature & Title) (Date)

**HAMPTON FALLS EABROOK SCHOOL DISTRICT
HAMPTON FALLS, NEW HAMPSHIRE**

BID PROPOSAL FORM

**INDOOR GYMNASIUM BLEACHER PROJECT
Hampton Falls School District**

Having carefully examined the description of the work to be accomplished, as contained in the Specifications dated September 5, 2019, and having fully inspected the site for all particulars, the undersigned agrees to perform the work for the following sum of money:

BASE BID \$ _____

LEAD TIME FOR DELIVERY FROM AWARD OF BID _____

Submittals Included:

- _____ Company Profile
- _____ Manufacturer Brochure/Specification Sheets

By signature below, the bidder, if awarded a contract,

- Agrees to use only bleachers as per attached specifications

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____

EMAIL: _____

SIGN HERE: _____
DATE

NAME OF AUTHORIZED OFFICER