

RFP41-10

City of Concord, New Hampshire

Purchasing Department

WATER WORKS SUPPLIES

Prepared for, and in coordination with the

**GENERAL SERVICES DEPARTMENT
HIGHWAYS AND UTILITIES DIVISION**

Contract
Bid Documents
Specifications

Firm: _____

PROPOSAL DUE DATE/TIME: MAY 4, 2010 NOT LATER THAN 2:00 PM

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

REQUEST FOR PROPOSALS

The City of Concord, New Hampshire wishes to contract with a private firm to provide and deliver water works supplies on an as-needed basis. The successful firm must be lawfully engaged as an authorized agent, in the State of New Hampshire, for the original equipment manufacturer (OEM).

An overview and detailed specifications are provided later in this Request for Proposals (RFP).

Proposals must be received **no later than 2:00 PM on May 4, 2010** from interested firms, to be eligible for consideration by the City. Proposals may be submitted in person or by mail/courier service. Proposals will not be accepted via fax or email. Proposals must be submitted to the **Purchasing Division, located at the Combined Operations & Maintenance Facility, 311 North State Street, Concord, New Hampshire 03301** in a sealed envelope which is clearly labeled:

“RFP41-10, WATER WORKS SUPPLIES”

Proposals 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.

Copies of RFP41-10 may be obtained from the Purchasing Division, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301 (603) 225-8530 or on-line at www.concordnh.gov/Purchasing.

All proposals received will be considered confidential and not available for public review until after a vendor has been selected.

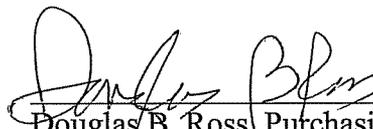
The City of Concord reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposals, to accept the proposal considered to be in the best interest of the City, or to purchase on the open market if it is considered in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

Failure to submit all information as detailed and/or submission of an unbalanced proposal are sufficient reasons to declare a proposal as non-responsive and subject to disqualification.

All proposals 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.constructionsummary.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	800.652.0008 888.285.3393 (fax)	mweaver@cdcnews.com www.cdcnews.com

APPROVED:



 Douglas B. Ross, Purchasing Manager
 Date: 4/8/10

Bid Due Date/Time: May 4, 2010 not later than 2:00 PM

GENERAL TERMS AND CONDITIONS

PREPARATION OF PROPOSALS:

Proposals shall be submitted on the forms provided and must be signed by the Proposer or the Proposer's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal forms.

Proposers must quote on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allowed for partial Proposals. Failure to quote on all items may disqualify the proposal. When proposals on all items are not required, Proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to, sample(s), if requested, and specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base proposal response, i.e. it shall not be a separate document which could be construed as a second proposal.

Unless otherwise stated in the Request for Proposal (RFP), the Proposer agrees that the proposal shall be deemed open for acceptance for **sixty (60) calendar days** subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent (**603-230-3656: Fax; dross@onconcord.com**) no later than **seven (7) calendar days** before the Request for Proposals due date to be considered. Any changes to the Request for Proposals will be provided to all Proposers of record.

The Proposer shall not divulge, discuss or compare this proposal with other Proposers and shall not collude with any other Proposer or parties to a proposal whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery materials is allowed. Any such violation will result in the cancellation and/or return of materials, as applicable, and the removal from Proposal List).

The name of manufacturer, trade name, or catalog number mentioned in this Request for Proposal is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory. Proposals will be considered for any brand which meets or exceeds the quality of the specifications listed. On all such proposals, the Proposer shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

When samples are required, they must be submitted free of cost and will be returned unless otherwise specified.

Items left for demonstration purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the City. Said demonstration units shall not be offered to the City as new equipment unless mutually agreed to.

The vendor may be required to supply proof of compliance with proposal specifications. When requested, the vendor must immediately supply the City with certified test results or certificates of compliance. Where none are available, the City may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance, shall be the responsibility of the vendor.

Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted. Each shipment shall be identified by Purchase Order and/or RFP number, commodity description and packing list. All items, packages, etc. shall have clearly identifiable external markings or tags for ease of identification.

SUBMISSION OF PROPOSALS:

Proposals must be submitted as directed in the Request for Proposals, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or e-mailed will not be accepted.

WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the Proposer to the Purchasing Agent. Negligence on the part of the Proposer in preparing this proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL:

If more than one proposal is offered by any one party, or by any person or persons representing a party, all such proposals shall be rejected. A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a direct proposal in its own behalf.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Request for Proposals. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

All proposals received shall be considered confidential and not available for public review until after a vendor has been selected. All proposals shall be subject to negotiations prior to the award of a contract.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.

TIE PROPOSALS:

When identical Proposals are received, with respect to price, delivery, financial resources, experience, ability to perform and quality, award may be made by a toss of coin, with the following exception: When a tie proposal exists between a local (a business establishment within City limits) Proposer and an out-of-town Proposer, preference will be given to the local Proposer. Any Proposer having a local agent who is a bona fide resident of the City is considered a local Proposer. If a tie proposal exists between two local Proposers, or two out-of-town Proposers, the decision may be made by a toss of coin.

LIMITATIONS:

This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so.

PROPOSAL EVALUATION:

In an attempt to determine if a proposer is responsible, the City, at its discretion, may obtain technical support from outside sources. Each proposer will agree to fully cooperate with the personnel of such organizations.

