

## INVITATION TO BID

### Emergency Backup Generator Installation

The Town of Northwood is requesting bids for the installation of an Emergency Backup Generator at Northwood Elementary School.

Copies of the Bid Package and Project Specifications may be obtained in person at the Town Administrator's Office, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261 during the hours of 9:00 a.m. to 4:00 p.m. or on the Town's website [www.northwoodnh.org](http://www.northwoodnh.org).

One (1) original bid must be submitted in a sealed envelope clearly labeled "EMERGENCY BACKUP GENERATOR" must be submitted no later than 2:00 p.m. on Monday August 21, 2023. bids will be publicly opened and read aloud at the Select Board's meeting on August 22, 2023 at 6:30pm. No faxed or unsealed bids will be considered. Bids may be submitted by mail, courier service, or in person addressed to:

Town of Northwood  
Attention Town Administrator's Office  
818 1<sup>st</sup> NH Turnpike  
Northwood, NH 03261

A pre-bid site visit will be held on August 7<sup>th</sup> at 10:00am at Northwood Elementary School. All technical questions shall be in writing and sent via email.

Bidders shall provide the "Lead Time" for all equipment in order to evaluate bidder and their respective timeline of construction. 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.

The Town of Northwood 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 Northwood.

Walter Johnson  
Town Administrator  
Northwood, NH

# EMERGENCY BACKUP GENERATOR INSTALLATION

## STANDARD INSTRUCTIONS TO BIDDERS

### Part 1. Project

The Town of Northwood is requesting bids for the installation of an Emergency Backup Generator at the Northwood Elementary School, 511 1<sup>st</sup> NH Turnpike.

### Part 2. Scope and Specifications

- 2.1 Installation of new Emergency Backup Generator and all associated equipment to provide automatic backup power, which will enable the Northwood Elementary to operate at modified capacity.
- 2.2 General equipment details
- Provide one (1) new 150KW, LP, Kohler (or equivalent) #KG150, 120/208V, three-phase Generator with one 600A Line Breaker, block heater, Sound Enclosure, emergency stop button (EPO Button), battery and battery charger.
  - Provide precast Generator Pad.
  - Provide one (1) new 1200A, 120/208V, NEMA 3R Service Rated Disconnect adjacent to Utility transformer for rework and inter-connect of new Generator and Transfer Switch. Includes associated conduits / wiring, structural support, and hardware for equipment.
  - Provide delivery, off-loading, crane and rigging to set precast Generator pad and new Generator.
  - Provide one (1) new 1200A, 3R, Kohler #KSS-ACTC-1200-S Automatic Transfer Switch (ATS) or equivalent.
  - Provide branch circuit conduit/wiring for Generator Battery Charger and Generator Block Heater from existing Power Panel to new Generator. Includes new breakers at existing Power Panel as required.
  - Provide one (1) Generator Annunciator Panel with associated conduits and wiring. Location for this unit to be confirmed by owner.
  - Includes site work for Generator Pad, trenching, backfill and finish grade.
  - Provide Kohler Tech or other for required start-up, testing commissioning and owner training.
  - Propane and propane connections by others. (No alternative fuel options)
  - Work to be performed during normal work hours.
  - Utility fees, if required, by others.
  - Warranty on all parts and labor.

### 2.3 Installation details

1. All required permitting and inspections (local permits and inspections at no charge)
2. Required site work to include concrete pad and any trenching necessary for electrical conduit
3. Customer orientation and manufacturer's guarantee startup testing
4. Any post installation details to include but not limited to finish sheetrock, fire stopping or other finishing details that would complete the necessary code obligations. Customer will provide cosmetic finish (paint).

2.4 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 Northwood Elementary School's representative.

2.5 The Contractor shall confine work area to the part of the site where installation work is 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 Administrator or designee.

2.6 A detailed work site schedule will need to be completed with the Northwood Elementary Facility Director as the school will be open during construction.

2.7 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 Administrator before work is done.

2.8 The Contractor shall submit samples of all materials to be used for approval prior to beginning the work.

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

2.10 Schedule of values: Bidder to provide a schedule of values and proposed payment schedule. The Town of Northwood 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.

2.11 The Contractor receiving the bid shall provide a lead-time on equipment in order to discuss a time mutually agreed upon by the Town and the Contractor to commence work. The work shall be completed within sixty (60) days of the bid awarded unless otherwise agreed upon by both the Contractor and the Town of Northwood.

2.12 The Contractor shall provide a two (2) year parts and labor warranty on the systems and

components installed. The start of the warranty shall be upon the date the manufacturer's warranty testing is completed.

- 2.13 The Contractor receiving the bid shall be responsible for all permitting requirements. Town permits and inspections are required at no cost to the contractor

### Part 3. Bid Submission Instructions

- 3.1 One (1) original bid must be submitted in a sealed envelope clearly labeled "EMERGENCY BACKUP GENERATOR" must be submitted no later than 2:00 p.m. on Monday, August 21, 2023, bids will be publicly opened and read aloud on Tuesday, August 22, 2023 at 6:30pm during the Selectmen's meeting. No faxed or unsealed bids will be considered. Bids may be submitted by mail, courier service, or in person addressed to:

Town Administrator  
Town of Northwood  
818 1<sup>st</sup>. NH Turnpike  
Northwood, NH 03261

- 3.2 In the case of mailed or third-person delivery, the outer envelope must be clearly labeled "Emergency Backup Generator" 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 initiated 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.

### 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 pre bid site visit will be held at the Northwood Elementary School 511 1<sup>st</sup>. NH Turnpike on Monday August 7<sup>th</sup>, 2023, at 10:00am. All technical questions shall be in writing and sent via email.

#### 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 Northwood.

#### Section 7. Insurance

- 7.1 The bidder awarded this bid must provide a current Certificate of Insurance to the Town Administrator'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 Northwood, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261 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 Administrator, Town of Northwood, 818 1<sup>st</sup>. NH Turnpike, Northwood, NH 03261

#### Section 8. Awarding of the Bid

- 8.1 The Town of Northwood 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 Northwood.

Section 11. Tax Exemptions

- 11.1 The Town of Northwood 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.



**EMERGENCY BACKUP GENERATOR INSTALLATION**

**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 install an Emergency Backup Generator.

BID:

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

The estimated date the project will commence (near or on the week of \_\_\_\_\_, \_\_\_\_\_, 2023)

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.

Witness: \_\_\_\_\_ Firm: \_\_\_\_\_

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

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

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