

**PROJECT MANUAL, INCLUDING SPECIFICATIONS, FOR
“Exeter Police HVAC Renovations 2014”**

**RUSSELL J. DEAN
TOWN MANAGER**

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

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INVITATION FOR PROPOSAL

The Town of Exeter invites interested contractors to submit proposals for the “**Exeter Police HVAC renovations 2014**” in complete conformance with the attached "Plans and Specification". 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.

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 Town Manager. 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, “**Exeter Police HVAC Renovations 2014**” and shall be submitted not later than **4:00p.m. Monday, October 6, 2014** to the Office of the Town Manager, 10 Front Street, Exeter, New Hampshire 03833.

PREBID SITE VISIT

A pre-bid meeting will be conducted on **9:30 am, September 24, 2014**, at the Exeter Public Safety Complex, 20 Court Street, Exeter NH. A walk- through of existing conditions is required prior to bid acceptance. For bid plans and specifications, or access to the site please contact:

Kevin Smart, *Maintenance Superintendent*
Exeter Public Works
13 Newfields Road
Exeter, N.H. 03833

Off. 603-773-6162
Cell 603-770-2736
ksmart@exeternh.gov

Bid plans and specifications will be available at the pre-bid meeting. The purpose of this visit is to allow interested bidders access to the Exeter Public Safety Complex Building to investigate all existing conditions

SCOPE OF WORK

The successful contractor shall provide all labor, materials and equipment to; remove old, and install new HVAC equipment as described in the drawings and schedule outline M-1, M-2, M-3, M-4 provided by Design Day Mechanicals Inc. for the Exeter Police Heating and Cooling Renovations.

The contractor shall be responsible for cleanliness of the site, and all construction debris removal pertaining to the assigned work. The contractor shall accommodate the continuous operation of the Exeter Police Department functions. All work to be in complete accordance with sound construction practice in conformance with the attached specifications

SPECIFICATIONS

DIVISION I: GENERAL REQUIREMENTS

The following are minimum requirements:

- 1.1 All applicable rules and regulations of the State of New Hampshire, and all other authority having jurisdiction.
 - a. NFPA 13R
 - b. NFPA 72 Fire Code
 - c. NFPA 70 Electric Code
 - d. International Building Code
- 1.2 Once work has commenced, the contractor must work diligently, and uninterrupted until all Work is complete.
- 1.3 The contractor must keep the worksite free from debris and hazards.
- 1.4 The contractor must have a foreman, or responsible individual on the jobsite at all times with the ability to respond to any reasonable request of Town Authorities
- 1.5 The contractor must obtain a building permit at no cost from the Code Enforcement Office.

The successful bidder will need to provide references to show that they have installed systems equal to the specified equipment. The bidder shall provide information that someone on their staff has attended an installation seminar provide by one of the specified manufacturers.

I) GENERAL

As described in the drawings and schedule outline M-1, M-2, M-3, M-4 dated 08/25/2014 and provided by Design Day Mechanicals Inc. for the Exeter Police Heating and Cooling Renovations 2014.

DIVISION II: PAYMENT

- 2.1 Contractor shall request payment after completion of the project.
- 2.2 Contractor may request payment for start up costs, and completed work.

DIVISION III: WARRANTIES, SERVICE CONTRACT, BONDS/CREDIT AND MAINTENANCE MANUALS.

- 4.1 All other components, materials and workmanship shall be warranted for a two-year period.
- 4.2 The contractor must 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.
- 4.3 Warranties and maintenance manual will be submitted with final payment request.

DIVISION IV: ATTORNEY'S FEES AND COSTS

The contractor agrees to indemnify 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.

DIVISION V: 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.

PROPOSAL

TO: TOWN MANAGER

FOR: Furnishing all materials, labor and equipment to complete the attached Scope of Work, according to the Project Manual, including Prints and Specifications for the “Exeter Police HVAC Renovations 2014”

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 _____, 2014, between

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

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. If you do not submit a bid but wish to remain on the Town of Exeter's "Bid List", provide name and address, check here: _____ and return.

BID LIST

- Granite State Plumbing and heating 603-529-4841
- Palmer and Sicard 778-1841
- MSI Mechanical, Salem NH- Sean McNamara, 603-890-6900
- Ideal Temp, Fremont, NH- Paul Powers, 603-235-0882*
- Al Terry Plumbing and Heating, Jeff Skeen 603-300-8293*
- SAM Mechanical- Rob Camann, 603-623-2370 x 222
- RTH Mechanical Contractors, 99 Pine Road, Brentwood, NH 603-772-9779
- Dowling Corporation, 112 Heritage Ave, Portsmouth, NH 603-433-1311
- Bow Plumbing and Heating, Bob Ives, 3 Bow Bog Road, Bow, NH 03304 work 225-6929, cell 231-7773