

SULLIVAN COUNTY, NH



REQUEST FOR PROPOSALS FOR GENERAL CARPENTRY AND DEMOLITION

Sullivan County Complex
County Farm Road
Unity, NH

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON
ON WEDNESDAY, SEPTEMBER 20, 2017
AND SHALL BE SEALED AND ADDRESSED TO:**

Steve Arsenault
Acting Facilities & Operations Director
5 Nursing Home Drive
Unity NH 03743
Phone (603) 542-9511 ext. 227
sarsenault@sullivancountynh.gov

Sullivan County seeks proposals for the repair and maintenance of a certain building on the Unity, NH campus, as outlined below. All qualified proposals will be considered and the County reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure.

The proposed project is:

- 1) Sugarhouse: Replace existing metal roof, demolish rear storage area, repair rafters as needed and install structural reinforcements.

Facility Tour: There will be a one-time tour of the facilities on **Tuesday, Sept. 12, 2017 at 9:00 AM**, led by Steve Arsenault, Acting Facilities & Operations Director. Questions about the project or RFP can be directed to Mr. Arsenault at (603) 542-9511 ext. 227 or *sarsenault@sullivancountynh.gov*. It is strongly recommended that all bidders be present at the tour.

Four sets of the sealed proposal shall be received no later than **12:00 Noon on Wednesday, Sept. 20, 2017**. Questions should be directed to Mr. Arsenault.

Sullivan County is aware of the time and effort required to prepare responses to proposals and invites vendors to let us know of any proposal requirements that are unclear and/or create

difficulty in responding. Sullivan County reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure.

1. PROPOSAL REQUIREMENTS

- A. Proposals must be submitted in a sealed envelope addressed to the Facilities & Operations Director as noted above, and clearly labeled “SEALED PROPOSAL – SUGARHOUSE PROJECT.” *Faxed or emailed submissions will not be accepted. The deadline to submit a proposal is 12:00 NOON on Wednesday, Sept. 20, 2017*, at which time all submissions will be opened in the Facilities & Operations Director’s Office. The public is welcome to attend, although a contract will not be awarded on that date.
- B. Proposals must include the name, title, and contact information for the contractor’s project manager. The project manager shall have the authority to act on behalf of the contractor with regards to all decisions that may be required to complete the terms and conditions of the contract.
- C. Proposals must include a lump sum guaranteed maximum price quote for all aspects of the work, including but not limited to all materials, labor, tools, ladders, scaffolding, equipment, delivery, installation, disposal, and clean-up associated with the projects.
- D. Proposals should specify any manufacturer’s warranty for materials as well as contractor’s warranty for labor.
- E. Proposals must include a statement from the contractor that clearly identifies any and all exclusions, deviations or limitations to the proposal specifications.
- F. Proposals must include evidence of contractor qualifications and experience over the past 10 years. A minimum of three references with contact information is required.
- G. Proposals must include a project schedule with estimated start and finish dates. Failure to start work within 5 business days of the proposed start date without written agreement by the County shall be cause for the County to cancel the contract.
- H. Proposals may include additional information pertaining to qualifications, certifications, experience, team members, subcontractors, or other documentation for the County to consider in response to this request for proposals.
- I. Proposals must include the following:
 - 1. Contractor’s name, address, and names of primary contact person.
 - 2. Description of the specific staff that will comprise the project team for this assignment.
 - 3. Statement of qualifications and experience with public sector work.
 - 4. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.
 - 5. List of any intended subcontractors.
 - 6. List of client references.
 - 7. Proposed fee structure for the work to be performed, including costs from all anticipated subcontractors.
 - 8. Agreement to contract provisions and proof of insurance requirements.

9. Statement regarding any previous contract defaults (Has contractor ever defaulted on a contract? If so, where and why?).

