REQUEST FOR PROPOSAL FOR:
NHTI – Concord’s Community College

Commencement Tent, Chairs and Additional Items Rental and Installation

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI – Concord’s Community College for rental, delivery and installation of commencement items as outlined in Scope of Services Section.

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 term of any resulting contract shall end on or before May 31, 2020. NHTI – Concord’s 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 NHTI – Concord’s Community College. Partial payments are allowed.

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

The following is a description of the scope of services to be provided by bidder in agreement with NHTI – Concord’s Community College.

Commencement is scheduled for May 20, 2016. Consecutive years date will always fall in the month of May. Actual day is to be determined according to the Academic Calendar and will be provided to the vendor in January of the commencement year.

SUMMARY OF THE WORK: Work of the project includes rental, delivery and setup of the items listed below to the NHTI campus a minimum of (2) two days prior to commencement. Tent breakdown is to commence within (1) one day after the event has concluded but no sooner than (2) two hours after commencement has concluded.

- (1) One white twin pole tent 100’ x 200’ in size to be set up at a predetermined location by NHTI.
- 100 feet of solid sidewalls for the tent. The sidewalls are to be white in color to match the tent and installed onto the tent directly behind the stage.
- (10) Ten 400 watt Vesabeam lights to be mounted on interior tent poles. Plus arm hangers and brackets necessary for light installation. All lights must be of the same shape and design. NHTI will provide an electrical connection for each light at the base of the poles.
- (1) One LED light that can be attached to podium, either battery operated or powered by 110V.
- (1) One stage, size 24’ x 32’ with a height adjustment span between 24” and 30” to be setup and centered under the tent in front of one of the 100’ ends as determined by customer.
- (17) Seventeen 8’ L x 29” H, black cloth stage skirting, attached to the stage.
- (2) Two wheelchair ramps with a height adjustment span between 24” and 30 “ and be attached to the front of the stage, specific location to be determined by customer.
- (2) Two sets of stairs with hand railings with a height adjustment span between 24” and 30” and be attached to each side of the stage, on the rear 4’section.
• (3000) Three thousand folding chairs, blue in color, setup to be determined by customer.
• Hang a 13’ x 20’ banner over the stage. Banner and rope supplied by customer.
• Any holes or damage caused to any area of the property owned by NHTI are required to be filled or fixed to the satisfaction of the customer.
• Work shall be done with a minimum amount of disruption to the College activities. This may include off hours work which is to be scheduled in advance with the College administration.
• Remove and legally dispose of all waste generated by the work.
• Remove all unused material brought on site by the bidder.

* No reimbursement by NHTI for travel time or mileage shall be allowed.

SITE VISITATION:

A walk through will be necessary and is scheduled for July 20, 2015 at 10 a.m. Interested parties should meet in the campus Safety Office, located at 1 Institute Dr. Concord NH 03301.

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.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Anne Breen at (603) 230-4042.

ADDITIONAL INFORMATION:

Technical questions regarding the bid are to be directed to Anne Breen, Director of Campus Safety, (603) 230-4042, FAX (603) 230-9303, or email abreen@ccsnh.edu.

NHTI – Concord’s 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 NHTI – Concord’s 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. and a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of NHTI – Concord’s Community College are privately owned. Any fines, damages, etc. assessed to NHTI – Concord’s 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 in two locations 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 NHTI – Concord’s Community College, providing the following information for each person:

Name
Employer’s Company Name

NHTI – Concord’s Community College reserves the right to request a criminal background check on any employee of Contractor. NHTI – Concord’s 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 NHTI – Concord’s 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 NHTI – Concord’s Community College.

The certificates are required to name NHTI – Concord’s Community College 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, NHTI – Concord’s 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 on August 3, 2015, at 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 NHTI – Concord’s Community College, Attention Melanie Kirby, Chief Financial Officer, 31 College Drive, Concord, NH 03301, faxed to (603) 230-9311, Attn: Melanie Kirby, or hand carried to 31 College Drive, Concord, NH. NHTI – Concord’s 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 Melanie Kirby at (603) 230-4000 ext. 4225.

AWARD:
This contract will be awarded solely on the Commencement Tent, Chairs and Additional Items Rental and Installation project bid for NHTI – Concord’s Community College.

The contract will be awarded to the lowest bidder who meets the criteria listed in the specifications.

NHTI – Concord’s Community College reserves the right to accept or reject any or all of the proposals.

NHTI – Concord’s Community College reserves the right to waive any and all informalities in its best interest.

BID RESULTS:
Bid results may be viewed when available, once the award has been made, on our web site only at: www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: Only the names of the Vendors submitting responses will be made public.
EXHIBIT A

COLLEGE NAME: NHTI – Concord's Community College

NHTI15-77

PROJECT: Commencement Tent, Chairs and Additional Items Rental and Installation

BID FORM

Company Name: ____________________________________________________________

Address: _______________________________________________________________

Telephone Number: _______________________________________________________

FAX Number: ___________________________________________________________

The total cost for scope of services broken out by year:

Commencement in 2016 $ ___________________________

Commencement in 2017 $ ___________________________

Commencement in 2018 $ ___________________________

Commencement in 2019 $ ___________________________

Commencement in 2020 $ ___________________________

Total Contract Cost $ ___________________________

(Contract will be awarded on this amount)

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.
EXHIBIT B

PROJECT: Commencement Tent, Chairs and Additional Items Rental and Installation

COLLEGE NAME: NHTI – Concord’s Community College

NHT115-77

INTENT TO BID FORM

To: NHTI – Concord’s Community College
ATTN: Melanie Kirby
FAX: (603) 230-9311
31 College Drive
Concord, NH 03301

In filing this Intent to Bid, the firm of ____________________________, gives notice to the College of intent to bid for the work of providing Commencement Tent, Chairs, and Additional Items Rental and Installation at NHTI – Concord’s Community College. No obligation on the part of either party is assumed or binding in filing this notice.

Company Name: ________________________________________________
Contact Person: _________________________________________________
Address: _______________________________________________________

Email Address: __________________________________________________
Telephone Number: ______________________________________________
FAX Number: ___________________________________________________

Signature of Person Filing Intent to Bid Form:
Date: __________________________________________________________________________
Printed Name: ____________________________________________________________________

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