

**PROJECT MANUAL, INCLUDING SPECIFICATIONS, FOR**  
**“Exeter Town Offices Electrical Upgrade 2015”**

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**TOWN MANAGER**

**PREPARED BY:**  
**EXETER PUBLIC WORKS DEPARTMENT**  
**10 FRONT STREET**  
**EXETER, NEW HAMPSHIRE 03833**

## TABLE OF CONTENTS

	PAGE
INVITATION FOR PROPOSAL	3
SCOPE OF WORK	4
SPECIFICATIONS	
DIVISION I      GENERAL REQUIREMENTS	5
DIVISION II     PAYMENT	5
DIVISION III    PROCEDURES, METHODS	6
DIVISION IV     WARRANTIES, BONDS/CREDIT	6
DIVISION V      INDEMNIFICATION	6
INSURANCE	7
PROPOSAL	8
AGREEMENT	9
LEGAL NAME AND ADDRESS	10

## INVITATION FOR PROPOSAL

The Town of Exeter invites interested contractors to submit proposals for the “**Exeter Town Office Electrical Upgrade 2015**” in complete conformance with the attached "Scope of Work". All prices submitted shall be lump sum and no additional compensation will be made by the Town unless approved by written change order signed by the Public Works Director. All work shall conform to the attached Specifications and Scope of Work

The Town 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 Public Works Director, and Exeter Town Manager. The quality, 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, “**Exeter Town Office Electrical Upgrade 2015**” and shall be submitted no later than **3:00p.m., on May 4, 2015** to the Office of the Town Manager, 10 Front Street, Exeter, New Hampshire 03833.

The contractor shall be responsible for work to be in complete accordance with sound construction practice, and in conformance with the attached specifications. The Contractor will be responsible for full compliance and conformity of all applicable provisions of the NEC and the scheduling of all work within the established times and date parameters established.

## SCOPE OF WORK

The Contractor shall provide labor, materials and equipment for removal and rewire of all old cambric wiring, and achieve NEC compliancy for the Exeter Town Offices Building, 10 Front Street, Exeter, NH. Work to include, but not limited to;

### **A. Replacement of all of the Cambric insulated electric wire conductors in use, and servicing the Exeter Town Offices Building with new insulated copper conductors.**

*Reference;*

1. 1<sup>st</sup> Floor: The 10 circuits and related lighting, switching, and receptacle wiring that run from multiple panels throughout the basement feeding the 1<sup>st</sup> floor are in-wall and surface mounted, will need to be rewired, and grounded to meet min. requirement per NEC to include device replacement.
2. 2<sup>nd</sup> Floor: The home runs from basement panel #4 at top of basement stairs run to Attic J-boxes. The wires are routed via a crawl space in the basement from LB conduit bodies for reference on length and difficulty of pull. There are 9 circuits that take this path and from attic to feed the 2<sup>nd</sup> floor in-wall, and surface mounted lighting. All switching and receptacles will need to be rewired and grounded to meet min. requirement per NEC to include device replacement.
3. Basement: Rewiring lighting, receptacles and GFCI protection.
4. Attic and Basement: Supports and extension on all pipes and boxes with proper grounding to meet NEC.