2. **GENERAL INFORMATION**

- A. Contractors are expected to examine the work sites carefully before submitting a proposal. The submission of a proposal shall be deemed to represent that a contractor has investigated and is satisfied with the conditions to be encountered in performing the work required. Contractors must satisfy for themselves as to the methods and quantities of materials that will be necessary. No allowances will be made for loss of anticipated profits or unanticipated expenses due to any errors or inaccuracies in the estimated quantities or project expenses incurred by the contractor.
- B. Contractors are expected to be thoroughly familiar and comply with the applicable laws, rules and regulations pertaining to this project, including but not limited to federal and state laws regarding worker safety, municipal contracts, and building codes.
- C. Contractor shall recognize that this building is adjacent to a residential nursing home and jail and all precautions and considerations must be taken to minimize impact on the residents and their environment and to secure tools and equipment. Any planned disruption to resident life, traffic flow around the building or entrances and exits must be approved in advance by the Facilities Director or his designee. The contractor shall provide, erect, and maintain all necessary scaffolding, barricades, and other safety devices for the protection of the work, workers, and safety of the public, with the understanding that the County facilities will be open for business at all times during the project. All work shall be cleaned-up on a daily basis, or more frequently, if necessary, to prevent accidents to the greatest extent practical. Special care will be taken to ensure that delivery and employee vehicles are not subject to tire punctures from nails or other sharp objects associated with the project.
- D. The successful contractor will be required to comply with all terms and conditions as set forth in this request for proposals, except as may be specifically exempted by the County in writing, and to execute a written contract using as a basis this RFP. Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award.
- E. Contractors shall assume all costs and expenses associated with the preparation and submission of a proposal.
- F. The County reserves the right to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in Sullivan County's sole judgment, the best interest of Sullivan County will be served.
- G. The Project Manager for the County will be Steve Arsenault, Acting Facilities & Operations Director who may be assisted by Lionel Chute, Natural Resources Director.

- H. The contractor shall submit product samples and warranty information (including claims information) for all materials to be installed to the County's Project Manager for review and approval prior to installation.
- I. For public projects in excess of \$35,000, RSA 447:16 requires a contractor to post sufficient security, by bond or otherwise. Therefore, if the bid exceeds \$35,000, the contractor will be required to provide the County with a bond in the amount of 100% of the project cost in the form of a bond instrument from an issuing agent acceptable to the County.
- J. The contractor will be responsible for all costs incurred by the County, including legal and inspection fees, in the event that the contractor fails to perform the work in accordance with these project specifications.
- K. The County shall provide the contractor with access to electrical power, restroom facilities, and local permits (if applicable) at no charge. The Contractor shall be responsible for all labor and materials necessary to utilize these resources.
- L. Payment by the County shall be made upon completed installation and acceptance by the County, net 30 days after invoice. Project completion shall be defined as all materials being completely and permanently installed in accordance with the contract documents, including completion of a punch list, and the site being broom-clean and free from hazards.
- M. The contractor shall use every precaution to prevent injury or damage to County property and private property in the vicinity of the project area. The contractor shall be responsible for all damage and injury to persons and/or property during the execution of the work resulting from any act, omission, neglect, and/or misconduct in the manner or method of performing the work, to include the acts of any subcontractors and work done as part of any warranty service. The contractor shall indemnify, defend, and hold harmless the Sullivan County, its agents and assigns from any liability, damage, claims, penalties, and/or regulatory agency fines that may arise from the project and warranty work. The contractor shall promptly restore to the satisfaction of the County, at the contractor's expense, any property that may be damaged during the execution of the work, including warranty work.
- N. Indemnification: The contractor will protect, defend and indemnify the County, its officers, agents, servants, volunteers and employees from 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 County 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 whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the Contractor or any sub-contractor.
- O. Insurance: Prior to commencing work, the Contractor shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below.

