Request for Proposal

Project Name:
Building Automation System Enhancements

Project Location:
Plaistow Public Library
85 Main Street
Plaistow, NH 03865

Prepared by:
Advantage Engineering, PC
19 Technology Way
Nashua, NH 03060

Date:
November 24, 2014
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1.0 Preface and Introduction:

Plaistow Public Library (herein referred to as “Library” or “Owner”) is seeking qualified building automation controls contractors (herein referred to as “the Contractor”) to provide proposals for upgrading the Library’s existing building automation system (BAS). The purpose of this project multifold, as follows:

1.) Improve thermal comfort conditions in the Library building at-large while minimizing the thermal fuel and electric energy required to do so.

2.) Provide a user-friendly BAS that, with proper training, the Library will use to manage the building HVAC systems.

3.) Restore reliable operations to building systems.

Qualified firms will have experience in direct-digital controlled (DDC) building automation systems, BAS integration, project management, and construction coordination. If not available from their in-house staffing, the qualified contractor will have a network of highly qualified subcontractors who can be called upon to provide a range of services as needed. Project management and coordination is critical to the success of this project. A detailed schedule will be required and will be approved by the Library before the start of the project. Any possible disruptions to the Library’s normal business operations will require advance notifications.

The Library will not pay or reimburse any costs incurred in the preparation, printing or presentation of proposals. This Request for Proposal does not create any contractual relationship between the Library and any party. The Library reserves the right to cancel this RFP, in whole or in part, at any time, for any reason.

The RFP, including the Specifications, Drawings and Library requirements, may be obtained online at http://plaistowlibrary.com/plaistow/workwithus.asp/, or at the Plaistow Public Library, 85 Main St., Plaistow, NH 03865.

Mandatory Pre-Proposal Meeting & Walkthrough: December 4, 2014 at 11 a.m.
Submission Deadline: December 17, 2014 at 5 p.m.

Contact Person: Mr. Cab Vinton, Library Director
85 Main St., Plaistow, NH 03865
Phone: 603-382-6011
Email: director@plaistowlibrary.com
2.0 Project Time Frame / Schedule

The schedule for the Request for Proposal is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>Monday, November 24, 2014</td>
</tr>
<tr>
<td>Deadline for Site Visit Registration</td>
<td>Wednesday, December 3, 2014</td>
</tr>
<tr>
<td>Site Visit &amp; Scope Walk-Through</td>
<td>Thursday, December 4, 2014 – 11:00 am</td>
</tr>
<tr>
<td>Deadline for Submission of Questions</td>
<td>Wednesday, December 10, 2014 – 8:00 am</td>
</tr>
<tr>
<td>Addenda Released to All Contractors</td>
<td>Monday, December 15, 2014 – 8:00 am</td>
</tr>
<tr>
<td>Proposal Submission Due</td>
<td>Wednesday, December 17, 2014 – 2:00 pm</td>
</tr>
<tr>
<td>Discussion/ Oral Presentation/ Pre-Selection Negotiation Period</td>
<td>No later than Monday, December 29, 2014</td>
</tr>
<tr>
<td>Award Notification Date</td>
<td>No later than Wednesday, December 31, 2014</td>
</tr>
<tr>
<td>Start of Construction</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>To Be Determined</td>
</tr>
</tbody>
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3.0 Facility Description:

The Library is a two story, 14,000 sf building consisting of open library space, offices, conference rooms, and an employee break room. Two indoor, central station air handlers serve the building. Each air handling unit is equipped with a direct expansion cooling coil and a hot water heating coil. Direct expansion refrigeration condensing units are located on the roof above each air handling unit. The air handling units also provide fresh air to the building.

AHU-1 is a variable-air-volume (VAV) system equipped with variable-frequency drives (VFDs) for the supply and return fans. AHU-1 serves (20) VAV terminals located throughout the building for zone temperature control. Each of the (20) VAV terminals is equipped with a hot water reheat coil. AHU-2 is a constant volume system dedicated to Mary Nelson Meeting Room. Four inline exhaust fans and one roof-mounted exhaust fan serve general and toilet exhaust requirements.

