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

Replacing a Cafeteria commercial dishwasher and associated equipment and finishes.

DATE: August 13, 2012

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI- Concord’s Community College for replacing a commercial dishwasher, associated equipment, connections and room finishes in the Little Hall Cafeteria.

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 start on Dec. 12, 2012 and end on June 30, 2013. Construction work can commence on Dec. 12, 2012 and must be 100% complete on Jan. 11, 2013.

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:
NOTE: This is a turnkey project to include demolition, electrical, plumbing, finishes and local permits and inspections.

Remove and dispose of existing dishwasher (GC)
Install an air gap drain including a trap beneath the floor if not present to bring the drain plumbing up to current code.
Install drain and supply water piping
Update wiring and demo unused wiring
Replace rooftop exhaust fan with same or replacement unit
All ductwork from dishwasher to exhaust fan to be stainless steel. NOTE. duct work and dampers specification to be obtained from Hobart.
All stainless steel mating sinks to be connected to dishwasher (tig welding may be required)
All equipment submittals to be approved by NHTI Facilities Director prior to ordering and installation of equipment.
Install new equipment per the follow specification:
Hobart Model CLPS66e dishwasher to operate in a left to right direction.

Hobart Service will install and start up equipment to include:
- Accept delivery
- Uncrate
- Deliver and place in the final location
- Make final connections
- Start up and training

• Unit to include Opti-Rinse™ system using no more than .62 gallons per rack at 20 psi.
• Final rinse rate to be 2.1 GPM or 126 GPH.
• Unit to include a 22 inch prewash chamber with a 2 hp pump with three upper and two lower wash tubes.
• Warewasher to be equipped with a Rapid Return Drive~ system to provide for more consistent movement of the ware through the machine.
• Unit to be equipped with ball detent clutch drive system to prevent damage to conveyor and drive motor if a rack should be obstructed.
• Anti-jam protection to include an electronic sensor to monitor the drives output RPM and electrically shut the unit off in the event of a change in RPM.
• Conveyor dwell to be standard.
• Machine to have a dual point of push for the conveyor system to reduce stress on the drive.
• Machine to have a dual side pawl conveyor driven by 1/6 HP motor providing a simultaneous even push through of the racks.
• Machine to have double wall insulated hinged doors with SST and UHMW door seals.
• Machine have fully wrapped lower front, side and underneath panels.
• Inspection door opening to measure 36 ~ x 27 5/6 inches
• Standard chamber dimensions to 22 x 19 ~
• Optional higher than standard height chamber opening to 22 x 24 inches
• To include Auto-Position~ rinse arms, which ensure that the rinse arms and nozzles are properly seated in the machine to provide a consistent sanitizing rinse pattern.
• Soil management system to have a single SST slanted screen, and a deep collection basket.
• Machine to have a minimum capacity of 202 racks per hour.
• Unit length to be a minimum of 66".
• Top mounted microprocessor controls mounted in SST enclosure.
• Field convertible for low temperature or high temperature final rinse application.
• Tank and chamber to be constructed of #16 gauge stainless steel.
• Prewash and wash motor to be 2 HP with inherent overload protection and manual reset located on the motor.
• Stainless steel, self-draining pump and impeller mounted in an above the water line orientation for longer life.
• Pump capacity of 165 gpm.
• Single point electrical connection
• Dishwasher to be provided with the following heat devices: 15 KW electric immersion heater. one-inch stainless steel tube steam coil heat exchanger. Heating device to be interwired at factory. Heating device to be controlled by solid-state thermostat with positive low water protection.
• Machine to be furnished with top mounted digital display to provide accurate temperature readouts
• Standard features to include a dirty indicator with an optional shut down mode, energy saver mode, low temperature alerts for all zones, service diagnostics, de-lime notifications, operating indicators
• Integrated SST pump intake screen.
• Machine to have self-aligning stainless steel upper and lower wash arms with computational fluid dynamics debossed anti-clogging nozzles.
• Wash pipes to be located on the exterior rear panel for an obstruction free interior.
• Rinse arms to include an integrated in line water filter
• Final rinse to be automatically activated when racks enter the rinse zone.
• Electrical interface points-for chemical connections provided as standard.
• Vent fan and booster heater controls.
• Automatic fill to be standard with tank water level to be automatically maintained.
• Drain handle to be located outside of the water zone and to be automatically closed upon closing the inspection door.
• Stainless steel front panel, frame, feet, legs; wash tank, and chamber; removable strainer pans and large deep basket; integrated pump intake screen assembly; channel; stainless steel splash shields.
• Includes: built-in, atmospheric, SST, pre-wired and pre-plumbed 30 kw booster
• Installation by Hobart, which will provide a 24 month warranty
• Energy recovery system
• Equipment and service leadtime is 6-8 weeks

NOTE: Voltage 110/208 three phase

SITE VISITATION:
A walk through is not mandatory. A site visitation can be arranged by contacting Mike Therrien 603-271-2474
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 Mike Therrien@ (603) 271-2474

ADDITIONAL INFORMATION:

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., 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, 2010.

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’s employees, and other related personnel who will be physically required to work at NHTI 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:**

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- 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 NHTI- Concord’s Community College.

The certificates are required to name CCSNH, d/b/a 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. Before your submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

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 31, 2012 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 or hand carried to NHTI-Concord’s Community College, Attention Melanie Kirby, CFO, 31 College Drive, Concord NH, 03301. 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) 271-7712.

AWARD:
The contract will be awarded to the lowest bidder.

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.
EXHIBIT A

PROJECT NHTI13-61:

Replacing a Cafeteria commercial dishwasher and associated equipment and finishes.

NHTI- Concord’s Community College

BID FORM

Company Name: __________________________________________________________________________

Address: _________________________________________________________________________________

Telephone Number: __________________________________________________________________________

Fax Number: _______________________________________________________________________________  

Equipment Total $ _____________________________________

Labor Total $ _____________________________________

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.