- The Contractor shall provide proof of automobile insurance coverage in the amount of \$1,000,000. The Contractor will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.
- The Contractor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Contractor's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.
- The Contractor shall carry and provide proof of builder's risk insurance covering the project at its full value, and shall name the County as loss payee.
- To the extent Contractor utilizes the services of an architect, engineer, surveyor or any other industry professional, all such professionals, in addition to the general and automobile liability coverages described above, shall carry professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such professionals shall name the County and its officials, agents, volunteers and employees as an additional insured on the general and automobile liability coverages by certificate and amendatory endorsement.
- The County shall not be required to insure the Contractor, any subcontractor or any professional service provider.

P. The following factors will be considered in the award of the proposal, with priority to be determined solely by the County:

1. Contractor Qualifications and References
2. Compliance with Proposal Requirements
3. Project Cost
4. Choice of Materials
5. Ability to Meet Project Schedule
6. Insurance, Warranty, Exclusions and Limitations
7. Location of Business

Q. It is anticipated that the Board of Commissioners will award this project during a regular public business meeting scheduled for 3:00 PM on Sept. 25, 2017 or a subsequent public meeting. Failure to complete the project on time will result in liquidated damages being assessed against the vendor in the amount of one-half of one percent (0.5%) of the total project costs for every day or portion thereof, unless the contract is extended by mutual written agreement of the parties.

The County reserves the right to reject any and/or all proposals or part of a proposal, to waive any technicalities, informalities or irregularities, and to be the sole judge of the suitability of the proposals offered.

3. GENERAL PROJECT SPECIFICATIONS:

- A. All work performed under this contract shall be to the highest industry standards in a professional workmanlike manner. In all cases the manufacturer's installation recommendations shall take priority.
- B. The contractor will be responsible to demolish the rear portion of the Sugarhouse and dispose of these materials.
- C. The contractor and County will inspect the exposed structure to determine if any members need to be replaced or if any other repairs are required. Any items identified during this inspection must be coordinated with the County's Project Manager. The contractor shall prepare a proposal for any contract modifications and submit to the County for consideration.
- D. The contractor is responsible for protection of the roof from fire and moisture penetration at all times. The wood sheathing must be completely dry before the installation of any materials. If applicable, metal surfaces must be completely cleaned of all potentially corrosive materials before the application of roofing materials.
- E. Notwithstanding the manufacturer's warranty terms and conditions, the minimum roof warranty shall be 35 years and the contractor shall be responsible to repair and/or replace, at no charge to the County, any defective roofing products for a period of 10 years as of the date of completion.
- F. All products to be furnished as part of these bid specifications shall be new and free from defects for a minimum period of 10 years from date of completed installation. Any defects within this warranty period shall be cured in-place by the contractor to the satisfaction of the County in a prompt and reasonable manner; otherwise the County shall reserve the right to repair the equipment and pursue all such costs, including collection expenses against the contractor as may be allowed by law.
- G. Any changes to the work that result in a cost increase/decrease shall be set forth in a written change order approved by the County and the contractor prior to being implemented.
- H. Contractor will verify site access with County prior to starting work.

4. SCOPE OF WORK:

Replace Sugarhouse roof with corrugated, galvanized metal material (24 gauge or thicker), demolish rear storage area, and make structural repairs to existing rafters.

- 1) Demolish rear storage area and dispose of materials. Make any necessary repairs to main Sugarhouse structure so that demolition does not compromise structural integrity of the main building.
- 2) Remove and dispose of existing metal roof system.
- 3) Repair or replace structurally deficient rafters as required. Confirm specific rafters with County's Project Manager.

- 4) Install collar ties on all rafters to structurally reinforce the Sugarhouse.
- 5) Install new roofing material over former location of smoke stack.

BID OPTIONS: Sullivan County requests pricing on the following options:

Option 1: In order to provide a longer life cycle, provide in your proposal a cost to install a standing seam metal roof instead of a corrugated metal roof. Specify if choice of color impacts the cost.

Option 2: Provide in your proposal a cost for painted roof material specified in this scope of work. Color to be determined by County Project Manager.

Questions regarding this request for proposals should be directed to Steve Arsenault, Acting Facilities & Operations Director, at (603) 542-9511 ext. 227 or sarsenault@sullivancountynh.gov.