REQUEST FOR PROPOSAL FOR:

Generator Services for two electric generators

NHTI-CONCORD’S COMMUNITY COLLEGE

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI-Concord’s Community College for electric generator service and repair.

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.

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION
A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: http://www.sos.nh.gov/corporate.

CONTRACT TERM:
The term of any resulting contract shall end on or before June 30, 2014

This contract can be extended for one additional year if both parties agree and at the same contract cost for FY 2014

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:

Planned Maintenance Outline for the following Generators:

Scope # 1. Systems Building - Kohler 150 Natural gas powered generator

1. Replace engine lube oil annually.
2. Replace engine oil filters annually.
3. Replace coolant filters annually.
4. Service / clean air filter(s) annually. (Replacement not included)
5. Perform air inlet restriction test.
6. Check coolant level, condition, and protection rating.
7. Inspect and or adjust hoses, belts, and linkage.
8. Diesel engines: Visually inspect injection system and fuel lines.
9. Check spark plugs and ignition system.
10. Check engine block heater operation.
11. Visually inspect fuel supply system including piping, solenoid valve and transfer tank. Note fuel level.
12. Check battery charger operation and charge rate.
13. Check battery electrolyte levels, clean battery terminals as needed.
14. Visually inspect exhaust system and drain condensation if drain available.
15. Check engines warning and shutdown alarms, including remote enunciator.
16. Adjust voltage and frequency to match line power.
17. Check operation of engine gauges and generator output metering.
18. Clean debris and garbage from around unit. (Within reason)
19. NHTI, Director of Facilities will request and schedule a simulated power loss from transfer switch to evaluate unit under once yearly.
20. Complete inspection report and make recommended repairs in written form.
21. Transfer Switch inspection.

Scope # 2. Little Hall - Kohler 250 Diesel powered generator

1. Replace engine lube oil annually.
2. Replace engine oil filters annually.
3. Replace diesel fuel filters in Little Hall generator annually.
4. Replace coolant filters annually.
5. Service / clean air filter(s) annually. (Replacement not included)
6. Perform air inlet restriction test.
7. Check coolant level, condition, and protection rating.
8. Inspect and or adjust hoses, belts, and linkage.
10. Check spark plugs and ignition system.
11. Check engine block heater operation.
12. Visually inspect fuel supply system including piping, solenoid valve and transfer tank.
   Note fuel level.
13. Check battery charger operation and charge rate.
14. Check battery electrolyte levels, clean battery terminals as needed.
15. Visually inspect exhaust system and drain condensation if drain available.
16. Check engines warning and shutdown alarms, including remote enunciator.
17. Adjust voltage and frequency to match line power.
18. Check operation of engine gauges and generator output metering.
19. Clean debris and garbage from around unit. (Within reason)
20. NHTI, Director of Facilities will request and schedule a simulated power loss from transfer switch to evaluate unit under once yearly.
21. Complete inspection report and make recommended repairs in written form.
22. Transfer Switch inspection.
23. Fuel polishing (cleaning) once during the two year contract for Little hall generator

SITE VISITATION:
A site visitation is not required. If a walk thru is requested contact Mike Therrien Facilities Director @271-2474 NHTI Maintenance Office at One Institute Drive, Concord NH.

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:
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, 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 21:1-81 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-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 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/bidding). 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 Friday, November 2, 2012 at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. Bids should be mailed to NHTI-Concord’s Community College, Attention Melanie Kirby, CFO, 31 College Drive, Concord NH, 03301, faxed to 271-7734, Attn: Melanie Kirby, CFO or hand carried to Melanie Kirby, Little Hall Rm 101, NHTI-Concord’s Community College, 31 College Dr., 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, CFO at 271-7712.

AWARD: as applicable:

This contract will be awarded solely on the (name of project) 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.
SCOPE #1
Service and Repair
Systems Building - Kohler 150 Natural gas powered generator
NHTI13-62

NHTI-CONCORD’S COMMUNITY COLLEGE
BID FORM

Company Name: _________________________________________________________________________
Address: ________________________________________________________________________________
Telephone Number: _________________________________________________________________________
Fax Number: ________________________________________________________________________________

All labor and material to complete this project: $ ______________________________

Hourly rate for emergency service (normal working hours) $ ______________________________
Hourly rate for emergency service (outside of (normal working hours) $ ______________________________

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.
SCOPE #2
Service and Repair
Little Hall - 250 Kohler Diesel powered generator
NHTI13-62

BID FORM

Company Name: _________________________________________________________________________

Address: ________________________________________________________________________________

Telephone Number: __________________________________________________________

Fax Number: _____________________________________________________________________________

All labor and material to complete this project: $ ______________________________

Hourly rate for emergency service (normal working hours) $ ______________________________

Hourly rate for emergency service (outside of normal working hours) $ __________________________

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.