



TOWN of NEW BOSTON

Invitation for Bids

Heating and Air Conditioning at the New Boston Town Hall

Sealed bids for the purchase and installation of a ductless mini split heating and cooling system located at 7 Meetinghouse Hill Road, New Boston New Hampshire, will be received until 2:00 p.m. on April 16, 2015 at Selectmen's office. At 2:00 p.m., the bids will be opened and read aloud. A detailed package with the information on the project, the conditions thereof, and bid forms, is available at the New Boston Town Hall during normal office hours, M-F 9-4:00PM and online at www.newbostonnh.gov

Your bid Envelope must be marked with 'Heat and Air Conditioning at 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 eight indoor wall mount units plus refrigerant and condensate drain piping, line behind pipe covering, control wiring between indoor and outdoor units including three pole service switches at each indoor unit, wall bracket for indoor units.

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, Website
Advertised:	Messenger, New Boston Bulletin
Mailed:	Vendors

Scope of Work or Specifications and Conditions

1.) Specifications

(See Exhibit A)

2.) Time for Performance

We expect to award a contract on or about April 20, 2015 at the regular Selectmen's meeting. We expect to be able to fully execute a contract with you on or about April 29, 2015. You must specify the number of calendar days, from the date we execute a contract, that you expect it to take for completion.

4.) Term of Contract

All work must be completed no later than June 1, 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

You may not use a sub-contractor without our approval. If you do use an approved sub-contractor for any portion of the work you must obtain from them, and provide to us a similar insurance certificate in the same amounts.

- E.) The proposed pricing shall include all labor, insurance, material.
- F.) Final payment less deposit will be made within twenty (20) days of the submission of an approved bill showing conformance with all work requirements.
- H.) You must provide an explanation of how many years you have been in business and under what other names you may have done business. 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 or telephone 603-487-2500 Ext. 121.

Proposals will be accepted until 2:00 p.m. on April 16, 2015 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 "Heat/AC Bid" 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.

Town of New Boston, NH
Purchase and installation of Heat Pump/Air Conditioning at the New Boston Town
Hall
Proposal Form

(Please Print or Type)

Name of Bidder _____
Address _____

Contact Person _____

Telephone _____ E-Mail _____

Mr. Peter R. Flynn
Town Administrator - P. O. Box 250
2 Meetinghouse Hill Road
New Boston, NH 03070

Dear Mr. Flynn,

Having examined the documents provided with the subject invitation for the proposal the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

I acknowledge Addendum 'A' for detailed scope.

If I am notified that my proposal is accepted, I will sign the attached contract within ten (10) days.

Purchase and installation of Heat Pump/Air Conditioners for the Town Hall: \$_____ (in figures) _____ dollars and _____ cents

Time for Completion: I will complete the contract no later than June 1, 2015.

I have attached a list of three references for similar work and their contact information.

I understand that 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.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full invitation package and am aware it was my responsibility to perform my own my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this proposal and (3) I have not engaged in negotiations, or collusion with any person to determine what my bid will be.

Signature of Bidder _____

Title of Bidder _____

Signed this _____ day of _____, 2015.

Exhibit A: Scope of Work

Request Mitsubishi Units or Similar

1. Two (2) Mitsubishi MXZ-4B36NA Outdoor multi heat pump units
2. Two (2) MSZ-GE12NA-8 indoor wall mount units
3. Six (6) MSZ-GE09NA-8 indoor wall mount units
4. Refrigerant and condensate drain piping, line hide pipe covering, control wiring between indoor and outdoor units including 3 pole service switch at each indoor unit, wall bracket for outdoor units.
5. New Condensate Drain Piping
6. New Low Voltage /Control Wiring
7. New Wireless Indoor Unit Controller
8. New Outdoor Condensing Unit Wall Bracket
9. New Properly Sized Refrigerant Piping
10. Insulate Refrigeration Lines
11. White Architectural Piping Cover- Paintable
12. Evacuate Refrigeration System
13. Complete System Startup
14. One Year Installation Warranty -Parts and Labor
15. 7 years (min.) parts Warranty
16. 7 year (min) Compressor Warranty

Notification and Change Orders:

- a. Any additional work uncovered during the normal painting process shall be reported immediately to the Town.
- b. Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work, must be pre-approved in the form of a change order, executed by the town.