



TOWN OF BOW

Buildings and Facilities Department

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3977 | Fax (603) 224-6680 | Website www.bownh.gov

INVITATION TO BID

Security Gate(s) and Fencing Proposals

The Town of Bow, NH is requesting bids for the installation of a Security Gate(s) and Fencing Proposals to be located at the Bow Recreation Center 21 Bow Center Rd.

To arrange for a site tour please contact Chris Andrews Buildings and Facilities Manager at 603-223-3977 or via email at candrews@bownh.gov.

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 “Security Gate(s) and Fencing Proposals” must be submitted no later than 10:00 a.m. on October 18, 2022, at which time they will be publicly opened and read aloud at 10 Grandview Rd Bow NH 03304. 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

Security Gate(s) and Fencing Proposals

STANDARD INSTRUCTIONS TO BIDDERS

Part 1. Project

The Town of Bow is seeking proposals for the installation of Security Gates and Fencing systems to be installed at 7 Knox Rd.

Part 2. Scope and Specifications

2.1 The proposal shall include recommendations for remote operations as well as kiosk control. Proposal shall include a proposal for the primary gate #1 and surrounding fencing and proposal for an optional Gate #2 price shown separately from the total.

2.2 Gate #1 will be the primary gate and shall be remotely operated via remote control Thirty(30) count and underground sensor (s). Gate #1 and associated fencing and equipment shall be black. Gate #1 shall be 20' wide by 6' tall of a slide type with drive chain. Fencing shall consist of approximately 140LF of 6' tall chain link with one Manway access door with one way access, all chain-link shall be 6 gauge.

Gate #2 will be a secondary gate and shall be remotely operated via key card or FOB Sixty Five (65) with keypad backup. Gate and associated fencing shall be black. Gate #2 shall be 20' wide by 6' tall with drive chain, all chain-link shall be 6 gauge.

All remotes, keycard or FOB shall be readily available for replacement, keypad if utilized shall be programmable by user.

Proposal shall include required electrical work

2.4 The Contractor shall confine work area to the part of the site where repairs are necessary. Work hours shall be Monday thru Friday 7:00 a.m. to 4:00 p.m. Work on weekends or holidays requires pre-approval by the Town Manager or designee. Contractor shall communicate work schedule with the Recreation Department Director in order to minimize interruption to programs.

2.5 The Contractor shall submit in writing any additional work that the contractor feels should be included 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.

2.7 Application of all materials shall be installed by following the manufacturer's installation specifications and applicable codes and standards.

- 2.8 Schedule of values: Bidder to provide a schedule of values and proposed payment schedule. The Town of Bow reserves the right to withhold a 5% retainage at each payment schedule. Any retainage withheld shall be payable upon completion and acceptance of the work.
- 2.9 The Contractor shall provide a one (1) year parts and labor warranty on the systems and components installed. The start of the warranty shall be upon the date of equipment placed into service.
- 2.10 The Contractor receiving the bid shall be responsible for all permitting requirements. Town permits and inspections are required at no cost to the contractor. Contractor responsible for State of NH permitting if any that are required.**

Part 3. Bid Submission Instructions

- 3.1 One (1) original bid must be submitted in a sealed envelope clearly labeled “**Security Gate(s) and Fencing**” must be submitted no later than **10 a.m. on October 18, 2022** at which time bids will be publicly opened and read aloud. Bids may be submitted by mail, courier service, or in person addressed to
- Chris Andrews, Building and Facilities Mgr.
Bow Municipal Building
10 Grandview Road
Bow, NH 03304
- 3.2 In the case of mailed or third-person delivery, the outer envelope must be clearly labeled “**Security Gate(s) and Fencing Proposals**” and the bid contained in a second sealed envelope. **No faxed or unsealed bids will be considered.**
- 3.3 All information must be submitted in blue ink or typewritten. Errors, alterations, or corrections must be initialed by the person signing the bid.
- 3.4 An authorized person representing the legal entity of the bidder must sign bids.
- 3.5 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.
- 3.6 Bids are considered valid for sixty (60) days after bid(s) are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bid(s) are opened.
- 3.7 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 4. Presumption of bidder being fully informed

- 4.1 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 5. Pre-bid Inspection

- 5.1 A mandatory pre-bid inspection can be scheduled by contacting Chris Andrews, Buildings and Facilities Manager 603-223-3977 candrews@bownh.gov.

Section 6. Interpretation of Acceptable Work

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

Section 7. Insurance

- 7.1 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 \$2,000,000
Property Damage \$250,000
Worker's Compensation, as required by New Hampshire State statutes.

- 7.2 The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.
- 7.3 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.
- 7.4 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 8. Awarding of the Bid

- 8.1 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.
- 8.2 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 9. Rejection and/or Cancellation of Bids

- 9.1 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 10. Performance Bond

- 10.1 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 11. Tax Exemptions

- 11.1 The Town of Bow is exempt from Federal Excise Taxes. Bidders shall avail themselves of these exemptions.
- 11.2 The contractor must supply the Town with a W-9 form for services rendered.

“Security Gate(s) and Fencing Proposals”

BID FORM

BID from _____

(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 install **Security Gate(s) and Fencing** to the specifications outlined in the Request for Proposal.

BID:

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

Additional items the contractor suggests should be addressed that have not been included in the bid specifications: _____

Quotation to include all available rebates.

Provide Details: _____

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

Signature: _____ Title: _____

Date: _____

Company: _____

Address: _____

Phone # _____ E-mail: _____