REQUEST FOR PROPOSAL FOR:

NHTI 2015-78

Residence Hall Refrigerator/Microwave Units

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 Residence Hall refrigerator/Microwave unit lease.

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, 2022 (five year) or 2024 (seven year).

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:

- Delivery and installation of 190 refrigerator/microwave units into residence hall rooms by August 14, 2015. (Three residence halls)
- Provide 5 spare units for use when a unit fails.
- Commit to replace any units not working to NHTI’s satisfaction within one week of the complaint being issued.
- Remove and legally dispose of all packing material at time of delivery.

Refrigerator/Microwave units should meet the following standards:

Refrigerator Specs
- Annual Energy Consumption: 210 KWh
- Electrical Requirements
- Power – 115V/110W
- Start Up Amps – 1.3A
- Run/Normal Operating Amps – 0.65A
- Interior Dims: 33 7/16” H x 18 11/16”W x 19 11/16”D
- Weight: 52.9 lbs
- Shipping Weight: 57.3 lbs
- Total Volume: 3.1 cu. ft.
**Refrigerator Features**
- 1 full-width wire shelf
- 2 ¾-width door shelves
- CanStor
- Temperature Control
- Manual Defrost
- Transparent Crisper
- White Interior
- Environmentally friendly R600A refrigerant
- EStar rated

**Freezer Features**
- True Zero degree freezer
- Manual defrost
- Full width door shelf

**Cabinet Features**
- Bevel Edge-Tri Panel door design
- Rounded, recessed door handle
- Cord management hinge clip system
- Reversible door hinge
- Leveling legs
- Flat back design
- 5.25 ft cord

**Microwave Specs**
- Electrical Requirements
  - Power – 120V/60HZ
  - Power Output, defrost – 280 watts
  - Power Output, cook – 700 watts
  - Start Up Amps -10.9
  - Total amps for plugs front/rear- 4/9
- Interior Dimensions – 10 9/16” H x 18 2/16” W x 12 13/16” D
- Weight: 26.5lbs
- Shipping Weight – 28.2lbs
- Oven Capacity – 0.7 cu. ft.

**Microwave Features**
- New Internal Smoke Sensor
- New USB charging station with 4 amps max for the 2 USB ports and one charging station
- Easy-grip pull door
- Express cook settings
- Programmed cooking options
- LED display and clock
- Signal beeper with adjustable volume
- Removable 10 11/16” glass carousel
- 5 ft cord Minimum, 8 ft preferred

**Combination Unit Specifications**
- Electrical Requirements – 120V, 60 Hz, 15 amp electrical supply
- Combination Unit Dimensions – 44” H x 18 11/16”W x 19 11/16” D
- Combination Unit Features
- Patented Safe Plug Technology – Provides protection against circuit overloads for user safety and convenience. Blue plug on refrigerator plugs into back of microwave for energy efficient one-plug to the wall operation.
• At the end of the contract period, the vendor will remove all units from the campus property no later than June 15th of the year of the contract end.
• Remove and legally dispose of all waste generated by the work
• Remove all unused material brought on site by the bidder.

SITE VISITATION:
A walk through will not be necessary.

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.

If there are any questions, please contact Trish Godino Loring @ (603) 230-4044.

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.

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.

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.)

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 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 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 June 17, 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, or hand carried to Presidents Office, Little Hall, 31 College Drive, Concord, NH. NHTI 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: as applicable:
This contract will be awarded solely on the Residence Hall refrigerator/Microwave units for NHTI.

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

NHTI reserves the right to accept or reject any or all of the proposals.

NHTI 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
EXHIBIT A

PROJECT: Dormitory Refrigerator/Microwaves Lease

NHTI 2015-78

NHTI – Concord’s Community College

BID FORM

Company Name: ________________________________________________________________

Address:  __________________________________________________________________________________________

Telephone Number: ____________________________________________________________________________________

Fax Number: __________________________________________________________________________________________

All materials and equipment to complete the project:

Fiscal year 2016 $ __________ Fiscal year 2016 $ __________

Fiscal year 2017 $ __________ Fiscal year 2017 $ __________

Fiscal Year 2018 $ __________ Fiscal year 2018 $ __________

Fiscal Year2019 $ __________ Fiscal year 2019 $ __________

Fiscal Year 2020 $ __________ Fiscal year 2020 $ __________

5 year Lease Total $ __________ Fiscal year 2021 $ __________

Fiscal year 2021 $ __________ Fiscal year 2022 $ __________

7 year Lease 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.