AWARD OF CONTRACT:

Any contract entered into by the City shall be in response to the proposal and subsequent discussions. It is the policy of the City that contracts be awarded, among other considerations, only to responsive and responsible Proposers. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance.
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Proposer based on the qualifications and experience of the Proposer, the quality of the equipment/product/service to be provided, the Proposer's ability to provide ongoing technical support, the Proposer's timeframe for providing the equipment/product/service and the Proposer's fee/price proposal. **See the proposal evaluation sheet for more detail concerning how each proposal shall be evaluated.** The Proposer selected will be the most qualified and not necessarily the Proposer with the lowest price.

The City of Concord reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will 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. In case of error in the extension of prices, the unit prices proposed shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

MODIFICATIONS AFTER AWARD:

The City reserves the right to incorporate minor modifications, which may be required by it. The Vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request of it can prove that the timing or extent of the modifications implies a major effort on its part.

CANCELLATION OF AWARD:

The City reserves the right to cancel the award without liability to the Proposer at any time before a contract has been fully executed by all parties and is approved by the City.

CONTRACT:

Any Contract between the City and the Vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal. In all other matters, not affected by written clarification, if any, the RFP shall govern. The submitter is cautioned that this proposal shall be subject to acceptance without further clarification.

EXECUTION OF AGREEMENT:

The successful Proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the City, along with the fully executed surety bonds, within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful Proposer, the owner shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Contractor. Delivery of the fully executed agreement, along with a Notice to Proceed and a City purchase order, to the Contractor shall constitute the City's approval to be bound by the successful Proposer's proposal and the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT:

Failure of the successful Proposer to execute the agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

INSURANCE:

The successful proposer shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents, acceptable to the City, at the proposer's sole expense, with reputable and financially responsible insurance companies, insuring against any and all public liability, including injuries or death to persons and damage to property, arising out of or related to the goods or proposer's performance hereunder and shall furnish to the City certificates of such insurance and renewals thereof signed by the issuing company or agent upon the City's request. Such certificates shall name the City of Concord as an additional insured. Such policies shall provide for cancellation only subsequent to 30 days prior written notice to the City.

The City's examination of, or failure to request or demand, any evidence of insurance hereunder, shall not constitute a waiver of any requirement and the existence of any insurance shall not limit the proposer's obligation under any provision hereof.

Except to the extent of comparable insurance acceptable to, or express waiver by the City, the proposer shall, or shall cause any carrier engaged by the proposer, to insure all shipments of goods for full value.

If the agreement with the proposer involves the performance of work by the proposer's employees at property owned or leased by the City, the proposer shall furnish such additional insurance as the City may request in respect thereof, but in any event and without such request, workers' compensation insurance and unemployment compensation insurance as required by laws of the State of New Hampshire and public and automotive liability and property damage insurance. In no event shall such employees of the proposer be deemed to be the employees of, or under the direction or control of the City for any purpose whatsoever.

WORKER'S COMPENSATION:

All proposers and subcontractors at every tier under the proposer will conform with the requirements of RSA 281 Title XXIII, Section 281-A:2 with close attention to sections VI(a), VI(c) and VII(a) as well as Section 281-A:4.

DISAGREEMENTS AND DISPUTES:

All disagreements and disputes, if any, arising under the terms of any agreement, either by law, in equity, or by arbitration, shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which state any agreement shall be deemed to have been executed.

No action at law, or equity, or by arbitration shall be commenced to resolve any disagreements or disputes under the terms of any agreement, in any jurisdiction whatsoever other than the State of New Hampshire and Merrimack County.

TERMINATION OF CONTACT FOR CAUSE:

If, through any cause, the Vendor shall fail to furnish in a timely and proper manner its obligations under any Contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of any Contract, the City shall thereupon have the right to terminate any Contract by giving written notice to the Vendor of such termination. In such event, all finished or unfinished work, services, plans, data programs and reports prepared by the Vendor under this Contract shall become the City's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

Notwithstanding the above, the Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of any contract, and the City may withhold any payments until such time as the exact amount of damages due the City is determined.

TERMINATION FOR THE CONVENIENCE OF THE CITY:

The City may terminate any contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

In that event, all finished or unfinished work, services, documents and materials shall become the City's property. If any Contract is terminated by the City as provided herein, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services covered by any contract, less payments of compensation previously made.

SAFETY DATA SHEET (Right to Know):

Any vendor who receives an order resulting from this Request for Proposal 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 that purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including proposal debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the City. All vendors furnishing substances or mixtures subject to RSA 277-A are cautioned to obtain and read the law referenced above.

PATENT PROTECTION:

The successful proposer agrees to indemnify and defend the City of Concord from all claims and losses resulting from alleged and actual patent infringements and further agree to hold the City of Concord harmless from any liability arising under RSA 382-A, 2-312 (3). (Uniform Commercial Code).

OWNERSHIP OF REPORTS:

All data, materials, plans, reports and documentation prepared pursuant to any contract between the City of Concord and the successful proposer shall belong exclusively to the City.

ASSIGNMENT PROVISION:

The successful proposer hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

DELIVERY:

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries, which do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays between the hours of 8:30 AM and 3:30 PM unless otherwise stated. Delivery arrangements must be made with requesting department prior to delivery.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial/progress payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract Amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

All invoices shall reference a valid City of Concord Purchase Order Number.

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the City and receipt of invoice, whichever is later.

ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.

TAX:

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

FUNDING OUT:

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

ASSIGNMENT OR SUB-CONTRACTING:

None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

EXCLUSIVITY:

This contract will be for the goods/services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these goods/services from any other vendor.

