



Request for Proposals  
For Fire Dept. Insulation  
#B2024-FD-04

**Town of Seabrook, New Hampshire**  
**Fire Department**



**REQUEST FOR PROPOSALS #B2024-FD-04**

*Qualified companies are invited to submit a proposal to supply, install, and satisfactorily replace insulation in agreement with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully before submitting a proposal.*

*Three (3) copies of the Proposal must be submitted in a sealed envelope plainly marked:*

***RFP #B2024-FD-04  
Fire Dept. Insulation  
Town of Seabrook  
C/o Shaylia Wood  
Chief Procurement Officer  
99 Lafayette Road  
Seabrook, N.H. 03874***

***All Proposals/bids must be received by July 25, 2024, at 2:00 pm EST  
and will be opened publicly at such time.  
Optional Site Walk-through July 11, 2024, at 10 am EST***



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## PURPOSE OF PROPOSAL

The Town is seeking proposals for the removal of existing fiberglass insulation and the addition of closed-cell foam insulation to the Seabrook Fire Department apparatus bay and mechanic's bay.

## SCOPE OF WORK

The Seabrook Fire Department, located at 87 Centennial St., Seabrook, NH 03874, has a web truss finished with a tile drop ceiling. Fiberglass is stapled with poly to the bottom of the trusses. We have a hip roof, 16 feet to the tile ceiling, and insulation is another 3-4 feet above the tiles. The area that the insulation will be installed on is the apparatus and the mechanic bay, totaling approximately 7,200 square feet.

The project will involve:

- Removing and properly disposing of existing rolled batten fiberglass insulation
- Installing closed cell foam insulation with a minimum of 5.5" R40 or R41
- Coating the closed cell insulation with fire retardant paint after installation.

The Contractor is to supply all labor, equipment, and materials necessary. The Contractor shall protect the owner's property from dust and damage as necessary during construction activities. Contractors shall remove all construction debris daily. The Contractor shall supply the manufacturer cut sheets for all products with their recommendations.

## PROPOSAL PREPARATIONS

In order to facilitate the evaluation of the proposals, the Proposer is instructed to be concise and to follow the outline below when responding. Proposals that do not follow the outline or do not contain the required information may be considered invalid proposals. Additional detailed information may be annexed to the Proposal.

Format Proposal: Proposers are instructed to be concise, and proposals should include, in order, the following:

1. Proposal Summary- Discuss the Proposal's highlights, key features, and distinguishing points. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them.
2. Company Profile- Include a brief description of the Proposer firm size and the organization structure. Previous work summaries, including reference contact information for at least three (3) contracts (jobs), are similar in scope to the services described herein. Proof of CJIS Certification
3. Work Plan or Schedule- Present a well-conceived service plan. Include a complete description of major tasks and subtasks. This section of the Proposal shall establish that the Proposer understands the City's objectives and work requirements and the Proposer's ability to satisfy those objectives and requirements.



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4. Proposed Innovations- The Proposer may also suggest technical or procedural innovations used successfully on other engagements and may provide the Town with better service delivery. In this section, discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would benefit the Town.
5. Project Staffing—This Chapter discusses how the Proposer proposes to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project.
6. Proposal Exceptions—This section shall discuss any exceptions or requested changes that the Proposer has to the Town's RFP conditions and requirements. If no exceptions are noted, it is assumed that the Proposer will accept all conditions and requirements identified. Items not accepted will not be open to later negotiation.
7. Cost Proposal Bid Form—The fee information is relevant to determining whether the fee is fair and reasonable in light of the services to be provided. This information assists the Town in determining the firm's understanding of the project and provides staff with tools to negotiate the cost and provide details on the bid. This section shall include the proposed costs to provide the desired services. Include any other cost and price information that would be contained in a potential agreement with the Town.

## **PERFORMANCE REQUIREMENTS**

The Contractor is responsible for adhering to and complying with all federal, state, and local laws, regulations, and codes as well as all standards and practices relating to the work being performed or services delivered. In addition, the Contractor is responsible for procuring and keeping in effect any licenses, permits, notifications, or other regulatory requirements relating to the work to be performed or the services delivered.

A proposer must hold the certifications and licenses necessary from the State of New Hampshire to perform the services and construction outlined in this agreement. Each Proposal must include a list of at least three current references for whom comparable work has been performed. This list shall include the company name, person to contact, address, and telephone number. Preferred references include other local government agencies.

Bidders shall be fully qualified with at least three (3) years of experience. Bidders shall submit a statement of qualification and experience and provide a list of the (3) representative projects with references.



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## **PROPOSAL TERMS**

The Town of Seabrook reserves the right to accept or reject any proposals in whole or in part received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and the Contractor's qualifications and capabilities to provide a particular service. The Town reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with the Contractor whose Proposal is deemed to meet the Town's specifications and needs best. There will be no reimbursement to any candidate if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the proposals.

