

NEW HAMPSHIRE DEPARTMENT OF SAFETY

DIVISION OF STATE POLICE

COMMUNICATIONS MAINTENANCE

39 Hazen Drive

Concord, NH 03305

INVITATION TO BID

Communications Site Inspection and Non-Destructive Testing Services

Concrete Tower Support Piers

February 2016

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SECTION 1. PROJECT CONTACT DIRECTORY

Agency/ Department:

New Hampshire Department of Safety
Division of Emergency Services and
Communications
110 Smokey Bear Blvd.
Concord, NH 03305
Peter A. DeNutte – Assistant Director
(603) 271-6911

State Project Manager:

New Hampshire Department of Safety
Division of Emergency Services and
Communications
110 Smokey Bear Blvd.
Concord, NH 03305
Timothy Scott – IT Manager IV
(603) 271-6911

State Project Supervisor:

New Hampshire Department of Safety
Division of State Police
Support Services Bureau
Communications Maintenance Section
33 Hazen Drive
Concord, NH 03305
James Kowalik – Supervisor II
(603) 271-2421

SECTION 2. GENERAL INSTRUCTIONS

NOTE: VENDORS, Read And Follow These Instructions Carefully. Many Bid Responses Are Submitted Incorrectly Due To Vendor Failure To Read And Follow These Instructions. Should You Have Any Questions, Refer To The Instructions Regarding The Submission of Inquiries. Vendors MAY NOT take ANY exceptions to the Terms and Conditions of this RFB. Any issues you may have with the Terms and Conditions of this RFB MUST be resolved prior to submitting your response. (Failure to follow these instructions is grounds for rejection of your BID.)

2.1 PURPOSE

The purpose of this Request for Bid (RFB) is to establish a contract for the State of New Hampshire, Department of Safety with a qualified and certified NH Professional Engineering Firm for the non-destructive testing of communications tower concrete support piers at multiple NH Department of Safety remote mountaintop communications sites in accordance with the requirements of this bid invitation and any resulting order. The engineering services shall be a one-time order for services related to the performance and reporting of testing required at each location indicated in the Statement of Work (SOW) section of this bid invitation.

The contract for supplying services is in response to a need by the New Hampshire Department of Safety to examine and perform on-site non-destructive testing of communications tower concrete support piers and to provide stamped engineering documentation indicating the current health of the piers. Time is of the essence for the completion of the proposed testing work and all work must be completed in the time frame indicated by the schedule of events in this proposal.

2.2 STATEMENT OF WORK

1. Supply all materials and labor to intensely examine, test, and report results of non-destructive testing of communications tower concrete support piers using industry standard common professional engineering practices to determine the average concrete strength and identify weak areas due to cracking and/or material deterioration at all remote communication site locations indicated in Table 1 of this bid.
2. Perform required tests and file stamped engineering documentation describing recorded results in the form of a written report to Project Manager. The report shall indicate the condition of the concrete support pier structure as high strength "good" concrete or fractured, delaminated weak "poor" concrete.
3. The report shall include Vendor's recommendations for remedial concrete repair actions required to ensure the continued support of the communications towers.

2.3 TERM OF CONTRACT

The term of the contract to complete installation is to be a maximum of 180 days from the effective date of the contract, signified by written acceptance of a bid. The contract shall become effective upon Governor and Council approval and end on June 30, 2016. The term of the contract may be extended by mutual written agreement of the parties upon Governor & Council approval. The terms and conditions will remain the same as indicated herein. The State of New Hampshire shall have the right to terminate the contract at any time by giving the vendor 30-day written notice.

2.4 CONTRACT AWARD

It is the intention of the State to issue a single contract for services to a qualified bidder who meets the Vendor Certifications and presents the lowest total price as a result of this Invitation to Bid. However, this Invitation to Bid shall not commit the State to award a contract.

Successful bidder shall present The New Hampshire Department of Safety with a total project bid price package and be responsible for the proper installation, integrity, and testing of all installed components of the project according to manufacturer's installation and test instructions.

2.5 RFB INQUIRIES

This RFB is issued for the State of New Hampshire by the NH Department of Safety, the sole point of contact for the State of New Hampshire during the selection process.

Questions regarding this RFB must be submitted via email or fax to Tim Scott at the following :

**Email: TScott@e911.gov
Fax: 603-271-6609**

Please take the time to read the RFB carefully before submitting questions and make your questions as clear as possible. Reference the section of the Bid Invitation in the question.

All inquiries must be received by email or fax on or before March 3, 2016. Inquiries received after this date will be addressed only if they are deemed by the State to be critical to the competitive selection process.

All questions submitted will be accumulated and responded to via Addenda, which will be emailed or faxed to perspective bidders in accordance with the Schedule of Events indicated in this bid.

Questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this Bid Invitation. Submissions must clearly identify the Vendor's name and address and the name of the person submitting the question.

2.6 ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the **New Hampshire Department of Safety** will provide prospective bidders of record any addenda or other materials that may have been issued that would affect the RFB.