PRICING:

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, material and transportation costs, and any discounts offered. No fuel surcharges shall be allowed at any time.

AUDIT:

For a period of at least three (3) years after completion of any contract, it is the responsibility of the vendor to make available at the vendor's place of business, upon demand, all price lists, documents, financial records and other records pertaining to purchases made and /or work performed under contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

FUGITIVE DUST AND NOISE ORDINANCES

All work shall be conducted in conformance with Title I, General Code

1. Chapter 11, Public Nuisances, Article 11-3 Fugitive Dust: and
2. Chapter 13, Public Health, Article 13-6 Noise

GUARANTEES & WARRANTY:

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the City, in writing, prior to the delivery of an item or any work being performed. Non-guaranteed work must be offered at a discount rate from the proposal prices. **Inspection, testing and final determination of non-warranty work shall be performed at no cost to the City.**

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or the inability to enforce a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

PROVISION REQUIRED BY LAW DEEM INSERTED

Each and every provision and clause required by law to be inserted in this Request for Proposals and any subsequent Contract shall be deemed to be inserted herein and this Request for Proposals and Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Request for Proposals and/or Contract shall forthwith be physically amended to make such insertion or correction.

ENERGY STAR® COMPLIANCE

The vendor shall provide products that earn the Energy Star® and meet the Energy Star® specifications for energy efficiency. The vendor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

DISADVANTAGED BUSINESS ENTERPRISES

The City hereby notifies all Vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age or disability in consideration for an award.

NON-DISCRIMINATION

Contracts for work resulting from this Request for Proposals shall obligate the Vendor/Contractor and the Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

RSA 277:5-a

Effective 7/1/08 any person/vendor signing a contract to work on a construction, reconstruction, alteration, remodeling, installation, demolition, maintenance, or repair of any public work or building for the City of Concord with a total project cost of \$100,000 or more must be in compliance with RSA 277:5-a.

DEFINITIONS:

Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services.

Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

GOVERNING LAW:

The Laws of the State of New Hampshire shall govern all contracts entered into by the City of Concord. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

FAILURE TO ACKNOWLEDGE THIS PROPOSAL MAY RESULT IN WITHDRAWAL FROM THE PROPOSAL LIST FOR THIS COMMODITY OR SERVICE.

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

CITY OF CONCORD, NEW HAMPSHIRE
RFP41-10, WATER WORKS SUPPLIES
ANNUAL REQUIREMENTS FOR WATER WORKS SUPPLIES

GENERAL:

It is the intent of the City to enter into an agreement for water works supplies to be picked up and/or delivered as needed, at no cost to the City, unless special handling is requested and/or required (i.e., air freight, overnight mail, et al). City employees may pick-up items for the department/division upon proper notification and by providing the vendor with a **valid City Purchase Order #.** Availability will be of the utmost importance in this agreement.

The agreement will be for products as listed on the Itemized Proposal Sheet; however, any item which is available or becomes available through a State of New Hampshire competitively bid and awarded contract during the period of performance shall be purchased at whichever price is lowest.

GUARANTEED RESPONSE TIME:

An **emergency** response time of twenty-four (24) hours from the original order by the City to the vendor must be guaranteed. Normal orders must be filled within five (5) calendar days. The vendor must give the City acceptable financial consideration in the form of discounts or *gratis* work should this guaranteed response time lapse.

A twenty-four (24) hour emergency telephone number shall be required from the successful bidder for emergency repairs during after hours, weekends and holidays.

VALUE:

The dollar value of this contract, is estimated at \$45,000 annually. This is only an estimate and should not be considered a commitment on the part of the City.

PURCHASE ORDER:

A new Purchase Order will be issued to the successful vendor by the City's Purchasing Agent on a weekly basis. All invoices must reference the correct purchase order.

SAMPLES:

The City of Concord may request samples for evaluation purposes to determine compliance with bid specifications. Samples, when requested, should be sent to Mr. Jim Major, General Services Department, 311 N. State Street, Concord, NH 03301 (603) 228-2737. Samples will become the property of the City of Concord for future reference.

PERIOD OF PERFORMANCE:

The period of performance of this contract shall be for one (1) year, subject to appropriation. This contract is renewable, on an annual basis, upon the concurrence of the City and the vendor for up to five (5) additional years.

INVOICING:

At the end of each week, the successful vendor shall submit a detailed invoice in duplicate (including an item by item listing with list price, net price, hourly rates, extensions and total amount due) for all items provided that week. Invoices shall be addressed to **Mr. Don Mathews, Finance Department, City of Concord, 311 North State Street, Concord, NH 03301. All invoices must reference Account #, Purchase Order # and/or Contract number.**

PRICING:

All prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. No surcharge of **ANY TYPE** shall be allowed during the contract period. **All prices must be FOB: City of Concord.**

PAYMENT TERMS:

The City's payment terms are Net 30 days from the date of the invoice. However, the City will consider a prompt pay discount under the following conditions:

1. Invoices must be delivered electronically (email);
2. Invoices must be accurate (items and quantity ordered, unit & extended prices); and
3. Invoices must reference the correct weekly purchase order number.

DETAILED SPECIFICATIONS

CATEGORY ONE: FITTINGS

TEES, BENDS AND SOLID SLEEVES

- a- Fittings shall be ductile iron with mechanical joints. Fittings and accessories shall conform to or exceed current AWWA C153. Compact ductile iron fittings meeting AWWA C153 are acceptable.
- b- Mechanical joint and accessories shall meet AWWA C111.
- c- Double cement lining, inside seal coating and bituminous outside coating shall meet AWWA C104.