Hydronic hot water is provided by a natural gas fired boiler located in Level 1 Mechanical Room. Two inline hydronic hot water pumps serve all heating hot water elements, including reheat coils, AHU heating coils, and fin-tube perimeter radiation, in a primary/standby operation.

The existing BAS is a direct digital-control (DDC) Invensys system. The BAS currently controls the above mentioned HVAC equipment, including sequencing, scheduling, set-points, and alarms. Access to the BAS is accomplished through the front end computer via a proprietary, text-based user interface without graphics.

4.0 Requested Services / Requirements:

4.1 Contractor’s Response Requirements:
4.1.1 Provide a description of technical approach to support BAS enhancements. Library will require a thorough review of existing conditions, new upgrades and any code-required upgrades.

4.1.2 BAS upgrades shall include the addition of a new front-end workstation, complete with (1) full BAS software license, new field controllers (as required), routers, bridges, and switches. Include dynamic graphics for all HVAC equipment and VAV temperature control zones. It is the intent of this project to interface as much of the existing BAS infrastructure as possible - including actuators, sensors, control wiring, and controllers - with the new BAS front-end. Hence, all proposed hardware and software must be fully capable of interfacing with existing systems. Alternative proposals will be considered and evaluated to the extent that significant advantages can be demonstrated with respect to the Selection Criteria identified under Section 12.1.1 through 12.1.4.

4.1.3 BAS shall be BACnet compatible (comply with ASHRAE 135). BAS interface shall be capable of being viewed and manipulated remotely and securely by means of an internet browser (Internet Explorer or equal). All points of the user interface shall be accessible through standard PCs that do not require the purchase of any special software from the ATC manufacturer for off-site monitoring and management.

4.1.4 BAS shall be fault-tolerant in the event of hardware or software failure, with defined procedures for system backup and restoration.

4.1.5 All materials required for this work shall be of the latest proven technology, new and in original containers.

4.1.6 Proposed points lists for typical VAV controllers, air handlers, exhaust fans, and heating hot water systems

4.1.7 A list of information and assistance needed from Library.

4.1.8 Itemized project budget for design/build services to support BAS enhancements (see Section 8.0, Fee Structure).

4.1.9 Estimated timeline for work to be completed, including timeline for milestones.

4.1.10 Anticipated impacts of the project on the building’s existing structural, electrical, fire protection, and security systems.

4.1.11 Support of functional performance testing affected by BAS upgrades (performed by Owner-procured retro-commissioning firm). The following shall be included as part of this support:
   a. Field personnel with specific knowledge of upgraded BAS to allow testing of systems and sequences.
   b. Support of re-testing for previously failed tests.
c. Timely correction of issues identified in retro-commissioning issues log.

4.1.12 Support of comprehensive testing, adjusting & balancing (TAB) of upgraded systems. BAS hardware, software, and field personnel support of TAB efforts shall be included in the Contractor’s proposal.

4.1.13 Alternate pricing for installation of variable frequency drives (VFD) and system differential pressure sensor to control existing heating hot water pumps.

4.1.14 Municipal building permit costs and any professional services required to obtain required permits.

4.1.15 Owner training, including demonstration of fully functional BAS. Proposal shall include the quantity of proposed training sessions and the durations of those sessions. Provide written instructions for specific BAS manipulations at the request of Library.

4.1.16 Provide project close-out documents including O&M manuals, manufacturers’ warranties, maintenance instructions, and maintenance schedules for all equipment. Manuals will specifically include all operation sequences and tasks required for start-up, operation and shut-down of building mechanical systems. O&M Manuals shall be provided in the form of (2) hard copies and (1) electronic copy.