2.7 CONTRACTING AGENCY

The Department of Safety, Division of Emergency Services and Communications, will administer any and all contract(s) resulting from this RFB.

2.8 VENDOR REQUIREMENTS

All Vendors shall furnish a list of two (2) references for the successful inspection and non-destructive testing of communications tower concrete support piers at public safety communications sites including site locations, contact person, and telephone numbers.

All Vendors must be duly registered as a vendor authorized to conduct business in the State of New Hampshire.

STATE OF NEW HAMPSHIRE VENDOR APPLICATION. Vendors must have a completed Vendor Application and W-9 Form must be on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): www.admin.state.nh.us/purchasing/bids.asp

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). Please visit the following website to find out more about the requirements and filing fees for both classifications: <http://www.nh.gov/sos/corporate>

2.9 CANCELLATION OF RFB

The State reserves the right to cancel this bid invitation at any time prior to contract award, in which case all responses will be rejected.

SECTION 3. INSTRUCTIONS: BID RESPONSE PROCEDURES

3.1 TERMS OF SUBMISSION - RETURN OF COMPLETE ORIGINAL RFB

Vendors must submit a complete response to this RFB. Conformance and responsiveness to the RFB instructions and requirements, completeness, and clarity of content is mandatory. **Vendors MAY NOT take ANY exceptions to the Terms and Conditions of this RFB. Any issues you may have with the Terms and Conditions of this RFB MUST be resolved prior to submitting your response.**

Your "Original" submission must include a complete printout of all issued Addenda and the entire RFB. Do not reorganize or re-sequence these documents. An Officer authorized to bind the Vendor as specified in this RFB must sign the General Conditions and Instructions/Contract Terms and Conditions and General Provisions found in the beginning of this RFB package. By signing these terms and conditions, the Vendor is also agreeing with the additional provisions defined in this RFB. The Vendor must complete the RFB as received.

Any other term or condition contrary to the RFB language in this bid document submitted by the Vendor, regardless of when they are submitted during the RFB process, will be rejected.

COMPLETING FORM P-37 – Form P-37 includes the standard terms and conditions prescribed by the Department of Justice for providing Services to the State and are required for acceptance by Governor and Council. This form must be completed in the blocks numbered 1.3, 1.4, 1.11, 1.12, 1.13, 1.13.1, 1.13.2 and submitted once a contract is agreed upon. The signor of this form must be an Officer authorized to bind the Company. If and when a selection for an award is made that requires Governor and Council approval, the balance of the Form P-37 will be completed by the Contracting Agency and submitted to Governor and Council for final approval. By signing this document you are agreeing with all the terms and conditions contained within this RFB. Any other term or condition submitted by the Vendor, regardless of when they are submitted during the RFB process, will be rejected.

An unsigned or incomplete bid shall be rejected.

3.2 SUBMISSION OF BID RESPONSE

Your RFB response **MUST** conform to the following criteria to be considered for award.

- All responses must be delivered in sealed packages, and permanently marked showing the following information on the outside of the package:

Vendor's Name and Address
RFB Number
BID Due Date

“SEALED BID”

“CONTRACT FOR NON-DESTRUCTIVE TESTING SERVICES”

- The **“ORIGINAL”** RFB submission must be **clearly and permanently** marked **“ORIGINAL”** on the cover.
- Your **“ORIGINAL”** submission **must include in the following order:**
 - Copy of Addenda (if any issued) in numerical sequence, completed and signed.
 - The entire Original RFB with completed and signed .
 - **Vendor's Response to the RFB (ATTACHMENT 1 – TABLE 1. Price Response Sheet).**
- Vendors must also submit **three (3)** identical **“COPIES”** of the response which must be **clearly and permanently** marked **“COPY”** on the front. The **“COPY”** need not include the Addenda or the RFB.

- The response package must be delivered to the following address, any package delivered to any other location of the State, will not be honored as received.

**New Hampshire Department of Safety
Division of Emergency Services and
Communications
110 Smokey Bear Blvd.
Concord, NH 03305
Attn: Timothy Scott - Administrator**

All responses must be received and time stamped in the **New Hampshire Department of Safety Division of Emergency Services and Communications, 110 Smokey Bear Blvd, Concord, NH 03305** on or before the Vendor Bid Due Date stated on the Schedule of Events page of this Bid. Vendors mailing their responses must allow for sufficient time for delivery to Support Services by the deadline. Bids received later than the specified date and time, in the New Hampshire Department of Safety, Division of State Police, will not be considered.

For Vendors wishing to attend the RFB Opening: Only the names of the Vendors submitting responses will be made public. Specific response information will not be released at that time.

3.3 BID RESPONSE PREPARATION AND REJECTION RIGHTS

The State reserves the right to accept or reject any Vendor's bid. A bid may be rejected if it is conditional, incomplete, or if it contains irregularities of any kind.