CATEGORY TWO: TAPPING VALVES

- a- Direction to open **-right**
- b- Resilient seat. Valves shall conform to AWWA C509-80. Wedge shall be constructed of ductile iron, fully encapsulated in rubber. Wedge shall be molded in place and bonded to the ductile iron portion and shall not be mechanically attached. Stem shall be sealed by at least two O-rings. Should be replaceable under pressure. Waterway shall be smooth. Valve body and bonnet shall be epoxy coated inside and out. Supplied with accessories.

CATEGORY THREE: VALVE BOXES

- a- Base: 36-inch
 - b- Top: 5 ¼ x 26" with top flange
 - c- Cover: marked "Water" supplied
- Valve boxes shall be cast iron, two piece, sliding type with a top flange and a minimum inside diameter of 51/4.

CATEGORY FOUR: M.J. GRIP RING OR EQUAL

- a- restrained joint

CATEGORY FIVE: TAPPING SLEEVES

- a- Ductile flange is welded to 304 stainless steel neck and is coated to provide maximum corrosion resistance (304 stainless steel flange available upon request)
- b- Mig welded to form strong permanent fusion with shell, fully passivated.
- c- Shell 304 stainless steel
- d- The stainless steel sleeve comes standard with a special flange gasket made of SBR, glued onto the face of the flange.
- e- 304 stainless steel ¾ NPT, with standard square head for pressure testing before tapping pipe.
- f- 304 stainless steel, lip curve holds position while tightening. Heavy gauge serves as bearing surface for nuts.
- g- 304 stainless steel 5/8" NC thread and heavy hex nuts. Bolt threads are Teflon coated to prevent galling. Plastic lubricating washers.
- h- Armors heavy gauge 304 stainless steel.
- i- Gasket special designed grid pattern, tapered ends.

CATEGORY SEVEN : M.J. VALVES

- a- For all sizes, four (4) inch to twenty-four (24) inch Direction to open **-right**

- b- Resilient seat. Valves shall conform to AWWA C509-80 or C515-99. Wedge shall be constructed of ductile iron , fully encapsulated in rubber. Wedge shall be molded in place and bonded to the ductile iron portion and shall not be mechanically attached. Stem shall be sealed by at least two O-rings. Should be replaceable under pressure. Waterway shall be smooth. Valve body and bonnet shall be epoxy coated inside and out. Supplied with accessories.
- c- Acceptable makes and models

- AFC valves (series 500 and 2500)
- Mueller resilient seat G.V. (A-2360)
- Kennedy -(ken-seal)
- Clow (f-series)
- M&H (style 4067)

CATEGORY EIGHT : REPAIR CLAMPS

- a- 304stainless steel , designed for up to 300PSI , single bolt type, Rockwell , Mueller , or equal.
- b- Please quote on ss18-double bolt type , etc. clamps as well as 304ss.

CATEGORY NINE :CAST COUPLINGS

- a- Center Sleeve : made from ductile iron per ASTM
- b- End Rings : Ductile iron , meeting or exceeding ASTM A536-80.
End rings on transition style couplings are color coded for identification.
- c- Gaskets : Virgin SBR rubber compounded for water services. Meets or exceeds ASTM D2000 3 BA715. Gaskets are embossed with size for easy identification.
- d- Bolts and heavy hex nuts: High strength , low alloy steel trackhead bolts. N.C. rolled threads
with black finish. Steel meets AWWA C-11-80 specifications.

CATEGORY TEN : DUCTILE IRON PIPE

- a- Pipe shall meet , or exceed, current AWWA C151 specification for ductile iron pipe.
- b- Maximum length is twenty feet. Double cement lining , seal coating inside and bituminous outside coating shall meet , or exceed , AWWA 104.
- c- Push-on joints conforming to current AWWA 111.
- d- Pipe to be furnished complete with gaskets and lubricant.
- e- Pressure class 350 for pipe diameters 8” through 12” , (class 52 may be with approval of Department.
- g- Pressure class 250 for pipe diameters 14” and greater , (class51 may be allowed with approval of the Department.

CATEGORY ELEVEN : BRASS GOODS

- a- Acceptable makes of fittings , ball valves and ball corporation stops with conductive compression connections:
- Ford
 - Mueller
 - McDonald

- Hays

b- "Stop and Waste valves " **are not allowed**

CATEGORY TWELVE : COPPER TUBING

- A- Tubing shall conform to or exceed current ASTM spec. B88
- B- Sizes ¾" and 1" American made type "K" soft in 60 or 100 foot coils.
- C- 1½ & 2" - American made type "K" soft in straight lengths.
- D- No "1¼" services

CATEGORY THIRTEEN : HYDRANT REPAIR KITS

- a- Acceptable makes and models
 - Darling B62B Traffic model
 - A.P. Smith H205
 - Clow Eddy F2640
 - Met hydrant 94
 - Kennedy guardian
 - Mueller centurion
 - Ext. kits and Safety kits.

For all models.

CATEGORY FORTEEN : HYDRANTS

- a- Acceptable makes and models:
 - A.P Smith H205
 - Darling B62B
 - Clow Eddy F2640
 - Mueller Centurion
 - Kennedy guardian
- b- Features;
 - **Direction to open - Left**
 - Breakable flange (Traffic model).
 - Valve opening 5¼".
 - Two 2½" NST hose nozzles.
 - One 4½" NST pumper nozzle.
 - Operating nut and nozzle caps - NS pentagon 1½" flat to point.
 - Barrel depth 6 feet.
 - Six inch mechanical joint connection with accessories for 7.10 O.D. duct. Iron pipe.
 - **Drain Holes Plugged.**

CATEGORY FIFTEEN : CURB BOXES

- a- 5½ - 6 foot curb box complete with 36" rod (single piece) and cover.
- b- Perma rod box with arch pattern base. Number 3 cover with pentagon brass plug and quick-release thread.
- c. Give complete price and broken down price.