4.2 Minimum Required Pre-Construction Services:

- Scope review
- Review of existing conditions, including:
  - Review of original construction documents furnished by Library.
  - Field verification and investigation to determine actual BAS and other HVAC control existing conditions.
- Contractor shall provide for the Library’s review and comment proposed BAS design plans, sequences of operation, sample BAS graphics screenshots, and equipment submittals.
- Permit
  - Once the design is approved by Library a set of construction documents shall be submitted for review and permitting. No work shall start until permit is in hand and posted, or notification that one is not needed by the respective municipal authorities.
- Schedule
  - A proposed implementation schedule agreed upon by the Contractor and Library.
  - The schedule shall include both standard and premium time work.

4.3 Construction Services:

- Administration of construction
o Contractor shall assign a single Project Manager for the entire duration of the project.

- Written weekly project progress reports reviewed during each weekly project meeting.
- Demolition & clean-up
  o On a daily basis, the work done should be only to the areas scheduled so as not to interrupt occupants, leaving the space protected and safe each day.
  o Off-site disposal of all construction debris and obsoleted materials not wanted by Library. Hazardous wastes shall be disposed of in conformance with all State, Federal and Municipal rules and regulations.
  o The Contractor shall clean-up the site after each day of work, and shall maintain a clean, orderly site during working hours to minimize disruption to Library staff and users.
- Support of functional performance testing by Library-procured retro-commissioning firm
- Support of comprehensive testing, adjusting and balancing.

4.4 Project Closeout:

- As-Built Drawings
  o Provide complete as-built BAS drawings.
  o All editable electronic drawings and sequences (Microsoft Word, Excel, Visio, and AutoCAD) associated with the project shall be transmitted to the Library as an electronic archive of the project.
- Punch Lists/ Retro-Commissioning Issues Log
  o Contractor shall create, monitor, and complete all punch list items for review and approval by Library before final payment.
  o Contractor shall correct all retro-commissioning issues log items before final payment.
- Permits
  o Reconcile and close all permits.
- Submissions
  o Provide a signed Library Unconditional Lien Release and Waiver of Liens before final payment is made.
- O&M
  o Names, addresses and 24-hour telephone numbers of installing contractors and service representatives for equipment and control systems.
  o Provide (3) copies of all O&M manuals, literature, and documents for all products installed.
  o Provide documents describing recommended preventative maintenance methods, procedures and schedules.
  o Provide all License, Guarantee & Warrantee information.
- Final Clean-Up
  o Restore all work areas to their original or better conditions.
  o Replace or repair to Library’s satisfaction any building components, infrastructure and/ or systems damaged during the work.
4.5 Scope Changes:

4.5.1 Elimination / Reduction of Scope: Library reserves the right to remove from the project scope any portion or portions of this project at will. The Contractor shall respond with fair and reasonable project cost reductions.

4.5.2 Additional Services / Increase of Scope: In the event that additional services are required, the Contractor shall set forth the manner, hourly rates, and unit prices for the components of the subject additional services. On a per instance basis, for requests originated by Library, the Contractor shall prepare a written estimate based on knowledge of the specific request at hand. The Contractor shall also provide a "not to exceed" amount. Contractor shall NOT commence work for any additional services, where compensation is required, prior to receipt of the Library’s written approval and acceptance of Contractor’s written estimate for additional services. Library shall not be responsible for fees or invoices accrued on unapproved and unaccepted additional services.

4.6 Scheduling / Coordination:

4.6.1 All work significantly affecting Library operations, including excessive noise, will occur outside normal Library hours (Mon-Thur, 9 to 7:30 pm; Fri, 9 to 5 pm; Sat, 9 to 1 pm). Plans for disruptive and noisy work shall be reviewed at weekly project meetings and approved by Library before such work is begun.

4.6.2 Contractor shall coordinate with and gain prior approval from the Library’s designated representative for utility, safety and equipment shutdowns.

