

TOWN OF DERRY, N.H.
DERRY PUBLIC LIBRARY
64 E Broadway, Derry, NH 03038
(603) 432-6140

INVITATION TO BID

Sealed bids will be received at the Derry Public Library, 64 E Broadway, Derry, NH 03038 until 4:00 pm, prevailing time, Friday, September 30, 2022 for the following items:

**Derry Public Library Ground-Level Flooring Replacement (Children's Room;
Hallways; Custodian's Office; Children's Office; Staff Break Room)
64 East Broadway, Derry, NH**

Bid invitations and specifications will be available at the Derry Public Library, 64 E Broadway, Derry, NH or online at: <https://www.derrynh.org/bids-rfps>

Questions regarding this request should be directed to Eric Stern, Director, Derry Public Library, via email at erics@derrypl.org.

The Derry Public Library reserves the right to waive any irregularities, reject any or all bids, and to accept the bid that appears to be in the best interest of the Derry Public Library. Failure to submit all information called for may be sufficient for disqualification.

Eric Stern
Director, Derry Public Library

GENERAL

1. Bids will be received by the Derry Public Library, a Department of the Town of Derry, New Hampshire, under the governance of the Derry Public Library Board of Trustees. Bids should be delivered to the Derry Public Library, 64 E Broadway, until the time specified in the Invitation to Bid.
2. The following meanings are attached to the defined words when used in this document:
 - a. The term “DPL” means the Derry Public Library.
 - b. The word “Town” means the Town of Derry, New Hampshire.
 - c. The word “Bidder” means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
 - d. The word “Contractor” means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
 - e. The words “firm price” shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Invitation to Bid, terms and conditions, and instructions printed is necessary. All blank spaces must be filled in. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.
4. Each bid must give the full business address of the Bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word ‘president’, ‘secretary’, ‘agent’ or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by DPL or the Town, satisfactory evidence of the authority of the signing officer signing on behalf of the corporation shall be furnished.
5. Bids must be securely sealed in a suitable envelope (facsimile and emailed submissions will not be accepted), addressed and marked on the outside as follows:

SEALED BID

**DERRY PUBLIC LIBRARY GROUND-LEVEL FLOORING REPLACEMENT
(CHILDREN'S ROOM; HALLWAYS; CUSTODIAN'S OFFICE; CHILDREN'S
OFFICE; STAFF BREAK ROOM)**

The entire solicitation document is to be returned when submitting a proposal, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.

6. It will be the responsibility of the Bidder to see that their bid is received by DPL as specified.
7. Each bid is received with the understanding that the acceptance in writing via email by DPL to the Bidder to furnish any or all of the products/services described therein or as otherwise negotiated, shall constitute a contract between the Bidder (Contractor) and DPL, which shall bind the Bidder (Contractor) on his part to furnish and deliver the articles offered at the prices agreed upon and in accordance with the terms and conditions of said accepted bid; and DPL on its part to order from such Bidder (Contractor), except for causes beyond reasonable control; and pay for, at the agreed prices, all products/services specified and delivered.
8. Bids may be withdrawn upon written or electronic request received from Bidders prior to the time of opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
9. The solicitation document maintained by DPL, in the appropriate file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to DPL, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your bid.
- 10. An optional pre-bid walk through is scheduled for Wednesday, September 21 at 9:00 am.**
11. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this Sealed Bid Invitation. Every request for such interpretation or request for change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

Mail: Eric Stern, Director, DPL
Derry Public Library
64 E Broadway
Derry, NH 03038
Email: erics@derrypl.org

Questions must be received by Friday, September 23, 2022 at 4:00pm. Every interpretation made to a Bidder will be in the form of an addendum to the Sealed Bid Invitation which, if issued, will then be posted on the website: : http://www.derry-nh.org/Pages/DerryNH_Bids/ All such addenda shall become part of the complete Sealed Bid Invitation. It is the Bidder's responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date bid package.

12. Bids that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by DPL or the Town. The bid must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this bid. Separate pages may be used if necessary.
13. Bids must be submitted on the bid schedule hereinafter provided. Prices shall be clearly and fully stated in units of quantities specified. No additional charges shall be passed to DPL or the Town, including all applicable taxes, delivery or surcharges that have not already been disclosed on the bid schedule. In case of discrepancy in computing the amount of the bid, unit prices quoted will govern.
14. Quotations shall include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to destination designated, including any and all freight and packing charges.
15. As DPL and the Town are both exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
16. Prices stated shall remain firm for the duration of the contract.
17. Should the successful Contractor fail to make delivery or complete the contract within time specified, DPL reserves the right to procure the equipment/product from other sources and hold the Contractor liable for any excess cost.
18. DPL reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event DPL elects to exercise this right, all prices quoted pursuant to this Sealed Bid Invitation will remain firm, and neither DPL nor the Town shall incur additional obligation to the Contractor on account of any such delay.
19. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and acts of God.
20. The time of proposed delivery must be stated in definite terms. If time of delivery for different equipment varies, the Bidder shall so state.

21. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
22. DPL or the Town reserve the right to waive any informality in bids, to reject any and all bids wholly or in part, and to make awards in a manner deemed in the best interest of DPL.
23. Awards will be made in the best interest of DPL. In determining what would be in the best interest of DPL, the following shall be considered:
 - a. The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
 - b. Whether the Bidder can perform the Contract or provide the service promptly or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service;
 - f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
 - g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;
 - h. The ability of the Bidder to provide future maintenance and services for the use of the subject of the Contract;
 - i. The number and scope of additions attached to this bid.
24. DPL reserves the right to make awards on this proposal by item or to accept all or part of the proposal or prices quoted. In addition, DPL reserves the right to award materials on the basis of the lowest total cost of the bid item to DPL, including DPL's cost of transportation to and from the source.

In cases where two or more Bidders have the same net bid, DPL may give preference to firms located within the Town.

25. Upon making an award, or giving notice of intent to award, the Town, at the behest of DPL, will place appropriate notice on the Purchasing website: http://www.derry-nh.org/Pages/DerryNH_Bids/
26. The Bidder must certify that no official or employee of the Town or State of New Hampshire, has a pecuniary interest in the proposal or in the Contract that the Bidder offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud, collusion or in connection with any other person submitting a proposal.
27. The Bidder, if awarded an order or contract, agrees to protect, defend and hold DPL and the Town harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
28. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless DPL and the Town from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of DPL or the Town, its employees, representatives, agents, etc.
29. The Revised Statutes Annotated of the State of New Hampshire, the Policies of the DPL, Charter of the Town, and all Town Ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part hereof.
30. The Bidder to whom a contract is awarded guarantees to DPL and the Town that all warrants of merchantability and fitness for a particular purpose as provided for in New Hampshire RSA 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.
31. The Bidder, if awarded an order or contract, agrees to provide to DPL and the Town proof of Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are a copy of a federal tax depository ticket, copy of IRS label showing name and Federal ID Number, IRS letter of taxpayer Identification Number assigned, other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) PREPRINTED on it. Any impertinent information may be blackened out before sending to DPL and the Town. Copies of tax returns must show taxpayer section and signature.
32. Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled

pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including debarment and action to prevent the vendors furnishing substances or mixtures. Vendors are cautioned to obtain and read the law referenced.

33. Payment Terms: Payments shall be on a monthly basis based on percentage of project completed. A detailed description of completed work and verification by a DPL or Town representative shall be required. Under no circumstance shall more than 66% of the project be paid prior to project completion.

34. Pursuant to RSA 447:16 a payment and performance bond will be required in the amount of 100% of the bid price.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE
CANCELLATION OF AN ORDER OR CONTRACT

SPECIFICATIONS

The Derry Public Library (“DPL”) is hereby requesting firm pricing for removing existing flooring on the ground-level of the DPL, including the Children’s room, hallways, custodian’s office, children’s office, and staff break room, and installing new flooring on the same, all located at 64 East Broadway, Derry, NH.

PURPOSE:

The purpose of this bid invitation is to establish a contract with a company to remove existing flooring and install new flooring on the ground-level of the DPL, as depicted on the floor plans referenced under the scope of work.

COMPLETION OF WORK:

The project must be completed no later than May 31, 2023. Bidder must identify any expected deviation from this completion date in its submission.

PAYMENT:

All payments will be made in accordance with DPL and Town policies and ordinances, and the procedures set forth within this document, item 33 Payment terms.

INSPECTION:

The finished installed flooring must be inspected and approved by the DPL Director prior to acceptance and payment.

EXCEPTIONS/DEVIATIONS:

If the Bidder has any exceptions or deviations please submit those on your own letterhead and put a check mark in the box on page 10.

GENERAL:

Bid prices shall remain firm for the duration of the contract.

DPL reserves the right to terminate the contract entered into as a result of this bid if goods and services are at any time deemed to be unsatisfactory.

Any and all building permit fees for this project will be waived.

This project is **not** subject to prevailing wage requirements.