PROPOSAL SUBMISSION CHECKLIST

In order to be considered responsive, each prospective vendor must submit the following documents, in one (1) original and one (1) identical copy as part of his/her proposal:

1. Proposal Sheet
2. Itemized Proposal Sheet-Base Bid
3. Alternate Proposal Sheet-Unit Pricing If Item is Required
4. Specifications Exception Form
5. Alternate Form W-9
6. City of Concord Indemnification Agreement

The successful vendor must submit, prior to contract signing, the following documentation:

1. Insurance Certificate (Naming the City of Concord as an **Additional Insured**) that meets the minimum requirements for types and levels of coverage

CITY OF CONCORD, NEW HAMPSHIRE

PROPOSAL SHEET

RFP41-10, WATER WORKS SUPPLIES

It is the intention of the City of Concord to purchase the water works supplies described in the **Detailed Specifications** section. The undersigned agrees to provide and deliver the water works supplies for the prices detailed on the Itemized and Alternate Proposal Sheets.

***Alternates to the items listed may be considered. If an alternate is being offered, a sample of any and all alternates must be included with your proposal. Proposals offering an alternate to the above without a sample will not be considered.**

List any additional costs and amounts:

METHOD OF AWARD: The City of Concord reserves the right to award the contract on an item by item, group by group, or on a total price basis; whichever is in the best interest of the City.

After contract award, all technical inquiries and delivery arrangements must be made through Mr. Jim Major, General Services Department, 311 North State Street, Concord, NH 03301 at (603) 228-2737.

Location where inventory is maintained: _____

Name of contact and telephone # to place an order: _____

24x7 telephone # for emergency after hours, weekends and holidays: _____

CITY OF CONCORD, NEW HAMPSHIRE
GENERAL SERVICES (WATER)
ITEMIZED BID SHEET
B-ANNUAL REQUIREMENTS FOR WATER WORKS SUPPLIES

<u>ESTIMATED USAGE</u>	<u>UNIT</u>	<u>EXT.</u>
<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>

CATEGORY TWO - TAPPING VALVES

2.1	1	6" TAPPING VALVES		
			<u>TOTAL</u>	_____

CATEGORY THREE - VALVE BOXES

3.1	10	VALVE BOXES COVER		
3.2	10	VALVE BOXES TOP		
3.3	10	VALVE BOXES BOTTOM		
3.4	20	12" VALVE BOXES TOP EXT.		
			<u>TOTAL</u>	_____

CATEGORY FOUR - M.J. GRIP RINGS OR EQUAL

4.1	10	6"		
			<u>TOTAL</u>	_____
4.2	4	8"		
			<u>TOTAL</u>	_____

CATEGORY EIGHT - REPAIR CLAMPS
S.S.1 REPAIR CLAMP SINGLE-BOLT TYPE (18-8)

8.1	6	6"X16"		
8.2	6	8"X16"		
8.3	6	10"X16"		
8.4	1	12"X16"		
			<u>TOTAL</u>	_____

CATEGORY NINE - CAST COUPLINGS

9.1	2	4X6		
9.2	4	6X6		
9.3	4	8X8		
9.4	4	10X6		
9.5	4	12X6		
			<u>TOTAL</u>	_____

CATEGORY TEN - DUCTILE IRON PIPE

10.1	40FT.	6"		
			<u>TOTAL</u>	_____

ESTIMATED USAGE

CATEGORY ELEVEN - BRASS GOODS

<u>ITIM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXT. PRICE</u>
11.1	30	3/4 CORP CC X CPPJ	_____	_____
11.2	2	3/4 CORP IP. X CPPJ	_____	_____
11.3	30	3/4 BALL VALVE CPPJ X CPPJ	_____	_____
11.4	20	3/4 BALL VALVE CPPJ X IP.	_____	_____
11.5	5	3/4 BALL VALVE IP	_____	_____
11.6	50	3/4 COUPLINGS CPPJ	_____	_____
11.7	25	3/4 COUPLING CPPJXFEIP	_____	_____
11.8	25	3/4 COUPLINGS CPPJ XMIP	_____	_____
11.9	10	3/4 COUPLINGS MIPXIPPJ	_____	_____
11.10	10	3/4 X1"COUPLINGS MIPXIPPJ	_____	_____
11.11	5	1"CORP CCXCPPJ	_____	_____
11.12	10	1"X3/4 BALL VALVE IPXCPP	_____	_____
11.13	10	1" BALL VALVE CPPJ XIP	_____	_____
11.14	10	1" BALL VALVE CPPJXCPPJ	_____	_____
11.15	10	1" BALL VALVE IP	_____	_____
11.16	5	1" COUPLINGS CPPJXCPPJ	_____	_____
11.17	5	1" COUPLING CPPJXFEIP	_____	_____
11.18	5	1" COUPLING CPPJXMIP	_____	_____
11.19	5	1" COUPLING FEIPXIPPJ	_____	_____
<u>TOTAL</u>			_____	_____

