

City of Concord, New Hampshire



PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

603-225-8530 FAX: 603-230-3656

www.concordnh.gov/Purchasing

INVITATION FOR BIDS

The **Purchasing Division**, located at the **Combined Operations & Maintenance Facility, 311 North State Street, Concord, New Hampshire 03301**, will receive sealed Bids for “B18-12, Concord City Hall Audi Roof Replacement & Repair” until 2:00 PM on March 16, 2012. At which time they will be opened and publicly read in the conference room at the Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301. The sealed envelope should be plainly marked:

“B18-12, CONCORD CITY HALL AUDI ROOF REPLACEMENT & REPAIR”

Bids may be issued only by the Purchasing Manager, or his designee, to authorized firms and are not transferable unless authorized by the Purchasing Manager, or his designee.

A hard copy of plans and specifications may be obtained from the Purchasing Division, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301 (603) 230-3664 for a non-refundable fee of \$ 100.00. An electronic copy of plans and specifications may be obtained on the Purchasing Division’s FTP site (<ftp://my.concordnh.gov/pub/purchasing>) for no charge. In addition, if plans and specifications must be mailed there is an additional non-refundable fee of \$ 35.00.

A mandatory pre-bid informational meeting will be held at 10:00 AM on March 2, 2012 at the City Council Chambers, 37 Green Street (2nd Floor), Concord, NH 03301.

Each bid shall be accompanied by a certified check, cash, check drawn by a New Hampshire bank, or bid bond for and subject to conditions provided in the Instruction to Bidders. The amount of such bid deposit shall be **ten percent (10%)** of the total bid, made payable to the City of Concord, New Hampshire.

The successful bidder will be required to furnish a Performance Bond and a separate Payment Bond, each in the amount of **one hundred percent (100%)** of the contract price.

Progress Payments: On not later than the last day of every month, the Contractor shall prepare and submit an invoice covering the total quantities of work that have been completed from the start of the job up to and including the last day of the preceding month together with such supporting evidence as required by the City.

Retainage: The City shall retain a portion of the progress payments, each month, in accordance with the following procedures:

1. Until work is 50% complete, as determined by the City, retainage shall be 10% of the monthly payments claimed. The computed amount of retainage shall be deposited in a non-interest bearing account established by the City.
2. After the work is 50% complete, and provided the Contractor has satisfied the City in quality and timeliness of the work, and provided further that there is no specific cause for withholding additional retainage no further amount shall be withheld.
3. Upon substantial completion, the amount of retainage shall be reduced to 2% of the total contract price plus an additional retainage based on the City's estimate of the fair value of the punch list items and the cost of completing and/or correcting such items of work, with specified amounts for each incomplete or defective item of work. As these items are completed or corrected, they shall be paid out of the retainage until the entire project is declared completed. The final 2% retainage shall be held, in the non-interest bearing account, during the one year warranty period and released only after the City has accepted the project.

Liquidated Damages: In the event that the Contractor fails to satisfactorily complete the work contemplated and provided for under this contract, on or before **forty-five (45) calendar days** after work commences, the City shall deduct from the payments due the Contractor each month, the sum of **five hundred dollars (\$500.00) plus engineering charges** per day for each calendar day of delay, which sum is agreed upon not as a penalty, but as fixed and liquidated damages for each day of such delay, to be paid in full and subject to no deduction. If the payments due the Contractor are less than the amount of such liquidated damages said damages shall be deducted from any other monies due or to become due the Contractor or shall be paid by the Contractor's surety.

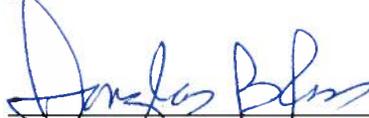
The City of Concord reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bidding, to accept the bid considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so.

Failure to submit all information as detailed on the Bid Submission Checklist on and/or submission of an unbalanced bid are sufficient reasons to declare a bid as non-responsive and subject to disqualification.

All bids are advertised, at the City's discretion, in various publications and are posted publicly as detailed below:

Name	Advertising Medium	Address	Phone/Fax	Email and Web Address
City of Concord, NH	Posted on City Website and in City Hall Lobby	41 Green Street, Concord NH 033301	603.225.8530 603.230.3656(fax)	purchasing@onconcord.com www.onconcord.com/purchasing
Associated General Contractors	Bid House	48 Grandview Drive, Bow NH 03304	603.225.2701 603.226.3859(fax)	plansroom@agcnh.org http://nh.agc.org
Construction Summary of NH	Bid House	734 Chestnut St, Manchester NH 03104	603.627.8856 603.627.4524(fax)	info@constructionsummary.com www.constructionsummry.com
Bid Ocean	Bid House	PO Box 40445, Grand Junction, CO 81501	866.347.9657 877.356.9704(fax)	bids@bidocean.com www.bidocean.com
McGraw Hill Construction	Bid House	880 Second Street, Manchester NH 03102	603.645.6554 603.645.6714(fax)	Priscilla_littlefield@mcgraw-hill.com www.construction.com
New England Construction News - CDC News	Bid House	100 Radnor Rd S-102, State College, PA 16801	1.800.652.0008 1.888.285.3393(fax)	mweaver@cdcnews.com www.cdcnews.com

APPROVED:



Douglas B. Ross, Purchasing Manager

Date: 2/16/12

Bid Due Date/Time: March 16, 2012 not later than 2:00 PM
Mandatory Pre-Bid Meeting: March 2, 2012 at 10:00 AM