

INVITATION TO BID

Fueling Station Installation

Department of Public Works

Town of Bow

The Town of Bow is requesting bids for the replacement of the fueling station at the Department of Public Works facility, 12 Robinson Road, Bow, NH 03304.

Copies of the Bid Package and Project Specifications may be obtained in person at the Town Manager's Office, Bow Municipal Building, 10 Grandview Rd, Bow, NH 03304, during the hours of 8:00 a.m. to 4:00 p.m., or on the Town's website at:

<https://bownh.gov/bids.aspx>

A Performance Bond in the full amount of the contract sum will be required of the successful bidder at the time the contract is signed.

Sealed proposals clearly labeled "DPW Fueling Station" must be submitted no later than 2:00 p.m. on Wednesday, August 5, 2020 at which time they will be publicly opened and read aloud. No faxed or unsealed bids will be considered.

The Town of Bow reserves the right to reject any bid, or any part of bids, or all bids and to waive any formality or technicality in any bid in the interest of the Town of Bow.

David L. Stack  
Town Manager  
Town of Bow, NH

# **REPLACEMENT OF BOW PUBLIC WORKS FUELING STATION**

## **STANDARD INSTRUCTIONS TO BIDDERS**

### Part 1. Project

The Town of Bow is soliciting bids for the removal and replacement of the refueling station located at the DPW facility located at 12 Robinson Road, Bow, NH 03304

### Part 2. Scope and Specifications

The scope of work includes:

#### 2.1 Removal and disposal of existing fueling station

The existing system includes:

- Two (2) 2,000 gallon above ground tanks
- Two (2) fuel dispensers
- Associated piping
- electronic control

Disposal will comply with all State and Federal regulations where applicable.

#### 2.2 New fuel station installation

The successful bidder shall provide and install the following equipment. All equipment is to be installed by the vendor.

- Two (2) 2,000 gallon above ground double wall fireguard steel tanks. Tanks shall meet current Federal and State requirements as applicable.
- Two (2) Fuel dispensers and associated piping.
- Diesel dispenser shall have a 1 1/8" green colored nozzle
- Gasoline with one 3/4" red nozzle
- Petrovend K800 controller or equivalent
- Provide cards and keys (100 total)
- Software to allow for the tracking of fuel usage and programming fuel keys/cards
- Programing of vehicle identification keys or cards
- New desktop computer and associated equipment suitable to run software package

#### 2.3 Installation of concrete apron

The successful contractor will install an apron that shall conform to applicable standards and contain positive limiting barriers (PLBs). The apron shall be 48'Lx14'W and shall be reinforced adequately for the loads expected.

- 2.4 The Contractor receiving the bid shall be responsible for all permitting requirements. Town permits and inspections are required at no cost to the contractor
- 2.5 The Contractor shall submit in writing any additional work that the contractor feels that needs to be done in conjunction with the fueling station and what the total cost will be for each additional item. All requests for additional work shall require approval by the Town Manager before work is done.
- 2.6 The Contractor shall submit samples of all materials to be used for approval prior to beginning the work. Contractors shall supply the Town representative with a detailed list of products to be used on the job site prior to the beginning of work including, but not limited to, type and manufacturer of tanks and dispensers.
- 2.7 Application of all materials shall be installed by following the manufacturer's installation specifications and applicable Local, State and Federal regulations.
- 2.8 Provided training for operations

### Part 3. Worksite conditions

- 3.1 The Contractor shall maintain a clean and safe job site. At the conclusion of the work, it will be the contractor's responsibility to clean and remove all waste, rubbish and other debris created by the work and leave the work site in a manner acceptable to the Town of Bow's representative.
- 3.2 The Contractor shall confine work area to the part of the site where repairs are necessary. Work hours shall be Monday thru Friday 6:00 a.m. to 6:00 p.m. Work on weekends or holidays requires pre-approval by the Town Manager or designee.
- 3.3 The Contractor shall clean up all old materials and remove them from the site daily at no added cost. The Town representative will inspect the site and when satisfied will process the payment.

### Part 4. Project Start Date

The Contractor receiving the bid shall begin work within sixty (60) days of bid award or a time mutually agreed upon by the Town and the Contractor. The work shall be completed within thirty (30) days of the bid awarded unless otherwise agreed upon by both the Contractor and the Town of Bow.

## Part 5. Bid Submission Instructions

- 5.1 One (1) original bid must be submitted in a sealed envelope clearly labeled “DPW FUELING STATION” must be submitted no later than 2:00 p.m. on Wednesday, August 5, 2020, at which time bids will be publicly opened and read aloud. Bids may be submitted by mail, courier service, or in person addressed to

David Stack, Town Manager  
Bow Municipal Building  
10 Grandview Road  
Bow, NH 03304

- 5.2 In the case of mailed or third-person delivery, the outer envelope must be clearly labeled “DPW FUELING STATION” and the bid contained in a second sealed envelope. **No faxed or unsealed bids will be considered.**
- 5.3 Bidders shall provide three references of similar installations with facility contact information.
- 5.4 An authorized person representing the legal entity of the bidder must sign bids.
- 5.5 The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- 5.6 Bids are considered valid for sixty (60) days after bids are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bids are opened.
- 5.7 The Town reserves the right to waive any non-material deficiencies or irregularities in a bid when such a waiver is in its best interest.

## Section 6. Presumption of bidder being fully informed

- 6.1 At the time the first bid is opened, each bidder is presumed to have read and be thoroughly familiar with all bidding and contract documents for this project. Failure or omission of the bidder to receive or examine any information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

## Section 7. Pre-bid Inspection

- 7.1 It is recommended that the contractor bidding the work visit the work site. Inspections, of the job site before bidding may be arranged by contacting; Chris Andrews, Building and Facilities Manager, at 603-223-3977.

## Section 8. Interpretation of Acceptable Work

- 8.1 The specifications, bidding, and contract documents are to be interpreted as meaning those acceptable to the Town of Bow.

## Section 9. Insurance

- 9.1 The bidder awarded this bid must provide a current Certificate of Insurance to the Town Manager's Office PRIOR to commencement of work, with the following requirements:

General Liability with minimum limit of \$1,000,000  
Automobile Bodily Injury with minimum limit of \$4,000,000  
Property Damage \$250,000  
Worker's Compensation, as required by New Hampshire State statutes.

- 9.2 The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.
- 9.3 The Town of Bow, 10 Grandview Road, Bow, NH 03304 is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.
- 9.4 All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Bow, 10 Grandview Road, Bow, NH 03304.

## Section 10. Awarding of the Bid

- 10.1 The Town of Bow reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, to waive any non-material deficiencies or irregularities in the bidding process, and to award the bid deemed to be in the best interests of the Town.
- 10.2 An award shall be made to the most responsive and responsible bidder. That bidder is the person or firm whose bid to perform the work is the lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein.

## Section 11. Rejection and/or Cancellation of Bids

- 11.1 The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

## Section 12. Performance Bond

12.1 Prior to the execution of the contract, the contractor shall furnish either a Performance Bond, a letter of credit, or cash bond in the amount at least equal to 100% of the total contract price as a security for the Town of Bow

## Section 13. Tax Exemptions

13.1 The Town of Bow is exempt from Federal Excise Taxes. Bidders shall avail themselves of these exemptions.

13.2 The contractor must supply the Town with a W-9 form for services rendered.

REPLACEMENT OF BOW PUBLIC WORKS FUELING STATION

BID FORM

BID of \_\_\_\_\_

(hereinafter called "BIDDER," a corporation organized and existing under the laws of the State of \_\_\_\_\_ partnership, or an individual doing business as: \_\_\_\_\_, having visited the site and carefully examined all bidding documents together with all addenda issued, if any, and received prior to the scheduled closing time for receipt of bids will remove and replace existing fueling station in accordance with the general specifications, including all labor, materials, and anything else reasonably necessary to complete all work for the aggregate sum of

BID:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written in Words) (Written in Figures)

The estimated date the project will commence \_\_\_\_\_, 2020.

Additional items the contractor suggests should be addressed that have not been included in the bid specifications. Please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned submits this Bid without collusion with any other person, firm, or individual.

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

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

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

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_