ESTIMATED USAGE

CATEGORY TWELVE - COPPER TUBING

ITEM NO.	QANTITY	DESCRIPTION	<u>UNIT PRICE</u>	<u>EXT. PRICE</u>
12.1	300FT.	¾" CT. 60FT. ROLLS	_____	_____
12.2	180FT.	1"CT. 60FT. ROLLS	_____	_____
<u>TOTAL</u>			_____	_____

CATEGORY THIRTEEN - HYDRANT REPAIR KITS

13.1	4	EDDYS	_____	_____
13.2	4	MUELLER	_____	_____
13.3	4	DARLING	_____	_____
13.4	4	METRO	_____	_____
13.5	4	SMITH	_____	_____
<u>TOTAL</u>			_____	_____

CATEGORY FORTEEN HYDRANTS

14.1	15	HYDRANTS	_____	_____
<u>TOTAL</u>			_____	_____

CATEGORY FIFTEEN - CURB BOXES

15.1	50	SERVICES BOXES.	_____	_____
15.2	50	SERVICES BOXES COVERS.	_____	_____
15.3	50	SERVICES BOXES ROD.	_____	_____
<u>TOTAL</u>			_____	_____

CITY OF CONCORD, NEW HAMPSHIRE
GENERAL SERVICES (WATER)
ALTERNATE BID SHEET
UNIT PRICING IF ITEM IS REQUIRED

CATEGORY ONE - FITTINGS

ITEM NO.	QUANTITY	DESCRIPTION	<u>UNIT PRICE</u>
1.1	1	8X6 TEES D.I. M.J.	_____
1.2	1	8X8 TEES D.I. M.J.	_____
1.3	1	12X6 TEES D.I. M.J.	_____
1.4	1	12X8 TEES D.I. M.J.	_____
1.5	1	6" 45 DEGREE BENDS D.I. M.J.XM.J.	_____
1.6	1	8" 45 DEGREE BENDS D.I. M.J.XM.J.	_____
1.7	1	12" 45 DEGREE BENDS D.I. M.J.XM.J.	_____

CATEGORY TWO - TAPPING VALVES

ITEM NO.	QUANTITY	DESCRIPTION	<u>UNIT PRICE</u>
2.2	1	8" TAPPING VALVES	_____
2.3	1	12" TAPPING VALVE	_____

CATEGORY FOUR - M.J. GRIP RINGS OR EQUAL

ITEM NO.	QUANTITY	DESCRIPTION	<u>UNIT PRICE</u>
4.3	1	10"	_____
4.4	1	12"	_____

CATEGORY FIVE -TAPPING SLEEVES

ITEM NO.	QUANTITY	DESCRIPTION	<u>UNIT PRICE</u>
5.1	1	6X6	_____
5.2	1	8X6	_____
5.3	1	8X8	_____
5.4	1	10X6	_____
5.5	1	10X8	_____
5.6	1	12X6	_____
5.7	1	12X8	_____
5.8	1	20X6	_____
5.9	1	20X8	_____

CATEGORY SEVEN - M.J. VALVES

7.1	1	6"	_____
7.2	1	8"	_____
7.3	1	12"	_____

CATEGORY NINE - CAST COUPLINGS

9.6	1	14X6	_____
9.7	1	16X6	_____
9.8	1	20X6	_____
9.9	1	24X6	_____

CATEGORY TEN - DUCTILE IRON PIPE

10.2	20FT.	8"	_____
10.3	20FT.	12"	_____
10.4	20FT.	16"	_____
10.5	20FT.	10"	_____

CATEGORY ELEVEN - BRASS GOODS

<u>ITIM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
11.20	1	1 ½ " CORP CC	_____
11.21	1	1 ½ " BALL VALVE CPPJ	_____
11.22	1	1 ½ BALL VALVE CPPJXIP	_____
11.23	1	1 ½ " BALL VALVE IP	_____
11.24	1	1 ½ "COUPLING CPPJ XCPPJ	_____
11.25	1	1 ½ " COUPLING CPPJ FEIP	_____
11.26	1	1 ½ " COUPLING CPPJ X MIP	_____
11.27	1	1 ½ " COUPLING IPPJXMIP	_____
11.28	1	2" CORP CPPJ	_____
11.29	1	2" BALL VALVE CPPJXCPPJ	_____
11.30	1	2" BALL VALVE CPPJXIP	_____
11.31	1	2" BALL VALVE IP	_____
11.32	1	2" COUPLING CPPJ XFEIP	_____
11.33	1	2" COUPLING CPPJXMIP	_____
11.34	1	2" COUPLING IPPJXMIP	_____
11.35	1	2" COUPLING CPPJXCPPJ	_____

CATEGORY TWELVE - COPPER TUBING

ITEM NO.	QANTITY	DESCRIPTION	<u>UNIT</u> <u>PRICE</u>
12.3	1FT.	1½" CT. 20FT.	_____
12.4	1FT.	2" CT. 20FT.	_____

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR SUBMITTING THIS BID
2. THE RECEIPT OF THE FOLLOWING ADDENDA _____
3. THE FIRM SUBMITTING THIS BID HAS NEVER DEFAULTED ON ANY MUNICIPAL, COUNTY, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: _____

SIGNED BY: _____

PRINTED OR TYPED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOLL FREE NUMBER: _____ E-MAIL: _____

CELL PHONE NUMBER: _____ PAGER: _____

PRIMARY POINT OF CONTACT: _____

PROMPT PAYMENT TERMS: _____

LENGTH OF WARRANTY PERIOD: _____

WARRANTY COVERAGE, i.e. Parts, Labor, Travel: _____

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord
Douglas B. Ross, Purchasing Manager
Combined Operations & Maintenance Facility
311 North State Street
Concord, NH 03301
603-225-8530
603-230-3656 (Fax)
dross@concordnh.gov

DUE DATE/TIME: MAY 4, 2010 NOT LATER THAN 2:00 PM

CITY OF CONCORD, NEW HAMPSHIRE
SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your proposal does not meet all of our specifications you **must** so state in the space provided below:

Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your bid bond, if required and submitted.

