

City of Portsmouth
Portsmouth, New Hampshire
Finance Department

Bid#25-20
City Hall Planning Department
File Room
Shelving Units/Tracking System

INVITATION TO BID

The City of Portsmouth Finance Department is seeking to purchase shelving and other storage items to outfit the file room in the Planning Department in City Hall.

Sealed bid proposals, plainly marked “Bid# 25-20 Planning Department Shelving and Storage Items” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m., June 15, 2020 at which time all bids will be publicly opened and read aloud.

Bidders that are interested in viewing the file room need to set up an appointment with Tracy Gora at (603) 610-7217 or tagora@cityofportsmouth.com.

This bid is available at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227.

Questions may be submitted in writing to the Purchasing Coordinator at lemacginnis@cityofportsmouth.com. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda issued for this bid will not be sent directly to vendors.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the City (attached). Prices shall be given in both words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his/her name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.
- E. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will **NOT** be sent directly to firms. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Within 30 calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

The award shall not be considered official until such time that a purchase order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

III. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

**Bid Specifications
Shelving Units/Tracking System
& Accessories**

A. Introduction

The City is seeking a contractor to supply and install shelving units/tracking system and accessories in accord with the specifications set forth below.

Contractor shall have a minimum of two (2) years prior experience in installation with the shelving product to be supplied. Contractor must be certified installer if required by the shelving unit/system manufacturer to obtain warranties.

City will make the room ready for installation of the shelving units/system by removing all items in the room.

B. Shelving Units/Tracking Systems and Accessories

1) Shelves

7-Tier, Quantity Eight (8) – 86” x 42” x 17” (HxWxD)

6-Tier, Quantity Seven (7) – 76” x 42” x 17” (HxWxD)

3-Tier, Quantity two (2) – 43” x 42” x 30” (HxWxD)

2) Kwik Track (or equivalent brand) upper and lower movable file sliding system

3) 312 shelf dividers-3 for each shelf. Total of 104 shelves.

4) Warranties:

Manufacturer

Add Alternate 1) Tambour Roll-up Shelving Doors or equivalent brand for a total of 17 shelving units;

Add Alternate 2) Individual metal doors to cover individual shelves total of 104 shelves

Equivalents must meet or exceed the Kwik Trak System. The City in its sole discretion will determine if a file sliding system proposed is considered equivalent to the Kwik Track

system. Proposed equivalents must be clearly identified on the bid form. Bidders are required to submit product specifications.

INCLUDE ALL PRODUCT SPECIFICATIONS WITH BID PROPOSAL

C. Installation Requirements

Contractor shall be responsible for installation under the following terms and conditions.

- 1) Schedule and Coordination. Contractor will coordinate a start date and work schedule with the City Representative for this project, Planning Director Juliet Walker or her designee.
- 2) City Policies. Contractor shall comply with all applicable City policies and specifically any City policy relative to Covid-19 precautions as may be in place while in the municipal building.
- 3) Laws and Regulations. Contractor shall comply with all applicable federal and state laws and local ordinances applicable to the work.
- 4) Incidental Work. Incidental work items for which separate payment is not measured includes, but is not limited to, the following items: (a) general clean up daily; (b) accessories, fasteners and/or components required to make items complete and functional; and (c) final clean up including removing from the site all equipment, surplus materials and rubbish. The Planning Department file room and hallway shall be left in a neat and presentable condition.
- 5) Damage. Contractor shall be responsible for all damage or injury to property of any kind resulting from Contractor's act, omission, neglect, or misconduct in the manner or method of executing the work.
- 6) Insurance. Contractor shall maintain insurance as described in Schedule A.
- 7) Indemnification. Contractor will indemnify City against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys' fees) arising in any way out of the Contractor's negligent performance of its obligations under this Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorneys' fees, and will satisfy any judgment rendered against Owner in such action.
- 8) Prosecution of Work. Installation shall be prosecuted day-by-day, with adequate equipment and workers to ensure that the work is completed timely.