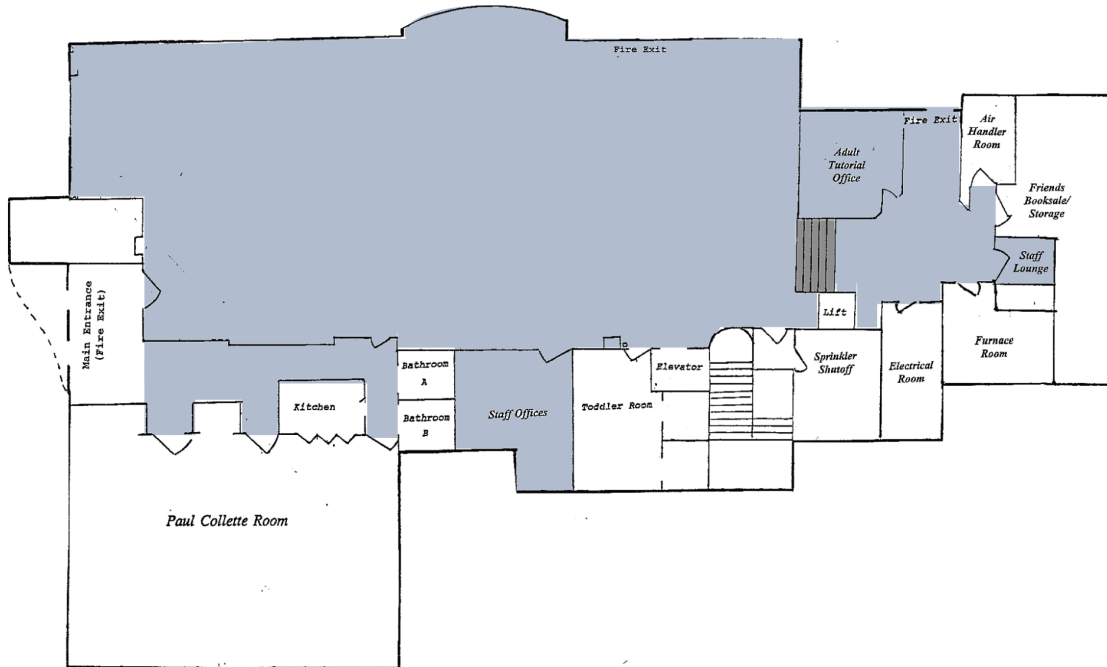
The Contractor shall be responsible for the disposal of all construction and demolition debris generated by this project.

The successful bidder must provide a certificate of insurance for Workers’ Compensation as required by New Hampshire Revised Statutes Annotated (NHRSA) 281-A.

Hours of operation for completion of this project will be Monday through Friday, 8am – 5pm unless otherwise approved by the DPL Director.

All workmanship, exclusive of defective materials, must be warranted for a period of no less than two (2) years from the date of final payment by the Town to the Contractor.

SCOPE OF WORK:



Remove and dispose of existing flooring from the areas noted on the above floor plans. Skim all surfaces to cover adhesive residue.

Provide and install:

5,832 square feet of Kinetex Umbra II 1819 – 1766 Eclipse with Pre-Fix Adhesive Back carpet tiles (or equivalent)

72 square feet of Patcraft Big Splash with syntax pad, which consists of a 12' wide broadloom carpet, for stairs (or equivalent)

12' length of Johnsonite/Tarket VCD vinyl nosing (or equivalent)

960 lineal feet of Johnsonite Dura 4.5" vinyl cove base (or equivalent)

416 square feet of Purview 5mm 5037V-00200 Patina flooring (or equivalent)

BID SCHEDULE

PROPOSAL FOR: **DERRY PUBLIC LIBRARY GROUND-LEVEL FLOORING REPLACEMENT (CHILDREN’S ROOM; HALLWAYS; CUSTODIAN’S OFFICE; CHILDREN’S OFFICE; STAFF BREAK ROOM)**

DATE & TIME: SEPTEMBER 30, 2022 AT 4PM

The undersigned, as Bidder, hereby declares that before preparing this bid he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the DPL in accordance with the specifications, terms, and conditions as spelled out in this sealed bid invitation.

Remove and dispose of existing flooring and install new flooring on the ground-level of the DPL, as depicted on the floor plans referenced under the scope of work:

\$ _____ Price in Words: _____

This form must be signed. All signatures must be original and not photocopies.

Authorized signature & title of Bidder

Print or type name & title of Bidder

Company Name (Corporation/general partnership organized & existing under the laws of the State of ____)

Address

City, State, Zip

Date Quotation Made: _____ Email Address _____

Phone #: _____ Fax #: _____

Minor exceptions to the above specifications must be duly noted on your letterhead as a separate sheet. Please check here if you have exceptions. ____