



Invitation for Bid
Back-up Generator at the Community Center
IFB# B2015-REC-01

**Town of Seabrook, New Hampshire
Community Center**



Replacement of Back-up Generator

INVITATION FOR BID # B2015-REC-01

You are cordially invited to submit a Proposal for the Replacement of the Community Centers Back-up Generator in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Five (5) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

*IFB # B2015-REC-01
Town Managers Office
Town of Seabrook
c/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874*

A pre-proposal meeting will be held on Wednesday, June 24th, 2015 at 11:00am on Location

All proposals/bids must be received by July 16, 2015 at 2:00 p.m. EST



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I. PURPOSE OF PROPOSAL

The Town of Seabrook is soliciting proposals for the removal and replacement of the emergency generator located at the Seabrook Community Center located at 311 Lafayette Rd, Seabrook NH. 03874. Only properly licensed and insured contractors are invited to submit proposals.

II. PROPOSAL TERMS

The Town of Seabrook reserves the right to accept or reject any and all proposals in whole or in part received as a result of this IFB. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractors qualifications and capabilities to provide the specific service. The Town reserves the right to consider proposals for modifications at any time before a contract be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Town's specifications and needs. 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.

In the event it becomes necessary to revise any part of the IFB, addenda will be provided. Deadlines for submission of IFB's may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

Contractors are requested to submit a complete qualification package for review by the Owner that demonstrates successful performance on similar projects. Contractors making proposals must respond in writing to all requirements of this Invitation for Bid (IFB). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the applicant should be included together with the submittal requirements.

a. Reporting of Contractor.

The contractor will work closely with the Recreation Director and will confer with her as necessary to insure satisfactory work progress. The Town reserves the right to inspect the contractor's activities during the term of this contract.

b. Personnel.

The contractor will provide the required services personally and will not subcontract or assign services without the town's written approval. The contractor will not hire any town employee for any of the required services without the town's written approval.

c. Indemnification.

The contractor will protect, defend and indemnify the town, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the town in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in



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whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor.

d. Insurance Requirements.

All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the contractor during the term of this contract. Certificate of insurance shall be included with the submitted bid package.

e. Compliance with Laws and Regulations.

The contractor will comply with all federal, state and local laws and regulations.

f. Interest of Contractor.

The contractor promises that it has no interest which would conflict with the performance of services required by the contract. The contractor also promises that, in the performance of this contract, no officer, agency, employee of the town, or member of its governing bodies, may participate in any decision relating to this contract which effects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

g. Assigns and successors.

This contract is binding on the town and the contractor, their successors and assigns. Neither the town nor the contractor will assign or transfer in this contract without the written consent of the other.

h. Termination of Contract.

Termination without cause. Either party may terminate the contract by giving ten (10) days written notice to the other party.

III. PROPOSAL SPECIFICATIONS

The proposal should include all of the following information:

- A. Contractor's qualifications, years in business, staff profile and experience in providing the level and type of service outlined in this proposal.
- B. Bidders must include at least three references of former agreements covering similar services listed in the proposal. Include company name, contact name and phone number.
- C. Describe the equipment and vehicles to be used in these services.
- D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the IFB.

All proposals must be received no later than 2:00pm on July 16th, 2015 by the office of the Town Manager and must be plainly marked

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The submittal package shall include five (5) copies of the proposal. No telephone, email or facsimile proposals will be accepted. All proposals received after the deadline will be returned unopened.



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A pre-proposal meeting will be held on Wednesday, June 24th, 2015. Attendees should meet at the Seabrook Community Center at 311 Lafayette Rd, Seabrook NH, 03874. Attendance is not required but highly recommended.

Proposals 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)

The Town will not reimburse any applicant for costs incurred in the preparation of a proposal in response to this IFB. Submission costs shall be the sole responsibility of the applicant submitting the proposal.

IV. SELECTION OF FINAL BIDDERS

The successful contractor will provide: a high quality proposal response; demonstrate the most advantageous combination of experience, cost, approach, and provide recommendations for reducing project cost and managing schedule. To ensure as nearly as possible that purchases are made so as to obtain maximum value to the Seabrook residents and recognizing the town’s intent to consider quality product and standardization as well as cost in making final decision on which contract to choose, the following is considered:

1. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer
2. Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the IFB.
3. Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
4. Proposal Presentation – The information is presented in a clear, logical manner and is well organized.



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Provisions of this IFB and the contents of the successful responses are considered available for inclusion in final contractual obligations. After examination of the above, a decision will be made and an award given to the applicable vendor.

*The Town of Seabrook is a Tax Exempt Organization.

Questions should be directed to Shaylia Marquis, Projects Clerk at (603) 474-3311 or e-mail at Smarquis@seabrooknh.org

v. CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel, and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget and other necessary items. The Town of Seabrook reserves the right to accept or reject any or all bids, to waive technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the town.

VI. SCOPE OF SERVICES

This project is for the purchase and installation of one (1) 50 Kw natural gas powered generator for the Seabrook Recreation Center located at 311 Lafayette Road, Seabrook, New Hampshire 03874. The Scope of work includes, but is not limited to:

- removal of existing generator
- Install gas supply to the new generator
- Rework conductors and feeders from the generator to the transfer switch.
- Test generator operation.
- Restore work area to original condition.
- Warranty Options shall be included

Add Option 1: Replace natural gas with diesel powered.

Add Option 2: Replace 50Kw with 60Kw.

VII. TIMELINE

June 24th, 2015

A pre-proposal meeting will be held at 11 am on site. Attendants should meet at the Community Center at 311 Lafayette Rd, Seabrook NH. Attendance is not required but highly recommended.

July 16th, 2015

Submissions due at Seabrook Town Hall; 2:00pm

Approved By:

Handwritten signature of William M. Manzi III.

William M. Manzi III,
Town Manager

6-11-15

Date