4.6.3 Any work scheduled for off-hours is to be scheduled a minimum (7) days in advance with Library approval.

5.0 Qualifications & References:

5.1 Company Profile: Contractor shall provide a Company Profile, including a list of key personnel and persons who will implement the key services identified in this RFP (Appendix A).

5.2 References: Contractor shall submit references, list of clients and list of similar projects completed within the past four years, along with contact names, addresses, and telephone numbers that may be pertinent for each listing (Appendix A).

5.3 Financial Qualifications: Financial statements are not expected as part of contractors' proposal packages. However, prior to selection, the Library may require credit reports and letters from bank and/ or suppliers. Any financial statements delivered are considered confidential by the Library and will be destroyed when they are no longer needed.

6.0 Subcontracting:
6.1 **References:** Subcontractors to the BAS Contractor for this project shall be identified at the time of the original proposal (Appendix A). Library may request references and/or qualifications for certain subcontractors and reserves the right to approve or refuse all subcontractors.

7.0 **Pre-Bid Meeting & Walkthrough:**

7.1 **Mandatory Site Visit:** Contractor is required to visit and view the building and existing conditions at the specified time and date listed here. A representative from Library is required and will act as an escort. No site visits are allowed without prior notification. **Confirmation for the site visit must be made prior to Wednesday, December 3, 2014 by phone (603-382-6011) or email, director@plaistowlibrary.com.** The site walk-through will be held for all contractors Thursday, December 4, 2014, 11:00 am at Plaistow Public Library. **No admission after 11:15 a.m.** Attendance at the conference will be evidenced by the representative’s signature on the attendance roster. Contractors may schedule additional site visits at their discretion.

7.2 **Oral Representations:** The Library will make a written note of all inquiries and points of contention raised by the prospective contractors. Clarification may be provided so long as the scope of services requested is not materially altered. All material clarifications or change of any provision or specification of the RFP shall be made only be in writing as an Addendum, provided in accordance with the terms of **Section 10.0** below. No other oral representation made during the walkthrough shall be binding on the Library.

8.0 **Fee Structure:**

8.1 **Disclosure of Unit Prices:** Please provide a structured chart illustrating the key rates of your unit prices (straight time and overtime). Use **Appendix C** for this purpose.

8.2 **Fee Structure**

8.2.1 **Contract Sum:** The Contract Sum for these Construction Services shall be based on a *lump sum*. Respondents will assume responsibility for all costs not stated in their proposals. The Fee for basic services described herein and in the Contract Documents shall be paid in monthly installments based upon percentage completion basis as further described in the Contract Documents. **AIA requisition forms** are to be used for this payment process. Drawings required for clarifications to the construction documents or illustrations required by the Library will be considered part of the Contractor’s original scope. The Contractor will also include for the Library a detailed estimated line item for any subcontracting engineers he proposes to use for this project as part of the lump sum fee.

8.2.2 **Additional Services / Scope Changes:** In the event that Additional Services are required, the Contractor should set forth the manner and rates
upon which such Additional Services would be billed. Refer to Section 8.1, Disclosure of Unit Prices.

8.2.3 **Alternate Pricing:** Provide alternate pricing for installation of variable frequency drives (VFDs) to control existing 5 HP/208 volt/3 phase heating hot water system pumps. Speed control shall be determined via system differential pressure sensor (installed as part of this alternate). Modify 3-way bypass piping at central station air handling units as required to accomplish new variable speed control.

8.2.4 **Reimbursables:** Expenses incurred by the Contractor in conjunction with this project should be included as part of the general conditions and be part of the lump sum contract.

8.3 **Proposal Breakdown:** Library requires that the lump sum services be separated in the Contractor’s response by section. Use Appendix B (Cost Proposal), or the equivalent, for this purpose. Please indicate how much of your total lump sum bid is related to each section of this project, as follows:

- BAS upgrades, including hardware, software, materials, labor and Owner training.
- Support of retro-commissioning and testing, adjusting & balancing activities.
- Alternate pricing for installing VFDs and system differential pressure sensors to control existing heating hot water system pumps.

