

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

Bid#03-18
Spinnaker Point Recreation Center
Commercial
Men's and Women's Saunas

INVITATION TO BID

The City of Portsmouth Public Works Department is seeking to replace the current Men's and Women's saunas with two Western Red Cedar Panel Built (or equivalent) Saunas.

Sealed bid proposals, plainly marked "Bid#03-18 Spinnaker Point Recreation Center Saunas" 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 3:00 p.m., August 31, 2017 at which time all bids will be publicly opened and read aloud.

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 directed to the Finance/Purchasing Department. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

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 Commercial Men's Sauna

Western Red Cedar Panel Built Sauna

Western Red Cedar CVG T&G Interior & exterior sauna walls (8' x 10" Room, 7' high ceilings).

3-0x6-8 Sauna Door – Located on 8' wall

Pro 12.0kw 208v/3ph sauna heater with manual control for temperature and timer.
Wood heater guard using CVG WRC included.

Custom prefabricated bench system using CVG WRC (2 ea upper benches, 1ea lower benches)

No flooring included other than a Duck board floor using CVG WRC to cover open area (not under benches or heater)

Accessories include: 1 wall light, interior thermometer, ladle, bucket, ceiling trim, corner trim, as well as high and low vent covers.

In-house work: The demolition of existing sauna, electrical work, framing work, insulation work or flooring work will be done in-house.

INTALLATION:

Includes installation and assembly of panel built walls/ceiling and benches.

Installation of door, trim, duck board flooring and heater guard.

INSURANCE: Contractor must provide insurance in accordance with the requirements set forth in the bid document.

Attached is Exhibit A: Men's sauna drawing

Include sauna specifications with bid proposal.

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary buildings, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor, regardless of the contract limits, the bidder shall clean-up all sites and storage grounds.

Payment will be made upon satisfactory installation and testing of sauna.

**Bid Specifications
Commercial Women's Sauna**

Western Red Cedar Panel Built Sauna

Western Red Cedar CVG T&G Interior & exterior sauna walls (8' x 10" Room, 7' high ceilings).

3-0x6-8 Sauna Door – Located on 10' wall

Pro 12.0kw 208v/3ph sauna heater with manual control for temperature and timer.
Wood heater guard using CVG WRC included.

Custom prefabricated bench system using CVG WRC (2 ea upper benches, 1ea lower benches).

No flooring included other than a Duck board floor using CVG WRC to cover open area (not under benches or heater).

Accessories include: 1 wall light, interior thermometer, ladle, bucket, ceiling trim, corner trim, as well as high and low vent covers.

In-house work: The demolition of existing sauna, electrical work, framing work, insulation work or flooring work will be done in-house.

INTALLATION:

Includes installation and assembly of panel built walls/ceiling and benches.
Installation of door, trim, duck board flooring and heater guard.

INSURANCE: Contractor must provide insurance in accordance with the requirements set forth in the bid document.

Attached is Exhibit B: Women's Sauna drawing.

Include sauna specifications with bid proposal.

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary buildings, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor, regardless of the contract limits, the bidder shall clean-up all sites and storage grounds.

Payment will be made upon satisfactory installation and testing of sauna.

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 whether such operation by himself or by anyone directly or indirectly employed by him.

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.

**BID PROPOSAL FORM
CITY OF PORTSMOUTH
Public Works Department
PORTSMOUTH, NEW HAMPSHIRE**

BID PROPOSAL FORM

Men’s Sauna

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

Warranty – Men’s Sauna
Standard Manufacturer’s Warranty

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

Women’s Sauna

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

Warranty- Women’s Sauna
Standard Manufacturer’s Warranty

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

An equivalent sauna will be considered that meets the bid specifications. The City in its sole discretion will determine if it satisfies the bid specifications.

Basis of Award

Grand Total Bid: Men’s plus Women’s Saunas & both warranties

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

DELIVERY: Bidder must state approximate number of days from award for delivery and installation. Not to exceed 90 days.

Approximate Number of days for delivery and installation: _____.

