

HAMPTON FALLS SCHOOL DISTRICT

REQUEST FOR BIDS

A. The Hampton Falls School Board is accepting bids for the purchase of a new exterior LED electronic sign as described in the attached specifications at the Lincoln Akerman School, 8 Exeter Road, Hampton Falls, NH.

B. Specifications are attached.

C. All project work shall be completed during the 2021 summer school break (June 21 through August 20, 2021).

D. The Contract will, in general, be awarded to the lowest qualified bidder. 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 they may incur in preparing their bids.

E. Bidders shall carefully examine the specifications and the site to obtain firsthand knowledge and verify measurements of existing conditions.

G. For more information please contact Mr. Alan Lajoie, Facilities Manager, at (603) 793-3733 or alajoie@sau21.org

H. Bids shall be submitted on the attached bid form. Bids should be electronically transmitted to the address listed below. Please list **BID FOR LED ELECTRONIC SIGN 2021** in the subject line.

Electronic Submission:
Nancy Tuttle
Finance Manager
ntuttle@sau21.org

I. Closing Date: **Wednesday, May 26, 2021, 2:00PM**. Any bid received after this date and time will not be considered or opened.

J. **Bid Opening**: Due to the closure of our office, there will be no public bid opening. Bids will be received via email and the results will be posted on line and emailed to bidders within 24 hours of bid opening.

**HAMPTON FALLS SCHOOL DISTRICT
EXTERIOR ELECTRONIC SIGN PROJECT
SPECIFICATIONS**

SCOPE OF WORK

1. Install one (1) wall mounted single sided programmable LED electronic sign that meets the required specifications on the existing site of the current sign located on the side of the school building. (See attached photos).
2. Provide and install all hard-wired equipment and software, programming and training required to operate and control the sign. Install a repeater, if needed, for proper transmission of signal from LAS Office to the electronic sign.
3. Electrical hook up to be provided by school district.
4. Obtain all necessary permits to design and install the electronic message board.
5. Provide a factory trained technician to test the operation of the sign to the satisfaction of the Facilities Manager. Provide a technician to teach appropriate District staff how to program and operate the sign, plus trouble shooting procedures should be included.

Proposal Requirements:

1. Cabinet height should be approximately 4' x 8' with the words "Lincoln Akerman School" with a Tiger Logo. Design to be approved by School District.
2. Full Color LED Display, 10mm 128 x 224 Matrix with 3 LEDs per pixel.
3. Capable of displaying 1-12 lines of text with variable fonts and text sizes.
4. LED communication method by Ethernet Cat 5/6 cable.
5. Panel should have front access for ease of service.

Display Requirements:

1. The display area shall be capable of displaying alphanumeric text, graphics, animations, multiple font styles and traveling text in a wide spectrum of colors.
2. Display must be capable to be programmed with set on/off time. Display must be legible in most normally encountered weather conditions as well as during dawn and dusk hours when sunlight is shining directly on the display.
3. All components must be UL rated.
4. Minimum modes of operation required are; static messages, flashing messages, alternating messages, sequencing messages, time of day clock/calendar, and temperature. Advance messaging scheduling.

Electrical:

1. Electrical hook up to be done by school electrical contractor per sign specs.

Message Display Programming:

1. Message programming system should allow programmer to create, schedule, and organize display content from anywhere in the school building and be cloud based.
2. Free training on programming of sign shall be provided.

System Software Requirements:

1. Proposal shall include display control software that is compatible with the District's existing IP based computers and Windows operating system in order to operate the sign. The system must be compatible with Windows 7 or higher and provide password protection with the user specific access/data entry rights.
2. Descriptive literature and software directions and specifications shall be included.

ALTERNATE #1

1. Install one (1) **Solar Powered** single sided programmable LED electronic sign that meets the required specifications as listed above.

Note: The District will only be purchasing one sign. Determination will depend on funding availability.

EXAMINATION

1. Contractor must examine existing area. Measurements listed in these specifications are intended to give an approximation of the scope of the work.
2. All final field measurements are the responsibility of the contractor.

WORK SITE

1. Furnish and install only the materials as specified herein, in strict accordance with and approval by the manufacturer.
2. The Contractor must examine the conditions under which work 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.
3. Protect the curbstones, walkways, etc. from damage resulting from spillage, dripping, and dropping of materials. Any areas of the grounds which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspection. The method of repair used must be acceptable to the Owner.
4. Weather conditions - Proceed with paving work only when weather conditions are in compliance with manufacturer's recommended limitations

WORK SITE cont

5. Cleanup: Remove trash and debris resulting from paving work at the end of each day's work.
6. The Lincoln Akerman School is a non-smoking area.
7. No drugs or alcoholic beverages are permitted on school grounds.

SAFETY

1. The health and safety of all workers, SAU employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. If people enter the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared of all people.
3. Contractor **must** comply with all OSHA guidelines for safety of workers and other citizens.

QUALITY ASSURANCE

1. Contractor shall be a single firm specializing in the work required, so that there will be undivided responsibility for the performance of the work.
2. Installer Qualifications: A qualified installer with a minimum of 10 years of experience.
3. All employees must be properly trained and familiar with the work, products and procedures.
4. 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.

SPECIAL CONDITIONS

1. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
2. This bid cannot be assigned or transferred to any other Contractor.
3. 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.
4. 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.
5. 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.

SPECIAL CONDITIONS cont

6. 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.

REMOVAL AND DISPOSAL OF MATERIALS

1. It is the responsibility of the Contractor to remove and dispose of all material according to federal, state and local policies.
2. At the completion of the job, all unused material and rubbish shall be removed from the site.

GUARANTEE

1. 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.

LAWS AND REGULATIONS

1. 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.

1. The contractor shall name the Hampton Falls School District as an additional insured.
2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
3. 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.
4. 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.
5. 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

1. At completion of the project and associated work, meet with Owner to inspect installer's work. Owner will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. 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.
3. Notify the Owner upon completion of corrections.

PAYMENT SCHEDULE

1. Payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction.

Hampton Falls Events
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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, if applicable.
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).

COMPANY PROFILE cont
Page 2

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 SCHOOL DISTRICT

EXTERIOR LED ELECTRONIC SIGN

BID FORM

TO: Mr. Matt Ferreira
Hampton Falls School District
c/o SAU #21
2 Alumni Drive
Hampton, NH 03842

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

BID #1 (1) SINGLE Sided LED Electronic Sign Total cost includes delivery, set up, installation and training.	\$
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ALTERNATE #1 (1) SINGLE Sided Solar Powered LED Electronic Sign Total cost includes delivery, set up, installation and training.	\$
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Note: The District will only be purchasing one sign. Determination will depend on funding availability.

Submittals Included:

- Company Profile
- Brochure of the proposed product to be Delivered

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

- Agrees to complete the work between June 21 - August 20, 2021

SIGN HERE:

NAME OF BIDDER _____

ADDRESS OF BIDDER _____

TELEPHONE/CELL PHONE # _____

EMAIL ADDRESS: _____

DATE: _____