8.4 **Alternative Proposals:** Contractors are encouraged to offer alternative Proposals; in which case each Proposal will be evaluated by the Library as a separate option. Alternative proposals must be clearly marked as such and meet all the requirements of this RFP.

8.5 **Termination of Contract:** Library reserves the right to terminate the Contract without cause at any time during the project at no cost. The Library will make every effort to give reasonable notice to the Contractor. Upon receipt of such written Notice of Termination, the Contractor shall notify all of their subcontractors and employees to cease work on the Project. The Contractor shall transmit to the Library an invoice for the cost of all unpaid work through the date of the Notice of Termination. Plaistow Public Library will not be held liable for any costs incurred after such Notice of Termination.

8.6 **Costs / Limitations:**

8.6.1 Costs of preparing a Proposal are solely the responsibility of the Proposer. Library will not reimburse Proposers for the cost of Proposal preparation.

8.6.2 This RFP does not commit Library to procure or contract for work.

9.0 **Owner-Supplied Information:**

9.1 **Original Mechanical Design Drawings:** Owner will make available to the Contractor, upon request, original mechanical design drawings and other available
information relative to the existing site for the purpose of integration and coordination. All documents will be provided “For Information Use Only”. Library has not determined the accuracy or completeness of such information, and all such information is made available without any representation or warranty whatsoever as to its accuracy, completeness or relevancy. Any and all such information shall be field verified by the Contractor.

9.2 Occupied / Unoccupied scheduling information for BAS programming.

10.0 Communication / Clarifications:

10.1 Meaning of RFP: Any Contractor in doubt as to the true meaning of any part of the RFP, or finding any discrepancies or omissions, shall request interpretation or corrections from the Library on or before Wednesday, December 10 at 8 am. Failure to mention specific items or devices under Requested Services/ Requirements, Section 4.0 above, does not relieve the Contractor of the responsibility for including items or devices as may be necessary to comply with the intent of this RFP.

10.2 Form of Questions: All questions concerning this Request for Proposal should be emailed to Cab Vinton at director@plaistowlibrary.com. In order to maintain consistency of information and response, no other person will receive or respond to questions. Each request must provide clear reference to the Section, Item and page(s) in question. The Library will acknowledge receipt of each request by email.

10.3 Requests for Exceptions from Terms and Conditions: Contractors must submit all exceptions to presented Terms and Conditions requests in writing with an explanation as to why the Contractor cannot accept the Library’s provision and what alternative language the Contractor proposes.

10.4 Library Response: The Library will provide an official written answer to all questions and requests received by the deadline in Section 10.1. Answers will be posted as RFP Addenda to a page on the Library’s website, http://plaistowlibrary.com/plaistow/workwithus.asp/, and copied to the email address of record for each Contractor, no later than Monday, December 15 at 8:00 am. Any other form of interpretation, correction, or change to this RFP will not be binding.

10.5 Addenda Incorporation: All such Addenda are incorporated by reference in this RFP, and Contractors are responsible for being familiar with their contents in drafting a response to this RFP.

10.6 Time Extension: The Library may at its sole discretion extend the deadline for Proposal submission following the release of an Addendum.

10.7 Understanding of Specifications and Requirements: By submitting a response to this RFP, Contractor agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

11.0 Proposal Submission:
11.1 **Submission**: Please provide **three (3)** printed copies of proposal for review by Library, and one (1) electronic copy via email, signed and dated by a duly authorized officer of the company.

11.2 **Date of Submission**: Proposals are due at Library Director's Office **no later than 2:00 pm on Wednesday, December 17, 2014**. Consideration of late proposals will be at Library’s discretion.

