



REQUEST FOR PROPOSALS

FOR

Installation of Emergency Generator

At

River Valley Community College

Issued by the

Community College System of New Hampshire

RFP #RVC25-01

Date of Issue: July 31, 2024

Proposals must be received no later than
2:00 PM on August 16, 2024

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for River Valley Community College (RVCC), a component college of the Community College System of New Hampshire (CCSNH) for the installation of an emergency back-up generator located at their Claremont, NH campus.

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must be duly registered to conduct business in the State of New Hampshire.

CONTRACT TERM:

The term of any resulting contract shall end on or before October 30, 2024

River Valley Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

SCHEDULE OF KEY EVENTS:

Issue of Request for Proposal	Wednesday, July 31, 2024
Proposal Due Date & Time	Friday, August 16, 2024 @ 2:00 P.M.
Award and Notification to Successful Contractor, no later than	Friday, August 23, 2024
Contract Date & Commencement of Services	Friday, August 30, 2024

PAYMENT AND COMPENSATION:

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by River Valley Community College.

SCOPE OF SERVICES:

CCSNH is requesting proposals from qualified contractors for the installation of an emergency back-up generator already owned by RVCC. In the event of a power outage, the generator will power the main building of RVCC's Claremont, NH campus located at 1 College Place, Claremont, NH 03743. The building is approximately 80,000 square feet and uses roughly 43,000 KWH of electricity per month. Additional electricity usage information is available upon request.

Generator specifications:

Cummins Diesel Generator
Model No: 200DSHAC-6495
Phase: 3-phase
Rated Power Output: 200 kW
Voltage: 480V
Year built: 2017
Engine Hours: 215 out of 6,000 engine hour life

Work within this request for proposal (RFP) shall include the following:

- Produce drawings and design plans that will be used for permitting by state and/or local municipality
- Perform audit of electrical usage to verify generator can be used to power entire building in the event of an outage
- Coordinate rigging of pre-cast concrete slab from current location in parking lot to preferred

- location near the main building
- Coordinate rigging of generator from current location in parking lot onto concrete pad near the main building
- Dig trench for electrical conduit from generator to building
- Supply all necessary parts and labor to install emergency generator hookup with automatic transfer switch to main building
- Supply all necessary parts and labor to install generator to emergency generator hookup

Notes:

- Process of acquiring permits will be handled internally by CCSNH staff. Contractor is only responsible for producing drawings & plans.
- If it is determined that generator cannot power entire building, it must be installed to power phones, network, sprinkler system, fire panel, boilers and circulation pumps
- Starting and running generator is out of the scope of this RFP and will be done by a specialized diesel mechanic after electrical installation is complete

SITE VISITATION:

Site visitation is a mandatory requirement for bid submission to ensure bidder has fully inspected the site and is familiar with the conditions and requirements of these specifications. Bidders are responsible for having ascertained pertinent local conditions, such as equipment, locations, accessibility, general character of the site and knowledge of conditions affecting the work.

Site visitations will be scheduled on a first-come, first-served basis by contacting Sean Fitzpatrick at sfitzpatrick@ccsnh.edu or 781-572-1076.

ADDITIONAL INFORMATION:

River Valley Community College reserves the right to make a written request for additional information from a bidder to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All unused material brought on site by the successful bidder must be removed by the bidder.

All local, state, and federal regulations are to be followed. Any fines assessed to CCSNH or Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a Form Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State.

Workers' compensation requirements as outlined in the Form Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at River Valley Community College, providing the following information for each person:

Name

Employer's Company Name

River Valley Community College reserves the right to request a criminal background check on any employee of Contractor. River Valley Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap laws, regulations, and orders, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a Form Contract for Services is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of CCSNH and River Valley Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the CCSNH, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the River Valley Community College.

The certificates are required to name Community College System of New Hampshire and River Valley Community College as additional insureds.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, River Valley Community College will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on **Friday, August 16, 2024 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to Sean Fitzpatrick, sfitzpatrick@ccsnh.edu. Receipt confirmation will be sent within 24 hours.

Bid responses must include the following:

- Completed Exhibit A – Bid Summary Form
- Detailed proposal on bidder's letterhead
- Bidder's W9
- Bidder's Certificate of Insurance

AWARD:

The contract will be awarded to the bidder whose proposal best meets the criteria listed in the above scope of work and provides the greatest overall value to RVCC.

River Valley Community College reserves the right to accept or reject any or all the proposals.

River Valley Community College reserves the right to waive all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

EXHIBIT A

PROJECT: RVC-25-01 Installation of Emergency Generator

COLLEGE NAME: River Valley Community College

BID SUMMARY FORM

Company Name: _____

Address: _____

Telephone Number: _____

Email: _____

Labor cost to perform services: \$ _____

Equipment/supply cost to perform services: \$ _____

Project Total \$ _____

Signature: _____

Printed Name: _____

Date: _____

Acknowledging Inclusion of Addendum:

Signature: _____

Printed Name: _____

Date: _____

This bid must be signed by a person authorized to legally bind the contractor.