

**PROJECT MANUAL, INCLUDING SPECIFICATIONS, FOR  
Swasey Parkway Stone Pad Installation 2013**

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TOWN MANAGER**

**PREPARED BY:  
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# PROJECT MANUAL PREPARATION

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## **PROJECT MANUAL PREPARATION**

### **INVITATION FOR PROPOSAL**

The Town of Exeter & Swasey Park trustees invites interested contractors to submit proposals for 35 stone pads 2ft x 6ft installed, in complete conformance with the attached "Scope of Work". All prices submitted shall be unit cost or lump sum and no additional compensation will be made by the Trustees unless approved by written change order signed by the Swasey Park Trustees. All work shall conform to the attached specifications.

The Trustees reserves the right to reject any and all proposals not conforming to the specifications or deemed not to be in the best interest of the Town. Proposals will be evaluated by the Swasey park trustees. The quality and service availability and the contractor's experience will be considered for the final selection.

The successful contractor must submit proof of liability and worker's compensation insurance within ten (10) days of the "Notice of Selection" as the acceptable contractor.

Proposals will be **sealed and clearly** marked, "Swasey park bench stone pads installation" and shall be submitted not later than 4:00p.m., Monday, July 1, 2013 to the Office of the Town Manager, 10 Front Street, Exeter, New Hampshire 03833.

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### **PREBID SITE VISIT**

The purpose of this visit is to allow interested bidders to investigate all existing conditions.

The 35 benches are located in Swasey parkway in Exeter NH

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### **SCOPE OF WORK**

The successful contractor shall provide all labor, materials and equipment to install stone pads below 35 benches in Swasey parkway. The pad size for each bench shall be two feet wide by six feet long (2 ft x 6 ft). The stone required is a split edge granite paver 8x4x4 all are thermal top ,split face four edges. (Swenson Granite Works) A sample stone can be viewed at Exeter Public Works Department.

The contractor shall be responsible for installation stones with a crushed gravel and polymeric sand base. Matching grade; flush with existing ground. Clean up and seeding affected areas. All work to be in complete accordance with sound construction practice in conformance with the attached specifications.

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## **SPECIFICATIONS**

### **DIVISION I: GENERAL REQUIREMENTS**

- 1.1 The following are minimum requirements:
- a. Remove top soil in front of each park bench in Swasey park
  - b. Add and compact 6 inch's of crushed gravel.
  - c. Install paver stones in 1 inch layer of polymeric sand to prevent movement.
  - d. Fill joints with Polymeric sand.
  - e. Match top grade to existing ground with top soil and seed all disturbed areas.

### **DIVISION II: PAYMENT**

- 2.1 Contractor shall request payment after completion of the project.

### **DIVISION III: PROCEDURES, METHODS AND MATERIALS**

- 3.1 The contractor shall be responsible for adhering to Town of Exeter Standard Specifications For Construction.
- 3.2 All materials shall be approved by the park trustees prior to there installation.

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### **DIVISION IV: WARRANTIES, SERVICE CONTRACT, BONDS/CREDIT AND MAINTENANCE MANUALS.**

- 4.1 The contractor shall provide no less than three references to the trustees.
- 4.2 All other components, materials and workmanship shall be warranted for a two-year period.
- 4.3 The contractor must provide a performance bond for the full amount of the contract, or provide a performance bond for the full amount of the contract, or provide a letter of credit, for two year period to assure service and warranty of project, prior to start of work.
- 4.5 Warranties will be submitted with final payment request.

### **DIVISION V: ATTORNEY'S FEES AND COSTS**

The contractor agrees to indemnify the Swasey Park Trustees and the Town from any and all liability, loss or damage, including but not limited to, bodily injury, illness, death or property damage which the contractor becomes legally obligated to pay, including reasonable attorney's fees, investigative and discovery costs, or judgments against the Town arising out of this agreement, caused by or arising out of, the negligence, fault, breach of warranty, product liability or strict liability is sole, joint, or several.

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### **INSURANCE**

Successful contractor shall provide proof of insurance, as shown, before any work commences:

1. Liability coverage: General liability \$500,000 combined single limit, comprehensive form, broad form property damage; independent contractor's insurance; product completed/operator's insurance.
2. Vehicle Insurance: \$500,000 combined single limit, comprehensive form; hired/non-owned.
3. Worker's compensation: Statutory limits; Employer liability.

These certificates shall contain a provision that the insurance company will notify the certificate holder and Town by registered mail, at least fifteen (15) days in advance of any cancellation or material change.

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## **PROPOSAL**

**TO:** TOWN MANAGER

**FOR:** Furnishing all materials, labor and equipment to complete the attached Scope of Work, according to the Project Manual, including Specifications for Installing 35 Granite paver stone pads.

The undersigned, as bidder, declares that the only person(s) or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm. Or corporation; that s/he has carefully examined the work and the project's specifications, attached hereto; and s/he proposes and agrees, if this proposal is accepted, that he will contract with the owner in the form of the contract attached, hereto; to provide all necessary tools, incidental materials, materials and methods to do all work and complete said work in the specified time prescribed; and that he will take payment for completed work, when approved by the Swasey park trustees.

**TOWN OF EXETER, NEW HAMPSHIRE**  
(HEREINAFTER CALLED Owner)  
&

\_\_\_\_\_  
(hereinafter call Contractor)

Project Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Article #1: Work

The Contractor will provide all materials, equipment and labor necessary to complete work described in "Scope of Work" and completed in accordance with all "Specifications.

Article #2: Contract Time

The work shall be completed (& delivered) on, or before, August 1<sup>st</sup> 2013

Article #3: Contract Price

BID ITEM, # \_\_\_\_: All work complete: Lump Sum \$ \_\_\_\_\_  
(figures)

BID ITEM, # \_\_\_\_: Unit Price : \$ \_\_\_\_\_  
(figures)

**PROJECT MANUAL PREPARATION**

FULL NAME AND ADDRESS OF INDIVIDUAL, FIRM PARTNERSHIP OR CORPORATION  
SUBMITTING THIS BID:

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Telephone number: (\_\_\_\_)\_\_\_\_\_ Date:\_\_\_\_\_

Signed by:\_\_\_\_\_ Title:\_\_\_\_\_

Federal Identification or Social Security Number:\_\_\_\_\_

**NOTICE:** Bid shall be signed in black ink by person having proper legal authority.