11.3 **Owner’s Contact Information**: Completed duplicate RFP proposals shall be delivered to:

Plaistow Public Library  
Attn: Mr. Cab Vinton, Library Director  
85 Main Street  
Plaistow, NH 03865  
Email: director@plaistowlibrary.com  
Phone: (603) 382-6011

11.4 **Proposal Modification**: Contractors may submit modifications based on any ensuing adjustments to their proposal up to the Proposal Submission deadline.

11.5 **Communication / Clarifications**: After receipt of all proposals and prior to Selection, the Library may initiate discussions with one or more contractors should clarification be necessary or to ensure that proposals are fully compliant with the requirements of the RFP. Contractors may be required to make an oral presentation and/ or product demonstration to clarify their RFP response.

**12.0 Selection Process:**

12.1 **Selection Criteria**: The project award shall be based upon the Library’s review of the responses to this Request for Proposal. Proposals will be evaluated and award will be made on the basis of the following:

12.1.1 Alignment of proposal with library RFP objectives  
12.1.2 Long-term viability and cost-effectiveness of proposed technology  
12.1.3 Reliance on open architectures and industry standards  
12.1.4 Ease of use of proposed technology for library staff  
12.1.5 Initial cost  
12.1.6 Compatibility of proposed technology to library’s existing infrastructure  
12.1.7 Ability to complete proposed work quickly and safely to a high standard  
12.1.8 References/ experience in design and construction of similar projects  
12.1.9 Qualifications and experience  
12.1.10 Company location, organization  
12.1.11 Business relationship with manufacturer  
12.1.12 Post-construction service and technical support capabilities  
12.1.13 Completeness and clarity of RFP response
12.2 **Right of Refusal:** Library reserves the right to reject any and all proposals, including the lowest price proposal, if that is deemed to be in the Library’s best interest.

12.3 **Negotiation of Contract:** Library reserves the right to negotiate with one or more Contractors for a contract upon terms deemed most advantageous to the Library.

### 13.0 Additional Requirements

13.1 **Contract(s):** Upon award, it is expected that the winning Contractor will execute a written agreement (“contract”) for the services to be provided utilizing a standard type industry form of agreement (AIA or equal). The contract shall be based on the services described in this Request for Proposal (RFP) and referencing the winning Contractor’s response to this RFP. All work shall be performed pursuant to the terms and conditions of the contract.

13.2 **Ownership of Drawings:** Any and all plans, specifications, layouts, design schemes, and any and all other documentation created by the Contractor and subcontractors pursuant to the terms of this Request for Proposal, the Response and any executed design or construction agreement shall become the property of Plaistow Public Library upon receipt of payment therefore.

13.3 **Warranty:** The Contractor shall warrant the system for eighteen (18) months after system acceptance and beneficial use by the Owner. During the warranty period the Contractor shall provide all services, materials and equipment necessary for the successful operation of the entire BAS system as required to provide a complete and workable system consistent with the letter and intent of the sequence of operation section of the specification (Section 4.1.16).

13.4 **Insurance:** Certificates of Insurance are required prior to contract execution and shall be provided on forms and endorsements approved for use in the State of New Hampshire by the Department of Insurance and issued by insurers licensed in New Hampshire. The Contractor shall procure and maintain for the duration of the contract the following insurance coverages, with the Library named as insured or additional insured:

- 1. General Liability: $1,000,000 per occurrence and $2,000,000 aggregate.
- 2. Automotive Liability: Provided for all owned, non-owned and hired vehicles used in performance of services. Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 3. Workers’ Compensation: The statutory requirements of RSA Ch. 281 must be met.
- 4. Professional Liability: Professional liability insurance with limits of not less than $1,000,000 per claim if Contractor will provide services that are customarily subject to this type of coverage.
13.5 **Indemnity for Acts or Omissions in Connection with Performance of Services:**
The Contractor shall bear all loss, expense (including reasonable attorney’s fees) and damage in connection with, and shall indemnify the Owner against and save the Owner harmless from, all claims, demands, and judgments made or recovered against the Owner because of personal injuries, including death at any time resulting therefrom, and/or because of damage to property from any cause whatsoever, arising out of any negligent act or omission of the Contractor or any of his subcontractors or consultants or his or their employees, servants or agents, made or omitted in connection with the performance of services herein.