- 9) Safety Precautions. Contractor shall be responsible for initiating, maintaining and supervising all safety precautions necessary to ensure the safety of employees on the job and other persons who may be affected by the work including municipal employees and the public.
- 10) Toilet Facilities. The City shall provide the Contractor with reasonable access to toilet facilities for the use of the workers employed on the work.
- 11) Electrical Power. The City shall provide the Contractor with reasonable access to electrical power necessary for installation.

D. Final Acceptance and Payment

Contractor will notify the City's Representative when Contractor believes all work is completed. City's Representative and Contractor will make an inspection. If all work is found complete to the City's satisfaction, the installation will be accepted and Contractor will be notified in writing. Contractor shall provide all manufacturer guarantees and warranties documentation at the time of acceptance. Contractor may be required to certify that all bills for labor and material used under this contract have been paid.

After acceptance, Contractor shall submit to the City's Representative an invoice for the lump sum bid price set forth in the bid proposal along with any approved and installed bid alternates for payment. Payment by the City to be made within thirty days of receipt.

One Year Guarantee: Contractor shall guarantee to maintain the work and materials against any defects arising from faulty installation, faulty materials, supplied under the contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City.

BID PROPOSAL FORM
CITY OF PORTSMOUTH
Finance Department
PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

Determination of the lowest bidder will be based on the Base Bid total only, or the Base Bid total combined with the Add Alternative 1 or Base Bid total combined with Add Alternative 2, whichever combination of base bid & add alternate the City deems to be in its best interest of the City.

7-Tier Shelving Units

Quantity Eight (8) – 86” x 42” x 17” (H x W x D)

\$ _____ \$ _____
Price in Words Price in Figures

6-Tier Shelving Units

Quantity Seven (7) – 76” x 42” x 17” (H x W x D)

\$ _____ \$ _____
Price in Words Price in Figures

3-Tier Shelving Units

Quantity Two (2) – 43” x 42” x 30” (H x W x D)

\$ _____ \$ _____
Price in Words Price in Figures

Upper and Lower movable Kwik-Track file sliding system

\$ _____ \$ _____
Price in Words Price in Figures

Shelf Dividers

Quantity Three Hundred Twelve (312)

\$ _____ \$ _____
Price in Words Price in Figures

All pricing shall include delivery and installation.

Warranties:

Manufacturer: \$ _____ \$ _____
Price in Words Price in Figures

Vendor: \$ _____ \$ _____
Price in Words Price in Figures

Base Bid Total: Shelving Units/File Sliding System/Shelf dividers plus warranties

\$ _____ \$ _____
Price in Words Price in Figures

ADD ALTERNATES:

Add Alternate 1) Tambour Roll-up Shelving Doors or equivalent brand for a **total of 17 shelving units: Price per total**

\$ _____ \$ _____
Price in Words Price in Figures

Add Alternatives 2) Individual doors that cover individual shelves: **total of 104 shelves: Price per total**

\$ _____ \$ _____
Price in Words Price in Figures

Base Bid Total & Add Alternate #1

\$ _____ \$ _____
Price in Words Price in Figures

Base Bid Total & Add Alternate #2

\$ _____ \$ _____
Price in Words Price in Figures

Equivalents must meet or exceed the Kwik Trak System. The City in its sole discretion will determine if a file sliding system proposed is considered equivalent to the Kwik Track System. Proposed equivalents must be clearly identified on the bid form. **Bidders are required to submit product specifications.**

DELIVERY: Bidder must state approximate number of days from award for delivery and installation. Not to exceed 90 days. **Delivery will be FOB to Portsmouth City Hall (1 Junkins Ave Portsmouth, NH 03801) with no additional cost or fees.**

Approximate Number of days for delivery and installation: _____.

Bidder acknowledges Addendum No. _____ through _____.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidders' specifications and agrees to the terms and conditions set forth herein.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____

SCHEDULE A

Insurance Requirements

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

Proof of Insurance shall be provided to the City’s Representative for review within 10 days of the Notice of Award or prior to the commencement of work, whichever occurs first.