REQUEST FOR PROPOSAL FOR:

Removal and Replacement of EMC Signage

Lakes Region Community College

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for Lakes Region Community College for the removal of two (2) single-faced existing 25mm 48 * 112 matrix RGB Unilumin electronic message centers (EMC) and to replace with two (2) single faced 16mm RGB EMC into existing cabinet (approximate dimension 50” * 9’-2”) and incorporating existing granite base.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

CONTRACT TERM:
The successful bidder is expected to complete the installation within 60 days of bid approval.

Lakes Region Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Lakes Region Community College.

SCOPE OF SERVICES:
Work within this request for proposal (RFP) shall include the following:

- Apply for and obtain any required signage and electrical permits
- Appear before and represent Lakes Region Community College at any necessary city planning board, sign review board or zoning board of adjustment (ZBA) meetings in order to obtain any necessary variance. It is understood that should a variance not be obtained, any contract to replace the signage as indicated would be null and void.
- Arrange through Lakes Region Community College’s maintenance department to provide any necessary upgrades to existing electrical service that may be needed.
- Remove two (2) single faced 25 mm 48 * 112 EMCs from existing sign cabinet (approximate dimension 50” * 9’-2”)
- Install two (2) digital display 16mm EMCs into existing sign cabinet (approximate dimension 50” * 9’-2”) and incorporate existing granite base

Specifications
- Pitch: 16mm
- Illumination: Internal
- Matrix: 80 * 176 (variations can be discussed)
- Power supply: Mean Well 110 volt
- Brightness: Up to 10,000 Nits
Specifications Continued

- Color: Full Color
- Dimming: 100 levels (Auto or Manual Adjustment)
- Continue work time: 24 hours * 365 days
- Unit lifetime: 100,000 hours
- Operating temperature: -20°C to 60°C
- Operate humidity: 10% to 95% RH
- Service access: front serviceable
- Communication: wireless
- Playing content format: Text/Picture
- Controller: included with sensor kit
- Software provision for day/night/date scheduling

Provide any necessary EMC computer software, including initial installation and training to Lakes Region Community College

Remove and legally dispose of all waste generated by the work

Remove all unused material brought on site by the bidder.

SITE VISITATION:

Bidders may request a site visit prior to completing their proposal. To establish a site visit please contact John Harrington, Chief Financial Officer, Lakes Region Community College at 603-366-5206

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

ADDITIONAL INFORMATION:

Lakes Region Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to Lakes Region Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of Lakes Region Community College are privately owned. Any fines, damages, etc. assessed to Lakes Region Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after April 1, 2011.

Workers’ compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among
other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. 

(Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractors’ employees, and other related personnel who will be physically required to work at lakes Region Community College, providing the following information for each person:

Name
Employer’s Company Name

Lakes Region Community College reserves the right to request a criminal background check on any employee of Contractor. Lakes region Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and Lakes Region Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the Lakes Region Community College.

The certificates are required to name Lakes Region Community College, a component of CCSNH, 379 Belmont Road, Laconia NH 03246 as additional insured.

BOND/SECURITY AND POWER OF ATTORNEY:

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.
**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Lakes Region Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION OF RFP RESPONSE:**

Bids are due by September 20, 2013, by 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include the following:** Labor Total, Material Total and Project Total. **All the materials requested in this RFP document.** Bids should be mailed to Lakes Region Community College, Attention John Harrington, Chief Financial Officer, 379 Belmont Road, Laconia NH 03246, faxed to 603-524-8084, Attn: John Harrington, or hand carried to the Lakes Region Community College business office Attn: John Harrington. Lakes Region Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling John Harrington at 603-366-5206.

**AWARD:**

This contract will be awarded solely on the removal and replacement of EMC signage for Lakes Region Community College.

The contract will be awarded to the vendor who submits a conforming bid meeting the specifications at the lowest cost.

Lakes Region Community College reserves the right to accept or reject any or all of the proposals.

Lakes Region Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

PROJECT: Removal and Replacement of EMC Signage

LRC14-06

Lakes Region Community College

BID FORM

Company Name: _________________________________________________________________________

Address: ________________________________________________________________________________

Telephone Number: _______________________________________________________________________

Fax Number: ______________________________________________________________________________

All labor to complete the project: $ ____________________

All materials and equipment to complete the project: $ ____________________

Project Total $ ____________________

Signature:  _____________________________________________________________

Printed Name:  _________________________________________________________________________

Date:  ________________________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature:  _____________________________________________________________

Printed Name:  _________________________________________________________________________

Date:  ____________________________

This bid must be signed by a person authorized to legally bind the bidder.