REQUEST FOR PROPOSAL FOR:

ELECTRICAL WORK IN WELDING LAB

WMC13-21

White Mountains Community College

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for White Mountains Community College for electrical work for a welding lab.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must comply with the terms of the CCSNH P-37 contract and of the TAACCCT grant. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations. Compliance regulations are indicated further down in the document under the header COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS.

A completed Alternate W-9 form (no fee) must be submitted with the contract.

CONTRACT TERM:
The term of any resulting contract shall end on or before July 26, 2013.

White Mountains 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 White Mountains Community College. Partial payments are allowed.

SCOPE OF SERVICES:
Work within this Request for Proposal (RFP) shall include the following:

1. Remove two old conduit/power transfer arms that run the length of the lab. Please take away and dispose of all conduit and wire removed. Restore any power sources that are disrupted.
2. Rewire existing supplies from existing 220V panel in lab.
   - There is a line running to two strips of 110V outlets in the new Virtual Welding area. There are three existing junction boxes along the strip. Remove the strip outlets, replace with conduit and put outlet receptacles in the three existing boxes instead. 1e. Leave 3 outlet boxes instead of two 1970’s strip outlets.
   - There is a line running to two conduit drops in the vicinity of the partial wall along the back of the Virtual Welding area. It powers a 2-gang box of 110V outlets on each conduit. Fix the conduit to the back (river side) of the wall and place a single gang box with outlets on each side of the wall at the bottom of each drop.
   - There is a subpanel right next to the main panel with 5 x 220V supplies coming out. The conduits run along the wall to five receptacles in the adjacent lab.
     - The two bottom conduits must be either removed or used for the Lathe (see below) to allow the existing doorway to be expanded towards the river and up two block courses.
     - One 220V supply needs to go through the wall before the doorway and be wired to a 6-50R outlet box for powering the Lathe.
     - One 220V supply needs to go through the wall in the last existing hole towards the river (it must either be one of the existing top three conduits or a new one above them to leave room for the door) and be wired to a 6-50R outlet box for powering the shear. The existing outlet and conduit can be reused.
     - One 220V supply needs to go above the area for the expanded doorway and be wired to a 6-50R outlet box for powering the Plasma Table.
     - One 220V supply needs to go above the area for the expanded doorway and be wired to a 6-50R outlet box for powering the Band Saw. A 6-50R plug and cord needs to be wired into the band saw.
3. Install a new 1000A 480V panel.
   - A new 480V supply line is being provided by PSNH. All accompanying hardware for a new 1000A service needs to be installed including all tie-ins, shutoffs, etc. required to meet code. The contractor will be responsible for coordinating with PSNH directly for establishing what equipment needs to be installed and scheduling the work itself. The new panel will be located in the adjacent maintenance room.

4. Install all power supplies from the new panel.
   - Note: The return for the air extraction will be just below ceiling level to the north (left if you are inside the room) of the overhead door. We need to leave room for a filtration unit in that area. Either the electrical ducts from the new panel need to stay within 6” of the suspended ceiling as they come through the wall or they need to come towards the main entrance at least 12’ on the other side of the wall before coming through the wall into the lab.
   - Install a 150A breaker/fuse and all wiring and conduit for a power supply to the Air Extraction Unit. The unit has a 60A max running draw, but initial draw will/could top 100A.
   - Install 26 x 480V 30A L16-30P outlets for welding units (they draw a max of about 20A each). One in each booth and one on the end of each of the two rows of booths closest to the windows (the top of the attached diagram). Outlets in the booths can be back to back for booths across from each other, but they should all be located within 1 foot of the northern edge of the back panel (left in the diagram below). See partial diagram below for example.