All bids must be received by July 25, 2024, at 2:00 pm EST. The submittal package shall include three (3) copies of the Proposal. No telephone, email, or facsimile proposals will be accepted. Submissions received after the deadline will not be accepted and will be returned unopened.

## **INSURANCE REQUIREMENTS**

The successful bidder shall provide Worker's Compensation Insurance as required under New Hampshire law for all employees engaged in the work and shall provide a certificate to the Town indicating such insurance coverage before engaging in any work. The successful bidder shall also carry the following types of insurance with the Town named as an additional insured under each. The limits shall be at least \$1 million on account of any one person or accident and \$1 million on account of any additional person or accident. Public Liability Insurance, Property Damage Insurance, Bodily Injury Insurance, Property Damage Insurance covering the operation of vehicles or equipment, Bodily Injury Insurance covering the operation of vehicles or equipment, and Non-Ownership Automobile Liability Insurance.

## **SUB-CONTRACTING**

No portion of the work may be subcontracted or subleased by the successful bidder without the written consent of the Town of Seabrook. Any approval to sublease or subcontract any portion of the work requires any subcontractor or sublesser to provide the same insurance certificates as required of the successful bidder.

## **PAYMENT TO VENDOR**

Invoices from the successful bidder will be paid in full within thirty (30) days of receipt or within any discount period, provided such period is at least ten (10) days from receipt of the invoices. Payments will be processed only for actual work accomplished to the invoice date, and the Town reserves the right to examine the work to ensure that it is sufficiently complete to tender payment. The Deputy Fire Chief/Fire Inspector reserves the right to perform random and periodic inspections at any time to ascertain the Contractor's compliance with the work. Any deficiencies found during the performance of the work will be the responsibility of the Contractor and shall be corrected at the time of notice. There will be no cost to the Town for any re-works/corrections. Upon failure of the Contractor to correct work, the Town shall withhold any amount necessary for the correction of work from payments due to correct the deficiencies.



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## **INTENTION TO BID/ADDENDA**

Bidders who want to participate in the RFP are urged to submit an Intention to Bid form to receive addendums and possibly additional information. Intention to Bid forms can be found on the Town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement). Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at [Swood@seabrooknh.org](mailto:Swood@seabrooknh.org).

All questions shall be submitted in writing to only the Chief Procurement Officer at the above address by July 18, 2024, at 2:00 pm EST. The Chief Procurement Officer will then forward the question and the Town's response to all prospective bidders. If it becomes necessary to revise any part of the RFP, addenda will be provided by email and on the Town website at [www.Seabrooknh.info/procurement](http://www.Seabrooknh.info/procurement).

The deadlines for submitting RFPs may be adjusted to allow for revisions. To be considered, original proposals with amendments must be submitted before the specified date and time.

## **WITHDRAWAL OF BID PROPOSAL**

A bidder can withdraw their Proposal unopened after it has been deposited if such a request is received in writing before the time specified for opening the proposals.

## **CONSIDERATION OF PROPOSALS**

Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of a discrepancy between prices written in words and those written in figures, the prices written in words shall govern. In the event of a discrepancy between the total shown in the Proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

## **AWARD OF CONTRACT**

The successful bidder will be notified by mail to the address on their Proposal that their bid has been accepted and that they have been awarded the Contract.

## **CANCELLATION OF AWARD**

The Town reserves the right to cancel any contract award at any time before all parties execute such Contract without any liability against the Town. The Town may terminate the Contract any time by giving thirty (30) days' written notice.

## **EXTRAS**

Except as otherwise provided herein, no charge for extra work or material will be allowed unless the Town Manager has ordered it in writing.

\*The Town of Seabrook is a Tax-Exempt Organization.



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**BID SUBMISSIONS**

Bids must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word “person” means any natural person, joint venture, partnership, corporation, or other business or legal entity.”

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 (Date)

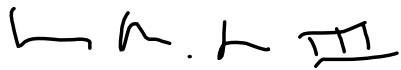
\_\_\_\_\_  
 (Company) & (Title)

**CONTRACT TERMS**

The Town of Seabrook will negotiate contract terms upon selection. All Contracts are subject to review by the Town of Seabrook legal counsel and will be awarded upon signing a commitment or Contract that outlines terms, scope, budget, and other necessary items.

**TIMELINE**

- July 11, 2024                      **Optional Site walk-through; 10 am**  
 at 87 Centennial St., Seabrook, NH
- July 18, 2024                      **Question submissions are due by 2 pm**  
 Submitted to [Swood@seabrooknh.org](mailto:Swood@seabrooknh.org)
- July 25, 2024                      **Submissions are due at Seabrook Town Hall at 2 pm**  
 Proposals will be opened publicly immediately after in  
 the Selectmen’s Meeting Room.



Approved by: \_\_\_\_\_  
 William M. Manzi III                      6/3/24  
 Town Manager