14.0 **RFP Requirements Checklist:**
The following items must be included in the RFP response package by Proposal Submission deadline unless otherwise specified. Failure to provide information as requested may disqualify the proposal.

- Print copies and electronic version of the Proposal
- Company Profile & References – Appendix A
- Cost Proposal – Appendix B
- Standard Rate Sheet for Additional Services – Appendix C
- Proof of Insurance, no later than December 29, 2014
APPENDIX A ~ PLAISTOW PUBLIC LIBRARY

COMPANY PROFILE & REFERENCES

Qualification: Contractor must have the capability and capacity in all respects to satisfy fully all of the Project requirements. Please provide the following information, ensuring that all sheets identify your company as the source and are initialed and dated.

1. **Business Name, CEO/Owner, Address, & Telephone Number**

2. **Project Manager**
   
   Provide Name, Email Address, Work Phone Number, & Cell Number

3. **Number of Full-Time Employees**

4. **Year Organized & Length of time CEO/Owner has been in business providing this type of service**

5. **Firm History:** If formerly in business under another name, supply details.

6. **Firm Expertise:** List the categories of work your firm performs with its own forces.

7. **Key Personnel:** Attach a list of key personnel involved with this project, including applicable licenses.

8. **Subcontractors:** Attach a list of subcontractors for this project, including firm name, town, contact person, and type of work to be performed.

9. **Similar Work:** Attach a list of projects most similar to this one completed within the past four (4) years, including for each the firm name, contact person, phone number, project description, completion date, and contract amount.

10. **Legal History:** Has this firm ever defaulted on a contract or been debarred by any public agency (municipal, county, state or federal) Has this firm, or any of its key personnel, been indicted or convicted for any felony within the past five (5) years?

11. **Client Relations:** Identify any pending or completed litigation, arbitration or mediation with any client within the past five (5) years.

   List any project(s) under contract this firm has failed to complete within the past five (5) years, with a description of the circumstances.
## COST PROPOSAL

Lump Sum Pricing for Installation of BAS Project (Plaistow Public Library)

### BAS UPGRADE

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<th>Item</th>
<th>Proposal Amount</th>
<th>Alternate Pricing (If Applicable)</th>
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<td>Parts, Materials and Software</td>
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<td></td>
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<tr>
<td>Labor/ Installation</td>
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<td></td>
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<tr>
<td>Miscellaneous/ Other (attach detailed description)</td>
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<tr>
<td><strong>Total – BAS Upgrade</strong></td>
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### RETRO-COMMISSIONING/ TAB SUPPORT

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<th>Item</th>
<th>Proposal Amount</th>
<th>Alternate Pricing (If Applicable)</th>
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<tr>
<td>Retro-Commissioning Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing, Adjusting &amp; Balancing Support</td>
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<tr>
<td>Miscellaneous/ Other (attach detailed description)</td>
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### ALTERNATE PRICING (VFD DRIVES/ PRESSURE SENSORS)

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<th>Item</th>
<th>Proposal Amount</th>
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<td><strong>Total – Alternate Pricing</strong></td>
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### PROPOSAL SUMMARY

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<tr>
<td><strong>Contract Lump Sum Amount</strong></td>
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Standard Rate Sheet for Additional Services

Please provide your Firm’s definition of Straight Time (normal business hours) vs. Premium Time:

<table>
<thead>
<tr>
<th>Position Title (Firm)</th>
<th>Straight Time ($/ hr)</th>
<th>Premium Time ($/ hr)</th>
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</table>

Authorized signature: 

Printed Name: 

Title: 

Date: