

LANE MEMORIAL LIBRARY  
INVITATION TO BID

The Lane Memorial Library, acting through its Library Director, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 202-A, Section 4-c and the provisions of the Lane Memorial Library Spending Limits Policy, will accept sealed bid prices on the following bid:

2017 CHILDREN'S ROOM WINDOWS

All bids must be submitted in accordance with the bid specifications and all requested information must be supplied. Failure to comply will be reflected in the evaluation of the bids.

The bid specifications for the above services and/or products are available in the Library Director's office located at 2 Academy Avenue, Hampton, New Hampshire and on the library website at [www.hampton.lib.nh.us](http://www.hampton.lib.nh.us)

Sealed bids will be received until 5:00 PM on Wednesday June 21, 2017 at the Library Director's office.

Sealed bid envelopes must clearly be marked "2017 CHILDREN'S ROOM WINDOWS".

The Lane Memorial Library acting through the Library Director, and the Board of Trustees, reserves the right to reject any or all bids, to award any bids, to waive any informality on bids received, and to omit any item or items as it may deem to be in the best interest of the Library. The decision of the Board of Trustees of Lane Memorial Library shall be final.

If further information is necessary, please contact Amanda Reynolds Cooper, Library Director 603-926-3368

Amanda Reynolds Cooper  
Library Director

LANE MEMORIAL LIBRARY  
REQUEST FOR PROPOSALS  
2017 CHILDREN'S ROOM WINDOWS

The Lane Memorial Library, acting through its Library Director, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 202-A, Section 4-c and the provisions of the Lane Memorial Library Spending Limits Policy, will accept sealed bid prices for adding three (3) new windows to the exterior wall of the Children's Room at the Lane Memorial Library at 2 Academy Avenue. The Lane Memorial Library seeks proposals from qualified firms for the addition of windows in the Lane Memorial Library, Hampton NH as detailed below. It shall be the contractor's responsibility to complete the contracted Scope of Work, supplying all necessary labor and materials to complete such improvements as are described and required.

POSTING OF PROPOSAL REQUESTS

All proposal requests are posted on the library website at [www.lanememoriallibrary.org](http://www.lanememoriallibrary.org). All potential bidders are requested to inform the Lane Memorial Library by email at [director@hampton.lib.nh.us](mailto:director@hampton.lib.nh.us) that they have obtained the bidding documents from the library's website. Please provide your name, address, phone number, and email address. This will enable the Lane Memorial Library to forward any addenda distributed and/or additional information that may be required for bid submittal compliance to these potential bidders.

SUBMISSION OF BIDS

Bids are due to the Office of the Library Director, Lane Memorial Library, 2 Academy Avenue Hampton, NH 03842, with envelopes marked ATTN: "2017 Children's Room Windows", on Wednesday June 21, 2017, no later than 5:00 p.m. No faxed or emailed bids will be permitted. If a bid is received in either manner, it will be destroyed upon receipt.

The bidder may withdraw his/her proposal, given the request is in writing and in the hands of the Library Director before the time of opening bids. Such proposal will be returned unopened. All bids submitted shall be held firm and not withdrawn for 90 days from bid opening.

## SCOPE OF WORK

A room on the lower level of the library, known as the Children's Room, will have three (3) new windows installed on the exterior, west facing wall. The general layout of the wall creates five discreet sections; two currently have windows, three more spaces are available for modification.

The areas of the wall where the windows will be added are currently open wall on the interior of the building and have the remains for defunct fan coil cabinet air exchange openings on the exterior of the building. There are also functioning condensation drains for fan coil cabinets on the upper level of the library. These may need to be relocated to accommodate the new windows and consideration for such should be included in the bid.

The wall is load bearing concrete and masonry block with brick veneer. A structural engineer will need to review the site and design the reinforcements needed to provide the three wall openings; likely to include new steel lintels and reinforcing bar. The successful bidder will be able to cut out the wall, remove debris safely, and add reinforcement. They will re-work the openings to add windows and provide all aesthetic work to bring the wall back to pristine condition, inside and out. Floor and general dust protection must be provided as well during construction.

The central window of the three will be an emergency exit for the building and will, at a minimum, be of such a size as to meet "below grade egress window" specifications as provided for by the National Fire Protection Association code currently in force in the Town of Hampton. As a functioning emergency exit the plan for this window specifically will need the approval of the Hampton Fire Department. Should this window also require mounted stairs they will be permanently anchored to the wall. If a window well must be dug in the exterior ground proper drainage will be included in the bid. Any other safety precautions not mentioned in this scope of work but indicated in the NFPA will also be included in the bid. The remaining two windows, if not the same size as the central window, should be of a similar size to it and match each other giving due consideration to aesthetics; the aim is to make use of the maximum amount of wall space available to introduce the most natural light. All new windows should be bronze aluminum to match existing windows, double paned, insulated, make use of low-e glass and have window screens.

The style of window operation will be determined by NFPA code regarding egress, likely sliding glass. The windows will need to have sealants applied and trim added inside and out, be painted, and cleaned. Final stylistic choices regarding appearance shall be determined by the Library with the assistance of the successful bidder. A sample of each window should be presented for review. Furniture, books, and equipment shall be moved (by the Library and its agents) in accordance with an approved schedule or phasing to be developed between the Library Director and the successful bidder.

All windows used – frame, hinges, and painted finish - shall have a lifetime (limited) warranty against defects in manufacturing, materials, paint adhesion, or workmanship, under normal use.

The debris created and waste generated shall be removed and disposed of in accordance with all applicable laws and regulations. All sealants and paints required must be environmentally friendly and produce no V.O.C.s exceeding federal standards. Care and consideration should be given to the library grounds, protecting its plantings and landscaping when performing all work.

## SCHEDULE OF WORK

The Library desires to have the window project started no later than August 28, 2017 and completed within 60 calendar days. There shall be a \$100/day late penalty should the contractor fail to meet the scheduled completion date.

## GENERAL CONDITIONS AND REQUIREMENTS

The contractor shall be responsible for obtaining any and all work permits as may be required to accomplish the scope of work. The contractor shall maintain a clean work area at all times and all trash must be hauled away to the contractor's facility or other acceptable disposal site.

All work shall be coordinated and scheduled with the Library Director to avoid disruption of Library operations and inconvenience of library patrons. The Contractor shall make every effort to minimize the noise created by work being accomplished. Ability to perform work outside of library operating hours would be advantageous however for work performed during open hours the contractor will maintain a secure and safe work environment for library patrons. All work accomplished must comply with New Hampshire building code and safety standards. The contractor shall use low VOC materials. Upon acceptance of a contract award and commencement of work, the contractors must submit to the Library Director, a weekly report of labor and material expenditures as well as schedule adherence.

## SITE VISIT FOR BIDDERS

The Library is scheduling site visits for prospective bidders on Thursday June 8, 2017, Friday June 9, 2017, Tuesday June 13, 2017 or Friday June 16, 2017 at 10:00AM to provide an opportunity to consider the scope of the work and evaluate current conditions, in order to prepare their proposals. During the Site Visit the bidder should take measurements, examine current conditions, and prepare to recommend a windows plan, including alternatives and proposed pricing. To reserve a place at one of the scheduled Site Visits, contact the Library Director, Amanda Reynolds Cooper at (603) 926-3368.

## PROPOSALS

All submittals shall contain one (1) original and two (2) copies of the completed bid package.

Bidder is expected to carefully examine the proposed scope of work, specifications, special provisions, and contract forms before submitting a bid. Failure to do so will not relieve a successful bidder of his obligation to furnish all equipment and labor necessary to carry out the provisions of this contract.

The submission of a bid shall be considered prima facie evidence that the bidder has made such examination of the proposed scope of work, plans, bid, etc., and is familiar with the conditions to be encountered in performing the work and/or services or products delivered.

-All bid submittals must contain the attached "Form of Bid." All blanks are to be filled in and returned with this complete set of papers to the Library Director.

-Bidder shall submit a proposed schedule for mobilization.

-Bidder shall submit a listing of the mobilized equipment to be used and number of employees required to perform the work and/or services.

-Bidder shall provide a list of references and current clients (3 minimum each) that includes their names, addresses, and telephone numbers providing testimony to the work to be performed and/or services or products delivered.

-Bidder shall submit a summary of qualifications and work experience together with a statement regarding the number of years the bidder has performed the work and/or services or products delivered. Lack of experience on the part of the bidder may be grounds for disqualification.

#### AWARD

Before making its award, the Library shall consider the project proposal, work, and/or services or products delivered that best serves the needs and financial interests of the Library. The Lane Memorial Library acting through the Library Director and the Board of Trustees, reserves the right to reject any or all bids, to award any bids, to waive any informality on bids received, and to omit any item or items as it may deem to be in the best interest of the Library. The decision of the Board of Trustees of Lane Memorial Library shall be final.

All bids submitted shall be held firm and not withdrawn for 90 days from bid opening.

#### WARRANTIES

All work shall be warranted for 12 months from date of acceptance. The warrantee shall cover window malfunction or failure and the associated labor to rectify the problem.

#### INSPECTION OF WORK

The Library Director shall be responsible for the inspections of the work during the project. Other representatives from the Library may inspect the work performed by the Contractor at any time without notice to the Contractor.

#### CHANGE ORDERS, PAYMENT REQUISITIONS, FINAL PAYMENT & RETAINAGE

All change orders shall be approved by the Lane Memorial Library acting through the Library Director and the Board of Trustees, upon the recommendation of the Project Team, prior to the implementation of said change in work.

Payment requisitions for work in place may be submitted monthly. The amount billed shall correspond to the percentage of the work performed by the Contractor by the end of the month.

Payment will be made within thirty (30) days of receipt of bill.

Payment will represent work in place, less 10% retainage of the payment. The retainage shall be held for 1 month following completion of the project. The retainage will serve to warrantee all project work performed under this contract.

Before issuance of the final payment, the contractor shall certify in writing that all payrolls, materials, billings and other indebtedness pertaining to the window project have been paid.

#### INSURANCE

The successful bidder shall submit to the Lane Memorial Library Insurance Certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates shall also contain the following statement: "The insurance covered by this certificate will

not be canceled or materially altered, except after 10 days written notice has been received by the Lane Memorial Library.”

The insurance required under this bid shall provide adequate protection for the successful bidder and any subcontractors employed by the successful bidder against damage claims, which may arise from work under the awarded contract, whether such work be by the insured or by anyone employed by him, and also against any of the specialty hazards which may be encountered in the performance of the contract as enumerated in the supplementary general conditions.

The Library and the Town of Hampton shall be named as an additional insured on each insurance policy. The following shall be considered minimum standards for insurance required to perform the work or services provided in the Lane Memorial Library:

#### General Coverage

To be eligible to be awarded the contract to perform the work required under this bid, each bidder must submit a current certificate of insurance for General Liability; Automobile Liability; Excess Liability; Property Liability (All risk including Theft & Fire) from a company licensed to issue such insurance in the State of New Hampshire in the following amounts which shall be maintained during the life of the contract (excess or umbrella coverage may satisfy requirements).

Each Occurrence     \$1,000,000.00  
General Aggregate     \$2,000,000.00

#### Workers' Compensation

To be eligible to be awarded the contract to perform the work required under this bid, each bidder must submit a current certification of Workers' Compensation Insurance in accordance with the provisions of New Hampshire Law from a company licensed to issue such insurance in the State of New Hampshire in the following amounts which shall be maintained during the life of the contract (excess or umbrella coverage may satisfy requirements).

Coverage A     Statutory  
Coverage B     \$1,000,000.00

#### Subcontractor Insurance

In case of any such work sublet, the successful bidder shall require any subcontractor under the awarded contract to provide the same General Coverage Insurance and Workers' Compensation Insurance as described above for all of the sub-contractor's employees that are to be engaged in such work, unless such employees are covered by the protection afforded by the contractor's Workers' Compensation Insurance.

In case any class of employees engaged in hazardous work under the awarded contract is not protected under the Workers' Compensation statute, the successful bidder shall provide or shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of his employees who are not otherwise protected.

#### Cancellation of Insurance

The cancellation of any insurance held by the successful bidder and any subcontractor under the awarded contract will automatically cancel any contract or bid. Each insurance policy shall contain a

provision that the certificates of insurance shall not be altered or cancelled except with 10 days written notice to the Lane Memorial Library.

#### SUBCONTRACTORS

All subcontractors used by the successful bidder must comply with all of the requirements of the bid and contract requirements as contained herein. Satisfactory proof or compliance of the specifications of the bid and contract requirements must be furnished to the Library prior to any subcontractor performing any work under the awarded contract.

#### LAWS, PERMITS AND LICENSING

It is the successful bidder's responsibility to adhere to and comply with all federal, state and local laws, regulations, and codes as well to all standards and practices relating to the work being performed and/or services or products delivered. In addition, it is the successful bidder's responsibility to procure and keep in effect any and all licenses, permits, notifications or other regulatory requirements relating to the work to be performed and/or services or products delivered.

#### INDEMNIFICATION

In accepting the awarded contract, the successful bidder agrees to hold harmless and indemnify the Lane Memorial Library and its officers, agents, and employees from any liability arising from the work to be performed and/or services or products delivered.

#### PURCHASING POLICY APPLIES

The Lane Memorial Library's Purchasing Policy and Purchase Procedures apply to any bids received hereunder.

#### TERMINATION

The Lane Memorial Library acting through the Library Director and the Board of Trustees retains the right under this contract to terminate work and/or services or products delivered and dismiss the successful bidder for non-performance with five (5) working days notice. Additionally, upon such termination the Lane Memorial Library acting through the Library Director and the Board of Trustees reserves the right to award the contract to another bidder for completion of work and/or services or products delivered under this bid. All disputes shall be decided under the laws of the State of New Hampshire.

LANE MEMORIAL LIBRARY  
BID FORM

2017 CHILDREN'S ROOM WINDOWS

Library Director  
2 Academy Avenue  
Hampton, NH 03842

The attached bid has specified in figures and words the total cost as specified in the written bid specifications and scope of work attached hereto and made a part hereof. All words and figures shall be written in ink. In case of a discrepancy between the words and the figures, the written word shall govern.

In accordance with the specifications, the undersigned hereby submits the following bid. Bid items shall include the price of all equipment, materials, labor, tools, mobilization, and insurances associated with the specifications.

The undersigned is submitting this Bid without collusion with any other individual or corporation.

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

City, State and Zip Code of Bidder \_\_\_\_\_

Business Telephone of Bidder \_\_\_\_\_

Business Fax Telephone Number of Bidder \_\_\_\_\_

E-Mail Address of Bidder \_\_\_\_\_

Bidders Website Address \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

Date \_\_\_\_\_

By signing above you are attesting that you are duly authorized by law to commit the individual, association, partnership, company or corporation to the terms of the bid and resulting contract attached hereto.

Once submitted, all bids submitted shall be held firm and not withdrawn for 90 days from bid opening.