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: _____

WOOD TYPE: CEDAR

ROOM HEIGHT: 84"

SQ. FOOTAGE: 72.7

Door Size/Style AG 36X72

Interior Upgrade NONE

Htr. Size/Model PRO 12.0

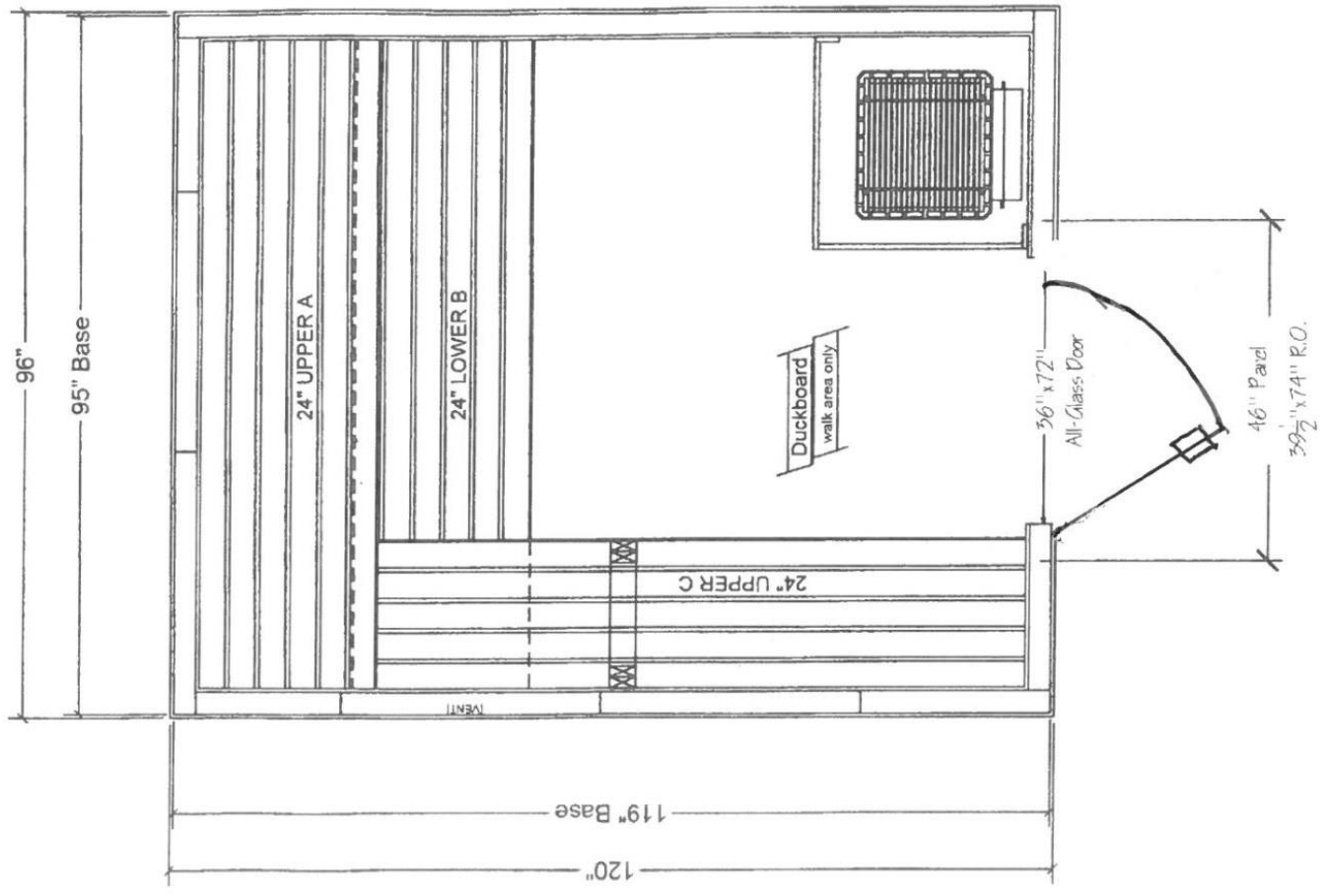
Control Type SC-60

Voltage/Phase 208V/3P

Lighting Option WALL

Men's Sauna

PLYWOOD EXTERIOR THIS WALL



panel-built/modular sauna

WOOD TYPE: CEDAR

ROOM HEIGHT: 84"

