



## TOWN of NEW BOSTON

### Invitation for Bids

### Commercial Stair Lift for the New Boston Town Hall

Sealed bids for the purchase and installation of a commercial stair lift located at 7 Meetinghouse Hill Road, New Boston New Hampshire, will be received until 2:00 p.m. on July 14, 2015 at Selectmen's office. At 2:00 p.m., the bids will be opened and read aloud.

Your bid envelope must be marked with 'Stair lift at New Boston Town Hall' and the due date and time. If you send your bid by mail you should put it into a separate sealed envelope, marked as required. Place this sealed envelope inside the mailing envelope to safeguard against it being opened in error.

The work includes providing a stair lift Handicare 2000 Curved Stairlift or equivalent type model.

You may inspect the building inside but a courtesy call ahead of time would be helpful. If you have any questions about our requirements or the process, please contact Peter Flynn, Town Administrator at 603.487-2500 Ext. 121. Any changes or addendums will be posted on the Town of New Boston web site. It is the responsibility of the proposer to check and verify any such changes in order to account for them in their bid.

The successful bidder will be required to execute the Contract Agreement within 10 days following the notification of the acceptance of the winning bid.

The town reserves the right to reject any and all bids, and waive any minor or non-material informality, if deemed to be in its best interests.

*Peter Flynn, Town Administrator*

Posted:	Town Bulletin Board, Post Office, Town Website
Advertised:	Goffstown News- New Boston Bulletin
Mailed:	Vendors

# Scope of Work or Specifications and Conditions

## 1.) Specifications

- \* Handycare or similar custom curved commercial stair lift.
- \* There are two 90 degree curves, top landing over-run
- \* 48"
- \* 302 Lb. heavy duty package
- \* Commercial Package
- \* Extra Travel Package if available
- \* Quote to include installation, State of NH Permit and Inspection Fees
- \* To also include Elevator Inspection and Permit Submission Package

### Time for Performance

We expect to award a bidder on or about July 20th, 2015 at the regular Selectmen's meeting. We expect to be able to fully execute a contract with you after accepting and awarding your bid proposal.

## 4.) Term of Contract

All work must be completed no later than September 15, 2015.

## 5.) General Conditions

- A.) If you are in default of this contract you will be given ten (10) days' notice to cure the default. If you do not do so we may cancel the contract.
- B.) The term "days" shall mean calendar days.
- C.) Unless otherwise specified, you must provide the standard warranty on all products as specified by the manufacturer. You must provide a one year warranty on all labor.
- D.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Property damage	\$1 Million/\$2Million
- General liability	\$1 Million/\$2Million
- E.) The proposed pricing shall include all labor, insurance, material.
- F.) Final payment less deposit will be made within twenty (10) days of the submission of an approved bill showing conformance with all work requirements.

H.) You will include a list of at least three references for similar jobs you have successfully completed in the last four years showing the contact name, telephone number, and year of the project and the value of the project. This will be submitted with your bid.

## 6.) Questions and Supplements

Any questions may be directed to Town Administrator Peter Flynn at [p.flynn@newbostonnh.gov](mailto:p.flynn@newbostonnh.gov) or telephone 603-487-2500 Ext. 121.

Proposals will be accepted until 2:00 p.m. on July 14, at the New Boston Town Hall. At this time all proposals will be opened and publicly read aloud.

All proposals are to be submitted in a sealed envelope marked "Stair lift for New Boston Town Hall" with the date and time advertised for the opening. If mailed, the bid has to be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

## 7.) Town Reservation of Rights

The Town of New Boston reserves the right to reject any and all proposals, and waive any minor or non-material informality if deemed to be in its best interests.