   ![Diagram](image)

   - Install 4 x 480V 20A L16-20P outlets for Dynasty 200 welding units in welding booths (they draw about 6A max). Any four booths are suitable as these are portable units that will be brought to the booth when needed.
   - Install 26 x 120V outlets for equipment. One single gang box in each booth and one 2-gang box on the end of each of the two rows of booths closest to the windows (the top of the attached diagram). Note: The power for this 120V supply can come from the 220V panel near the entrance if there is sufficient power and it is more affordable.
   - Install a 480V 30A L16-30P outlet for Plasma Cutter (it draws about 20A max).
   - Install 2 x 120V outlets for equipment. These should be 2-gang boxes. One should go on the new stud wall where the drill press and rod oven will be. The other should by right next to the overhead door where the grinders will be. Note: The power for this 120V supply can come from the 220V panel near the entrance if there is sufficient power and it is more affordable.

5. Move one strobe light from its current location (above the auto cage) to the opposite wall (above the eyewash). Simple emergency lighting needs to be installed over the personnel door.

It is the responsibility of the supplier to assure the appropriate electrical supply is available and that all relevant codes and standards are adhered to in the installation.

It is the responsibility of the supplier to meet all relevant regulations on workplace safety and environmental protection while on site, to remove and legally dispose of all waste generated by the work, and to remove all unused material brought on site.

Please contact John Holt (603) 342-3008 or jholt@ccsnh.edu with all technical enquiries.

The enclosed drawing is to give approximate locations of equipment. All final dimensions will have to be established by the
vendor during the mandatory site visit.
Remove and legally dispose of all waste generated by the work.

Remove all unused material brought on site by the bidder.

SITE VISITATION:

Site visit is mandatory. Vendor must attend one of the two scheduled times: Monday June 17th at 9am or Wednesday June 19th at 9am. Please contact John Holt (603) 342-3008 or jholt@ccsnh.edu with any questions or concerns. Site visits take place at 2020 Riverside Drive, Berlin NH 03570. The front desk will direct you to the Welding Lab.

ADDITIONAL INFORMATION:

White Mountains 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.

All local, state and federal regulations are to be followed. Any fines assessed to White Mountains 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 a campus of White Mountains Community College are privately owned. Any fines, damages, etc. assessed to White Mountains 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 headphones 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.

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 subcontractor employees, and other related personnel who will be physically required to work at the college campus, providing the following information for each person:

Name
Employer’s Company Name

White Mountains Community College reserves the right to request a criminal background check on any employee of Contractor. White Mountains 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

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 of September 24, 1965 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (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 shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of the their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.

The Contractor agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

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 the White Mountains 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, 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 White Mountains Community College.

The certificates are required to name White Mountains Community College a component of CCSNH 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, White Mountains 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:
Proposals are due on or before June 24, 2013 at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your proposal. Your response must include the following: Labor Total, Material Total and Project Total.

Proposals should be mailed to White Mountains Community College, Attention: Lynn Moore, CFO, 2020 Riverside Drive, Berlin, NH 03570, faxed to Lynn Moore, CFO at (603) 752-6335 or emailed to Lynn Moore, CFO at lmoore@ccsnh.edu or hand carried to the above address. White Mountains 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 Lynn Moore, CFO at (603) 752-1113 x 3052.

AWARD:

White Mountains Community College reserves the right to accept or reject any or all of the proposals.

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

PROJECT: ELECTRICAL WORK IN WELDING LAB

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White Mountains Community College

PROPOSAL CONTACT AND COST FORM

Company Name: _________________________________________________________________________

Address: ______________________________________________________________________________

Telephone Number: _______________________________________________________________________

Fax Number: _____________________________________________________________________________

All labor to complete the project: $ _______________________
(Include anticipated hours and rates)

All materials and equipment to complete the project: $ _______________________
(Include a listing of major components)

Cost for Bond $ _______________________

Project Total $ _______________________

Signature: ______________________________________________________________________________

Printed Name: ___________________________________________________________________________

Date: __________________________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature: ______________________________________________________________________________

Printed Name: ___________________________________________________________________________

Date: __________________________________________________________________________________

This form must be signed by a person authorized to legally bind the applicant organization.