SQ. FOOTAGE: 72.7

Door Size/Style AG 36X72

Interior Upgrade NONE

Htr. Size/Model PRO 12.0

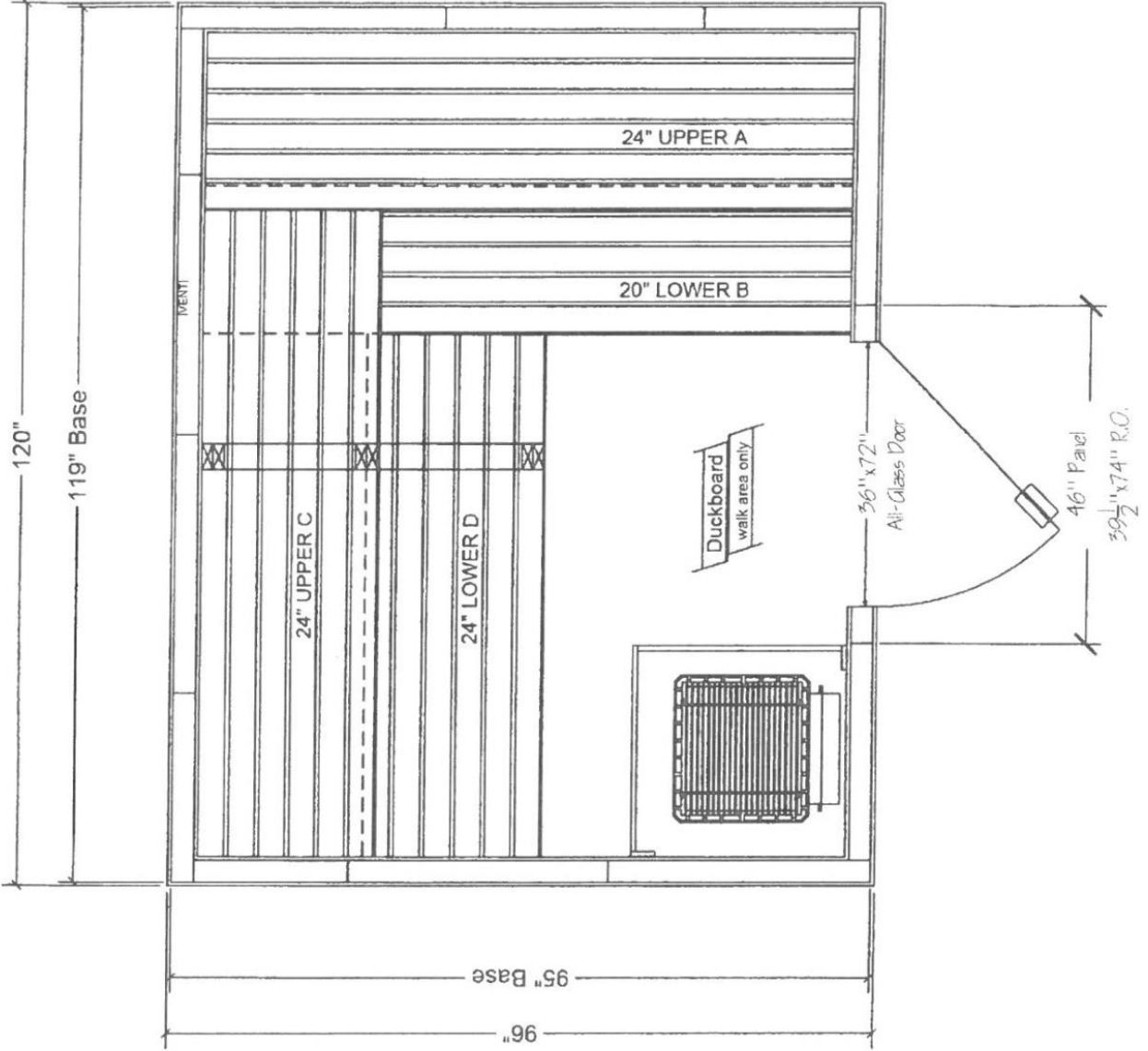
Control Type SC-60

Voltage/Phase 208V/3P

Lighting Option WALL

Women's
Sauna

PLYWOOD EXTERIOR THIS WALL



panel-built/modular sauna