Signed: _____
I DO meet specifications

Signed: _____
I DO NOT meet specifications as listed in this RFP; exceptions are in the space provided.

Failure to submit this form with your Proposal may result in your Proposal being rejected as unresponsive.

Alternate Form
W-9 (rev 01/08)

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company – Enter the tax classification (D=Disregard entity, C= Corporation, P= Partnership) <input type="checkbox"/> <input type="checkbox"/> Other	Exempt from backup withholding <input type="checkbox"/>
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	City of Concord 41 Green Street Concord NH 03301
List account number(s) here (optional)	

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security number –	Employer identification number –
--------------------------	----------------------------------

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Sign Here	Signature of U.S. Person	Date:
------------------	---------------------------------	--------------

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the City whether or not you are required to file tax returns. If this number is not provided, you may be subject to required withholding on each payment made to you. To avoid this withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

CITY OF CONCORD, NEW HAMPSHIRE

**THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS
HEREBY A
PROVISION OF ANY CONTRACT**

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

COMPANY _____

TAXPAYER IDENTIFICATION NUMBER _____

AUTHORIZED SIGNATURE _____

ADDRESS _____

TELEPHONE _____

TOLL-FREE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

Failure to submit this form with your Proposal may result in your Proposal being rejected as unresponsive.

**City of Concord, New Hampshire
RFP41-10, Water Works Supplies
Insurance Requirements for All Vendors**

Additional Coverage is Required if Checked *Minimum Limits Required*

Commercial General Liability

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

Additional Coverage to Include

- | | |
|---|----|
| <input type="checkbox"/> Owners & Contractors' Protective – Limit | NA |
| <input type="checkbox"/> Underground/Explosion and Collapse | |

Commercial Automobile Liability

Combined Single Limit	\$1,000,000
-----------------------	-------------

- Any Auto, Symbol 1
- Include Employees as Insured

Additional Coverage to include:

- | | |
|---|----|
| <input type="checkbox"/> Garage Liability | NA |
| <input type="checkbox"/> Garage Keepers Legal Liability | NA |

Workers Compensation

NH Statutory including Employers Liability	
- Each Accident/Disease-Policy Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000

Commercial Umbrella

May be substituted for higher limits required above	NA
<input type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	

Other

- | | |
|---|----|
| <input type="checkbox"/> 1. Professional/Errors & Omissions | NA |
| <input type="checkbox"/> 2. Builders Risk – Renovation Form | |
| All Risk completed value form including Collapse | NA |
| Sublimit for Soft Cost Coverage | NA |
| <input type="checkbox"/> 3. Installation Floater (Equipment) | NA |
| <input type="checkbox"/> 4. Riggers Liability | NA |
| <input type="checkbox"/> 5. Environmental – Pollution Liability | NA |
| <input type="checkbox"/> 6. Aviation Liability | NA |
| <input type="checkbox"/> 7. Watercraft – Protection & Indemnity | NA |

The City of Concord must be named as Additional Insured

NOTICE OF AWARD

Dated _____, 2010

TO: _____

ADDRESS: _____

CITY'S PROJECT NO.: RFP41-10

PROJECT: Water Works Supplies

CITY'S CONTRACT NO.: RFP41-10

CONTRACT FOR: Water Works Supplies

You are notified that your Proposal dated _____, 2010 for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract to provide and deliver water works supplies to the City of Concord on an as-needed basis. All terms, conditions, specifications and prices shall be in accordance with the CITY'S Request for Proposals (RFP41-10, Water Works Supplies) and the VENDOR'S proposal opened on May 4, 2010.

The Contract Prices of your contract shall be: **SEE ATTACHED**

One original of the Agreement accompanies this Notice of Award.

You must comply with the following conditions precedent within ten (10) calendar days of the date of this Notice of Award, which is by _____, 2010. By this date you must deliver to the CITY:

1. One fully executed counterpart of the Agreement;
2. Your firm's insurance certificate(s) as specified by RFP41-10; and
3. (List other conditions precedent)

Failure to comply with these conditions within the time specified will entitle the CITY to consider your Proposal abandoned and to annul this Notice of Award.

Within ten (10) calendar days after you comply with these conditions, the **CITY** will return to you one fully signed counterpart of the Agreement and issue a Notice to Proceed. A new purchase order will be issued weekly by the City's Purchasing Agent.

