

September 1, 2020

SUBJECT: INVITATION FOR SEALED BID

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The Town of Derry, New Hampshire, is soliciting bids from qualified firms to furnish an exterior artificial tree as detailed in attached specification as outlined and prepared by the Parks & Recreation Coordinator.

INSTRUCTIONS TO BIDDERS:

Sealed Bids must be submitted no later than **Friday, September 11, 2020** c/o Public Works Department, Derry Municipal Center – 2nd Floor, 14 Manning Street, Derry, NH 03038.

Bids must be submitted in the format provided and address the items specified in the bid package.

The Town of Derry may reject any or all of the bids on any basis and without disclosure of a reason, as in compliance with all Administrative Regulation #15 governing purchasing. Sealed bids / estimates are required for review and selection for the Commercial Grade Exterior Holiday Décor Tree contract as outlined in the attached detailed specification / bid sheet.

The Town of Derry reserves the right to accept or reject any/and or all bids, to waive any formalities and informalities in the bids received, and to accept any bid, which in its opinion, may be in the best interest of the Town. The Town also reserves the right to ask any potential bidder for a resume / overview of the company's accomplishments, previous/current clients and/or references.

Bidders who require any additional information upon which to base their bid should contact Kim Walsh, Derry Parks & Recreation Director, (603) 432-6136

The Town of Derry encourages prospective bidders and other interested parties to check the website periodically for addendums and bid results. Due to the volume of inquiries, the Town of Derry will not be responding directly to inquiries from internet-based bid consolidation companies

Scope of Services

The Town of Derry, New Hampshire is accepting sealed bids / proposals for a commercial grade artificial exterior tree in the panel format, with additional specifications included. This proposal is designed for a budget of **\$30,000.00**. Tree size should be between 18 feet – 30 feet and include itemized cost for first year

instillation for November 2020, disassemble January 2021, and storage of tree after it is disassembled. Quote to also include itemized future cost for both the second- and third-year instillation for November, disassemble January, and storage of tree after it is disassembled. For November 2020, the bidder will install the tree at 1 West Broadway, Derry, New Hampshire. This location is also known as Benson's Lot, adjacent to the Rail Trail and Derry Pocket Park.

Requirements:

- Size: 18 ft- 30 ft range
- Type: Commercial Grade for exterior use, panel tree
- Color: Green (Evergreen Color Preferred)
- Warranty: 3-5 year warranty to be included
- Lights: Prelit, LED Soft white (classic) lighting to match current downtown décor
- Electricity: Must be compatible with 120 volts
- Quote to include list, base pricing on each of the following sizes:
 - 18 Ft, 20 ft, 22 ft, 24 ft, 26 ft, 28 ft, 30 ft

All vendors' submissions must include an itemized / detailed list of trees by size of the tree, number of lights per tree, warranty length of each tree, and name/description of the proposed tree. In addition, prospective vendors are also required to complete the attached sheet breaking down the information for each tree.

Insurance Requirements

As part of the bid process, the contractor shall furnish separate insurance certificates showing the certificate holders as the Town of Derry, 14 Manning Street, Derry, NH. The certificates must clearly and specifically name the Town of Derry as an additionally insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of New Hampshire and any applicable laws.
- Comprehensive General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$50,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE with a general aggregate of \$2,000,000.
- Excess/Umbrella Liability Insurance – Required at \$4,000,000 limit per occurrence.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of New Hampshire and be acceptable to the Town.
- The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the Town has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain

transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.

- The information described above sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Contractor's liability.

Criteria for Evaluation

The RFP evaluation criteria listed below summarizes the items to be considered when evaluating the submitted bids/proposals. Awards will be based on the results of the evaluation process.

1. Qualifications and experience of the firm in relation to comparable municipal and/or corporate displays of similar size.
2. Qualifications and experience of key personnel, certified technicians involved with the coordination.
3. The size of the proposed tree; the cost and size of the proposed tree will have bearing.
4. Ability to meet the Town's annual display date {November 2020 – January 2021} without any additional fee and/or surcharge should the display have to be postponed due unforeseen circumstances, including but not limited to Covid-19
5. Previous experience with the Town of Derry, New Hampshire.
6. Recommendations from previous clients; references from other municipalities.
7. Responsiveness of the proposal submission.

Proposal / Bid Inclusions

All proposals must include the following:

- A resume / overview of the company's accomplishments, previous/current clients and corresponding displays.
- A detailed outline of services to be rendered, including the recommended tree size for location, number and sizes of the shells, and outline of the technical crew and their responsibilities relative to set-up, breakdown, etc.
- Certificate of liability insurance as coverage as stipulated / mandated by the RFP.
- Include any additional supplemental information that demonstrates your qualification for this work/event.

All bids must be sealed and returned by Friday, September 11, 2020 to:

**Town of Derry, New Hampshire
Derry Public Works, 14 Manning Street, Derry, NH 03038**

TOWN OF DERRY, NEW HAMPSHIRE
Parks & Recreation Department (603) 432-6136

Commercial Grade Artificial Tree- Holiday Decor

BID SHEET

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

| TREE SIZE | TREE COST | MANUFACTURER | NUMBER OF LIGHTS | LENGTH OF WARRANTY |
|--------------|-----------|--------------|------------------|--------------------|
| 18 Feet Tall | | | | |
| 20 Feet Tall | | | | |
| 22 Feet Tall | | | | |
| 24 Feet Tall | | | | |
| 26 Feet Tall | | | | |
| 28 Feet Tall | | | | |
| 30 Feet Tall | | | | |

- Cost: Instillation for November 2020: _____ Disassemble January 2021: _____
- Cost of maintenance/repair fees during November 2020- January 2021: _____
- Cost of Storage for January 2021- November 2021: _____
- Any shipping or additional fees: _____

NOTES: _____

AUTHORIZED SIGNATURE

DATE

(Printed/Typed Name and Title)