



# REQUEST FOR PROPOSAL

August 17, 2016

## **WASTE OIL BURNER REPLACEMENT**

**DPW**

**55 Cherry Valley Road  
Gilford NH 03249**

Please direct all questions concerning this proposal to:

Roger Weeks, Head Mechanic  
Department of Public Works  
55 Cherry Valley Road  
Gilford, NH 03249  
Telephone: 603 527 4778

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Client: Town of Gilford  
Department of Public Works  
Date: August 17, 2016

## **1.0 INFORMATION FOR PROPOSERS:**

- 1.1 Proposals will be received at the Town of Gilford Public Works Department (hereafter referred to as the Town), 55 Cherry Valley Road, Gilford, NH 03246 until **2:00pm on Friday September 2nd, 2016**. Any proposal not accepted prior to the time set in the request, or an addendum, shall be disqualified. There shall be no fax or email proposals.

**All proposers are required to attend a mandatory pre-proposal meeting set for Thursday August 25<sup>th</sup>, 2016 at 11:00 AM at the Public Works Building, 55 Cherry Valley Road, Gilford.**

- 1.2 Proposals will be opened and evaluated by the Department of Public Works after the final date set for receipt. Additional information may be requested from companies considered for award.
- 1.3 The Town reserves the right to reject any and all proposals and to waive any informality in connection with the proposals received.
- 1.4 It is anticipated that within thirty (30) days after the final submission date for proposals, the Town will offer an award. Selection will be made on the "best qualified" basis. Criteria for selection will include, but not be limited to technical merit, cost, compatibility, experience, references, support and reliability as determined solely by the Board of Selectmen.
- 1.5 Payment will be made at the conclusion of project upon invoices submitted to DPW being approved by the Board of Selectmen. Payment will be only for work completed.
- 1.6 Contract shall consist of the contract instrument as awarded, the request for proposal, the selected contractor's proposal as accepted by the Town and the project description.
- 1.7 Failure to submit any required data may be cause for rejection. Proposers may submit such other data as they deem appropriate.

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**2.0 GENERAL INFORMATION:**

- 2.1 Contractor shall furnish all design services, labor and materials to remove existing waste oil burner and install a replacement at the Gilford Public Works Vehicle Maintenance Garage, 55 Cherry Valley Road.
- 2.2 The Contractor shall diligently undertake and perform all work required by the contract. The Contractor agrees to devote the number of people and the level of effort necessary to perform and complete the work in a timely manner. All work will be performed to the highest professional standards and will reflect thoroughness, attention to detail, and a dedicated utilization of field specific knowledge.
- 2.3 The Town reserves the right to order changes in the work within the general scope of the project. The Director of Public Works or his designee shall order any changes to the contract in writing. If the Contractor encounters circumstances that it believes warrants a change in the price, quality, quantity, or method of performing work it shall notify the Director of the circumstances in writing. No change in work shall be undertaken until authorized in writing by the Director of Public Works or designee. Contractor's responsibility is to notify the Town in advance in writing of any work that it considers changed or extra. Failure to provide such documentation for approval prior to processing work shall waive any claim for additional payment.
- 2.4 Contractor shall at its expense protect from injury buildings, utilities, structures, pipes, conduits, and public or private property, which may be affected by the work. Contractor shall be liable for any damage done through its own acts or that of its sub-contractors and shall restore any damaged property to the same or better condition as a result of Contractor's negligence to the satisfaction of the Town.
- 2.5 Specialty subcontractors may be used to perform such work as is customary in Contractor's profession; however, the reports required shall be authorized by the Contractor who shall be liable for any faulty data, errors or omissions contained therein.
- 2.6 Contractor shall designate a member of its staff as a Project Manager who is knowledgeable concerning this project and who has authority to act on-site for the Contractor on all matters pertaining to this agreement.

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- 2.7 The Contractor shall file certificates of insurance and bonds with the Town prior to commencement of work. Requirement for issuance of bonds will be at the discretion of the Town.
- 2.8 Public Liability & Property Damage Insurance: The Contractor shall take out and maintain during the life of this contract such insurance as shall protect him and any sub-contractor performing work covered by this contract, from claims for personal damages, which may arise from operations under this contract, whether such operations by himself or by any sub-contractor, or by anyone directly or indirectly employed by either of them.
- 2.9 The work covered under this contract shall be completed in its entirety in a timely manner. Work schedule shall be timely and shall commence and be prosecuted continually on a daily basis until project completion. Contractor shall keep the client routinely advised of materials, parts or equipment scheduled availability. The Town may in its discretion extend the time for completion of the work without invalidating any of the provisions herein contained and without releasing the surety.
- 2.10 The Contractor shall indemnify and hold harmless the Town and its agents from any lien or claim to be filed or prosecuted against the Town for any act or omission resulting from the acts of the Contractor, its employees and/or subcontractors.
- 2.11 Proposal Content: Proposals will be reviewed in detail. Contractor selection will be determined largely on the technical content of the proposal to include the quality of the products specified and overall cost. Proposals shall contain a detailed narrative of how the Contractor intends to satisfy the conditions of the Request for Proposal with details. Include a detailed cost breakdown of all parts, materials or equipment and labor required to include overhead and profit. Provide at least three reference contacts of past clients with similar services provided.

**INSURANCE SHALL BE IN THE MINIMUM AMOUNT OF ONE MILLION (\$1,000,000.) DOLLARS.**

**Contractor shall not commence work under this contract until a certificate of insurance has been received and approved by the Town.**

**The Town reserves the right to request additional information, including such presentations as it may deem necessary prior to accepting a proposal.**

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**3.00 PROJECT SUMMARY**

- 3.01 The successful proposer shall be responsible for determining the heating requirements for the waste oil burner, based on square footage and use of the Department of Public Works Vehicle Maintenance Garage. The project shall include furnishing all labor, materials equipment, design, disposal and incidentals necessary for a complete unit in operating condition. The successful proposer must include one return service trip in proposal to confirm proper operation while system is under load condition (heating season).
- 3.02 System must carry a manufacturer's warranty of at least ten (10) years and contractor warranty for labor of one (1) year from installation date.

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**ATTACHMENT A**  
**Proposers agreement and cost proposal**

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Proposal prepared by: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

TOTAL BID AMOUNT: \$ \_\_\_\_\_

**Please enclose a separate cost schedule broken down by line item cost of this project.**

**The Board of Selectmen for the Town of Gilford reserves the right to accept or reject any and all proposals deemed in their sole judgment to be in the best interest of the Town.**