### **B. Achieve NEC requirements for all circuits.**

*Reference;*

1. 1<sup>st</sup> floor: Add (1) receptacle in foyer, and repair hanging light fixture properly. Remove all old devices, BX wire, switches, receptacles, and ungrounded cables, replace with new. Replace wire mold though wall with conduit. The Wheelwright rm. Closet needs new receptacles & lighting upgrade.
2. 2<sup>ND</sup> floor: Supply and Replace 100 amp single phase panel #6 (located in front of 2nd floor public rest room) with 150 amp 3 phase main breaker panel with minimum 30 circuit/spaces to include conduit and wire size as per NEC. The extra panel space will be utilized for 2nd floor circuits, and to avoid home run wire pulls from basement panels to J- boxes in Attic for 2nd floor circuits inside non-compliant/ unsupported conduit.
3. Remove - Replace with new all old (DEVICES & BX WIRE), (SWITCHES), (RECEPTACKLES) AND (UNGROUND CABLES).
4. Remove- All old Cambric wiring per NEC.
5. Remove- All old conduits where accessible and abandon non-accessible.
6. Add (1) receptacle at top of stairs to 2<sup>nd</sup> floor.
7. Data room- remove old disconnect.
8. Basement: GFCI protection needed. All (SUMP PUMPS) need to be on single receptacle outlets and circuits. Add more (LIGHTING) in deficient areas.
9. Boiler Room: Add (1) (GFI SERVICE) receptacle. Properly cover all old panels (NO WOOD) used as covers. The (Greenfield flex) run needs support. Remove old (lighting & devices).
10. Top of basement stairs: needs (1) (GFI) and all old (BX) ungrounded wire replaced with grounding wire or conduit. Replace switches and switch legs. All circuits must be isolated to Lighting or receptacles not MIXED on same circuit.
11. Throughout the Building: All (BOXES) must be supported properly & holes plugged. All (CONDUITS & MC) cables must be supported properly. Protect all (NM WIRE)-(ROMEX) from physical damage or conceal throughout the building.

## **SPECIFICATIONS**

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

The following are minimum requirements:

- 1.1 The Contractor is required attend the *on-site mandatory pre-bid meeting* to be held on *Saturday, April 18, 2015 at 8:30 a.m.* at the Exeter Town Office Building, 10 Front Street, Exeter, NH for the opportunity to observe all conditions prior to bid submittal.
- 1.2 Once work is commenced, the contractor must work diligently and uninterrupted within the prescribed schedule until all work is complete.
- 1.3 A Contractor supervisor, with authority and ability to respond to any reasonable requests of Town authorities, must be on the job site during work and to supervise that work.
- 1.4 The Contractor shall be responsible for disposal and removal of debris on a timely basis.
- 1.5 The Contractor shall be responsible for noise/dust/fume control during work in progress, and all phases of construction.
- 1.6 The Contractor must provide practical safeguarding of existing electrical circuits that will remain in use.
- 1.7 The Contractor shall be responsible for all permit applications pertaining to the work (Town of Exeter permit at no cost)

### **DIVISION II: PAYMENT**

- 2.1 Contractor shall request payment after completion of the project.
- 2.2 Progress payments may be made for start up costs and work completed.
- 2.3 Payment shall be “Net Thirty Days” from the time of requisition submittal.

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

#### **The Contractor is responsible for;**

- 3.1 Coordination of services for accomplishment of the project.
- 3.2 All required permits, with Exeter Building Permit issued at no cost.
- 3.3 All work to be completed within the designated Contract Time, or sooner unless a time extension is granted by the Public Works Director for legitimate reasons.
- 3.4 Submittals for approval of all methods and materials not clearly outlined in the scope of work.

### **DIVISION IV: WARRANTIES, AND BONDS/CREDIT**

- 4.1 All components, materials and workmanship shall be warranted for a one-year period.
- 4.2 The contractor must provide a performance and payment bond for the full amount of the contract, prior to start of work.

### **DIVISION V: INDEMNIFICATION**

The contractor agrees to defend indemnify and hold harmless the Town of Exeter and its officials, employees and agents from any and all claims, demands, suits at law equity, or administrative actions claiming liability, loss, damages penalties, costs and/or fees,- including reasonable attorney's fees and costs on account of bodily injury, illness, personal injury, death or property damage arising out of the contractor's or any subcontractor's acts or omissions in relation to this agreement or project, even if liability is based on or alleged to be based on any fault of the Town of Exeter, it's officials or agents.

## **INSURANCE**

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. The Town of Exeter shall be named as additional insured on the contractor's general liability policy for this project. The contractor shall require all subcontractors to meet the above insurance requirements.

The Town shall carry Builder's Risk coverage on the project to protect its interest in the project.

## 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 “**Exeter Town Office Electrical Upgrade 2015**”

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 Town Manager, for the following lump sum price:

This agreement, made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015, between



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

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

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

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

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