CITY OF CONCORD, NEW HAMPSHIRE
(CITY)

BY _____
(AUTHORIZED SIGNATURE)

Douglas B. Ross, Purchasing Manager
(NAME/TITLE)

Copy to GENERAL SERVICES DEPARTMENT AND HIGHWAYS AND UTILITIES DIVISION

AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 2010 by and between The City of Concord, New Hampshire, hereinafter called "**CITY**" and _____ doing business as (an individual), or (a partnership), or (a corporation), or (a limited liability company) hereinafter called "**VENDOR**".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The **VENDOR** will commence to provide and deliver water works supplies to the City of Concord on an as-needed basis. All terms, conditions, specifications and prices shall be in accordance with the **CITY'S** Request for Proposals (RFP41-10, Water Works Supplies) and the **VENDOR'S** proposal opened on May 4, 2010.
2. The **VENDOR** will furnish all of the material, supplies, tools, equipment, labor and other services necessary to provide and deliver the water works supplies as detailed by RFP41-10.
3. The **VENDOR** will commence the work required by the **CONTRACT DOCUMENTS** on the date of the **CITY'S NOTICE TO PROCEED**. Completion time for this **AGREEMENT** shall be one (1) year thereafter. However, this **AGREEMENT** may be renewed, by mutual agreement, for up to five (5) additional one (1) year periods.
4. The **VENDOR** agrees to perform all of the **WORK** described in the **CONTRACT DOCUMENTS** and comply with the terms therein for the prices as shown in the **ITEMIZED BID SHEET (see attached)**.
5. The term "**CONTRACT DOCUMENTS**" means and includes the following:
 - (A) RFP41-10, REQUEST FOR PROPOSALS
 - (B) RFP41-10 PROPOSAL RESPONSE
 - (C) GENERAL TERMS AND CONDITIONS
 - (D) DETAILED SPECIFICATIONS
 - (E) ANNUAL REQUIREMENTS FOR WATER WORKS SUPPLIES
 - (F) PROPOSAL SUBMISSION CHECKLIST
 - (G) PROPOSAL SHEET
 - (H) ITEMIZED PROPOSAL SHEETS
 - (I) SPECIFICATIONS EXCEPTION FORM
 - (J) ALTERNATE FORM W-9
 - (K) INDEMNIFICATION AGREEMENT
 - (L) INSURANCE CERTIFICATE
 - (M) LETTER OF AWARD
 - (N) NOTICE OF AWARD

- (O) AGREEMENT
- (P) NOTICE TO PROCEED
- (Q) CITY OF CONCORD WEEKLY PURCHASE ORDERS
- (R) ADDENDA:

No. _____, dated _____, 200 _____
No. _____, dated _____, 200 _____

6. The **CITY** will pay to the **VENDOR** in the manner and at such times as set forth in the General Terms and Conditions such amounts as required by the **CONTRACT DOCUMENTS**.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS HEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in one (1) original.

CITY:
CITY OF CONCORD, NEW HAMPSHIRE

BY _____

Name/Title: Douglas B. Ross, Purchasing Manager

(SEAL)

ATTEST:

Name _____

Title _____

VENDOR:

By _____

Name _____
(Please Type)

Address _____

(SEAL)

ATTEST:

Name _____
(Please Type)

NOTICE TO PROCEED

Dated: _____

TO: _____

ADDRESS: _____

CITY'S PROJECT NO.: RFP41-10

PROJECT: Water Works Supplies

CITY'S CONTRACT NO.: RFP41-10

CONTRACT FOR: Water Works Supplies

(Name of Vendor)

You are notified that the Contract Time under the above contract will commence to run upon the date of this Notice to Proceed. You are to start performing your obligations under the Contract Documents on the date of this Notice to Proceed. In accordance with the Agreement, the date of completion is to be not later than one (1) year thereafter. However, the Agreement between the CITY and the VENDOR may be renewed, by mutual agreement, for up to five (5) additional one (1) year periods.

Before you may start any Work at the site the General Terms and Conditions provides that you must deliver to the CITY:

- 1. Certificates of insurance which you are required to purchase and maintain in accordance with the Contract Documents.

CITY OF CONCORD, NEW HAMPSHIRE
(CITY)

By _____
(Authorized Representative)

Douglas B. Ross, Purchasing Manager
(NAME/TITLE)

Copy to GENERAL SERVICES DEPARTMENT AND HIGHWAYS AND UTILITIES DIVISION

City of Concord, New Hampshire



Finance Department

Purchasing Division

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

Concord, NH 03301

(603)225-8530 FAX(603)230-3656

www.concordnh.gov/Purchasing

Reference: RFP41-10

If you choose not to submit a proposal, please complete the questionnaire below and return it with your response by the proposal due date/time. Your assistance in helping us to analyze no proposal rationale is very much appreciated. Thank you.

* * * * No Proposal Questionnaire * * * *

A no proposal is submitted in reply to the City of Concord Request for Proposals (RFP41-10, Water Works Supplies) for the following reasons:

- _____ Item not supplied by our company.
- _____ Proposal specification (give reason(s), e.g., too restricted, not clear, etc.):

- _____ Profit margin on municipal proposals too low.
- _____ Past experience with City of Concord (give specifics, e.g., payment delay, bid process, administrative problems, etc) _____
- _____ Insufficient time allowed to prepare and respond to Request for Proposals.
- _____ Proposal requirements too large _____ or too small _____ for our company.
- _____ Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.
- _____ Other reason(s), please specify: _____



Company Name and Address: _____

Phone: () _____

(Signature)

(Typed/Printed Name & Title)

PROPOSAL EVALUATION FORM-ATTACHMENT A

FIRM: _____ DATE: _____

PROJECT: RFP41-10

DEPARTMENT/DIVISION: General Services Department, Highways & Utilities Division

RATING CATEGORY	WEIGHT	RATING	SCORE
<u>Proposal:</u>			
Meets Stated Requirements-Submitted All Required Documents	5		
Water Works Supplies Pricing	20		
Warranty and Prompt Pay Discount	10		
<u>Vendor:</u>			
Proximity to COMF	10		
Relevant Experience	10		
Qualifications, Organization, Facilities, Skills and Financial Resources	10		
Record of Satisfactory Performance	10		
Total:			

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.