

**REQUEST FOR PROPOSAL FOR:**  
Bid #MCC21-01  
Rubber Flooring Tile and Installation  
**Manchester Community College**

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for Manchester Community College for Rubber Flooring Tile and Installation in the Main Building, recently abated first floor hallway and Main Building Room 240.

**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 August 26, 2021.  
Manchester 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 Manchester Community College. Partial payments are allowed.

**SCOPE OF SERVICES:**

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

**Scope of work**

**Installation of approximately 3,768 square feet needed of Johnsonite Microstone Speckled 1/8" 24x24 hammered rubber tile with 4" Johnsonite vinyl base throughout the Main Building first floor hallway and 2,010 square feet in classroom 240 and two offices. There will be removal of carpet, scraping of existing adhesive and basic floor prep in room 240.**

Remove all unused material brought on site by the bidder.

**SITE VISITATION:**

**A walk through will be mandatory on July 12, 2021, at 10 am at Manchester Community College, 1066 Front St. Manchester, NH 03102 with Joshua Murphy.**

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:**

Manchester 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 Manchester 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 Manchester Community College are privately owned. Any fines, damages, etc. assessed to Manchester 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 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 contract (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 subcontractor employees, and other related personnel who will be physically required to work at Manchester Community College, providing the following information for each person:

Name

Employer's Company Name

Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. Manchester 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 contract 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 Manchester 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 \$1,000,000 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 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 Manchester Community College.

The certificates are required to name Manchester 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, Manchester Community College will fax addenda to all who have already submitted bids and post any changes to its website [www.ccsnh.edu/open-bids](http://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 July 16, 2021, 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 Manchester Community College, Attention Paula Hennessey, Accounts Payable, 1066 Front Street Manchester, NH 03102, faxed to 603-668-7788, Attn: Paula Hennessey, or hand carried to 1066 Front Street Manchester, NH 03102. Manchester 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 Paula Hennessey at 603-206-8137.

**AWARD:** as applicable:

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

**Qualifications to perform the work:** Bidders must show three recent years' experience with installations of a similar complexity and cost and prior experience with installations of the materials within 50 miles of the project site.

Community College System of New Hampshire reserves the right to request a criminal background check on any employee of Contractor. The 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.

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

The award will be based on the proposal that best meets the needs of the college. Factors included will be the cost, completeness of the proposal, quality of the technology provided, and experience of the contractor and installation team.

**EXHIBIT A**

**PROJECT: Rubber Floor Tile  
Manchester Community College  
BID FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**All Labor to Complete the Job \$** \_\_\_\_\_

**All Materials to Complete the Job: \$** \_\_\_\_\_

**Project Total: \$** \_\_\_\_\_

Please break down the materials and give specific information.  
Any extras must be included in the hourly rate such as travel.

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.**