

CITY OF BERLIN

New Hampshire

Contract # 2016-11

Library Boiler Replacement

INVITATION TO BID

The City of Berlin is inviting sealed bids until 2 PM prevailing time October 4, 2016, at the City Manager's Office , City Hall, 168 Main Street, Berlin, New Hampshire for Contract 2016-11 Library Boiler Replacement. Shortly thereafter, bids will be publicly opened and read aloud in any available office or conference Room at the City Hall, Berlin, NH. The City through its City Manager reserves the right to waive minor defects in form and to reject all bids as is determined to be in the best interest of the City. Bid Documents may be obtained, at no charge from the City Manager's Office or on the City's web site.

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GENERAL PROVISIONS

BID PROCESS

Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "City of Berlin Contract 2016-11, Library Boiler Replacement" and will be received at the City Manager's Office, City Hall, 168 Main Street, Berlin, NH until 2 PM, prevailing time, October 4, 2016. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room at the City Offices, City Hall, 168 Main Street, Berlin, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid opening date. Following a review of the bids by staff, the City Manager will make a determination with respect to bid award.

BID SUBMISSION

The bidder is to submit Bid on the attached Bid Form showing a LUMP SUM PRICE for all work.

RIGHT TO REJECT BIDS

The City expressly reserves the right to reject any or all bids as the City Manager may determine and to waive defects in form of minor irregularities where the best interest of the City would be served.

BID AND PERFORMANCE BOND

No bid security or performance security is required for this contract.

BID PRICE

The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the City with the necessary tax exempt forms in triplicate upon submission of the invoice.

EXCEPTIONS

Any exceptions taken to the Bid Documents must be clearly noted by the Bidder in the Contractor's Bid. Exceptions so taken may be grounds for rejection of bids as determined by City of Berlin to be in its best interest.

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ADDENDA

Any change to the provisions or specifications of this Bid shall be made by written addendum issues no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.

AGREEMENT EXECUTION

The successful bidder shall execute and deliver the contract agreement within two (2) calendar days to the City.

GUARANTEE

The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the City and agrees to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by laws, and upon written notice they shall remedy any defaults due thereto, and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the City Manager shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials which is the bidder's responsibility. All manufacturer's warranties shall apply.

CONTRACT DOCUMENTS

The Contract Documents shall include the "Invitation to Bid", "General Provisions", "Specifications", "Bid Form", any issued addenda, and the final executed "Agreement". The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

INSURANCE

The successful bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by

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themselves or by any subcontractor or anyone directly or indirectly employed by either of them in the amounts and types as noted on the attached Model Insurance Certificate. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the City shall not relieve the Liability of the Contractor thereunder. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the City Manager's Office in single copy and shall be provided in accordance with the attached model certificate.

GENERAL PROVISIONS

ADVERTISING

The successful Bidder shall not use the name of the City in any advertising without first obtaining written permission from the City Manager.

NO COLLUSION

The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.

CHANGE ORDERS

After execution of the contract Agreement, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

The City, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

A change order is a written order to the Contractor signed by the City Manager and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.

The terms of any change order shall be mutually agreed to by the Contractor and the City Manager.

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The entire work contemplated by the Contract shall be under the supervision of the City Manager, or his/her agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

GENERAL PROVISIONS

PAYMENT

The City shall make payment on account of the Contract as follows: The Contractor shall invoice the City for the work after delivery, installation and satisfactory start –up of all the equipment meeting specifications. The City will inspect the work and equipment to insure its compliance with specifications. If the work and equipment fully meets the specifications in accordance with the Contract Documents, the City will make payment in or within fifteen (15) days of the approved amount of the invoice.

SCOPE AND SPECIFICATIONS

The successful bidder will provide and install the equipment and materials to install one (1) new steam boiler at Berlin Library and make it fully operational. The successful bidders will provide and install an oil-fired boiler manufactured by or equal to Smith Cast Boiler model 19HE-S5 with the following features.

- Cast iron wet-base sections rated for 80 psi
- ASME safety relief valve
- Hi-limit manual reset control
- Operating temperature control
- Burner mounting plate with insulation block
- Insulated metal Jacket, steel floor rails and flue brush
- Rugged cast iron heat exchanger sections with integral flue collector
- Flexible, high temperature hydronic seals and ceramic fiber flue gas rope seals to reduce assembly time and require no special assembly tools
- Short, individual draw rods
- Front and rear observation ports to visually inspect the flame and combustion chamber
- Integral cast iron smoke hood with fail-safe breeching damper that is easily adjusted and locked into position
- Factory packaged and knocked down for field assembly
- Carlin burner firing #2 oil

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The successful bidder will remove and dispose of the existing Burnham boiler from the facility. A new concrete pad will be poured for the boiler. The new boiler shall be assembled and hydro tested. Two (2) Low water cutoffs will be installed and wired into oil burner control wiring. One tank-less heater coil shall be provided in the boiler for any heating of domestic water. The successful bidder will install chimney liner in Library chimney to vent the combustion products from the new boiler and existing water heater per NEPA 31. Assumption that flue accommodates a 10" (inch) connection. The successful bidder will tie into the steam piping system. The oil burner will be tied into the existing oil system and the new burner will be started in accordance with the manufacturer's instructions. Bidders to install a proper anti-scald, mixing valve for domestic water heater and install better supports on the existing piping. The successful bidder is responsible for acquiring all necessary permits and interfacing with the Berlin Code Enforcement Officer and Berlin Fire Dept.

TIME TO COMPLETION

The work shall follow the general order noted below. Work shall be completed by October 28, 2016.

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BID FORM

To: City of Berlin, NH

To Whom It May Concern:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the form of this Bid, to be known as Bid #2016-11, with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the City Manager a contract under this Bid to execute in accordance with such award, a Contract Agreement on such form and in such manner as is prescribed by the City and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for removal of old pad and boiler, installation new concrete pad and boiler and to make all work fully operational at the following prices:

Item	Description	Unit	Unit Price (\$/unit)	Totals
1.	All Work and materials required to meet the intent of the scope.	1 Lump Sum		\$ _____
Total	Basis of Bid			\$ _____

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BID FORM – continued

Respectfully submitted,

Print Bidder/Contractor's Name

Legally Authorized Representative's Signature

Print Legally Authorized Representative's Name and Title

Street

City, State and Zip Code

Telephone and FAX Number

Date

Email Address