SECTION 4. VENDOR PERFORMANCE REQUIREMENTS

4.1 PRICING QUOTATIONS

Should you be awarded a contract the State expects to receive final pricing quotations within one business day. The pricing submitted in your response must be maintained throughout the term of this contract. Pricing shall not exceed 10-20% over the vendor's cost.

4.2 SERVICE CONTRACT PROCEDURES

The New Hampshire Department of Safety Business Office will issue service contracts on behalf of the State.

4.3 DELIVERY OF SERVICES AND MATERIALS

The successful vendor will be responsible for delivery of the services and materials specified within this bid as outlined in the Schedule of Events.

Delivery of items or materials related to the contract are to be made FOB destination for any order.

Shipments must be properly packaged to meet accepted commercial standards without any charge to the State of New Hampshire.

4.4 INVOICING

The State will process invoices on the basis of duly certified and approved work performed for each site location indicated in Table 1 as described below in 4.5 Payments. Invoices shall clearly indicate the Purchase Order #, description, date of completion, as well as the net price to the State of New Hampshire. The invoice may reflect any additional discount offered by the Vendor (i.e., earlier payment).

4.5 PAYMENTS

Payments for contract services shall be made from receipt of invoice or written notice of completion of services as described below:

Partial payments up to 75% of the contract price shall be processed upon receipt of invoices and written notice of substantial completion of construction services, duly certified by the State Project Manager, for each location in Table 1.

25% of the contract price shall be withheld until final inspection and acceptance has been granted in writing by the State Project Manager as described in 4.6 below.

4.6 FINAL INSPECTION AND ACCEPTANCE TESTING

Contractor shall provide written notice to the State Project Manager that all work items in Table 1 are completed and ready for final acceptance. The State Project Manager or his designee shall be provided a site visitation schedule in order to witness the final acceptance test as performed at each site location.

A final written installation inspection and acceptance test report for each item in Table 1 shall be filed with the State Project Manager. Any exceptions shall be noted in the form of a written punch list provided to the State Project Manager. Once final acceptance for all items in Table 1 has been granted in writing by the State Project Manager, the contractor shall submit a request for final payment clearly identified as the final payment.

4.7 WARRANTY

All work shall be guaranteed by the contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the date of final acceptance of the work for all parts, services, and construction workmanship

SECTION 5. BID EVALUATION, SELECTION & AWARD PROCESS**5.1 AWARD**

Contracts will be awarded to the qualified bidder with the lowest priced total for the equipment and services requested entered in **ATTACHMENT 1, TABLE 1, PRICE RESPONSE SHEET**, and who's responses meet or exceed all of the Vendor Requirements and Exhibits of this RFB.

BID RESULTS: Bid results will be mailed to you if you include a self-addressed envelope with the correct amount of postage on it.

5.2 SCHEDULE OF EVENTS

EVENT DESCRIPTION	DATE	TIME
RFP Released (On or About)	02/25/2016	4:00 PM
Inquiries Due	03/03/2016	2:00 PM
Response to Inquiries Sent	03/07/2016	2:00 PM
Bid Opening Date (Due Date)	03/17/2016	2:00 PM
Governor and Council Meeting /Approval	04/01/2016	
Contract Award (On or About)	04/02/2016	
Notice to Proceed (On or About)	04/09/2016	
Contract Completion Deadline	06/30/2013	

ATTACHMENT 1
PRICE RESPONSE SHEETS
(SPECIFIED IN 3.2)

Prices for the specified equipment **MUST** be entered on the following Price Response sheet. Vendors **MUST** provide pricing for **ALL** items specified to be considered for award. Vendors may **NOT** submit pricing in any format other than the table provided. Bid prices must be FOB Destination.

PRICE OFFER SHEET

Prices for the specified equipment and services **MUST** be entered on Table 1. Vendors **MUST** provide pricing for **ALL** items specified to be considered for award. Vendors may **NOT** submit pricing in any format other than the tables provided. Bid prices **MUST** include Mobilization and Acceptance Testing.

TABLE 1. DOS Communication Site Concrete Pier Non-Destructive Testing - Price Offer

TABLE 1 . ITEM DESCRIPTION	PRICE
Item 1. Location #1 Blue Job Mtn, Farmington, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #2 Oak Hill, Loudon, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #3 Hyland Hill, Westmoreland, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #4 Incident Planning and Operations Center (IPOC), Concord, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #5 Oak Hill, Loudon, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #6 Pack Monadnock, Peterborough, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #7 Tenney Mtn, Groton, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #8 Warner Hill, East Derry, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
Item 1. Location #9 Whittier Mtn, Ossipee, NH Perform on-site non-destructive testing of communications tower concrete support piers per bid specification.	
TOTAL TABLE 1	

SECTION 7. EXHIBITS

EXHIBIT A. Scope of Work .

Supply all materials and labor to intensely examine, test, and report results of non-destructive testing of communications tower concrete support piers using industry standard common professional engineering practices to determine the average concrete strength and identify weak areas due to cracking and/or material deterioration at all remote communication site locations indicated in Table 1 of this bid.

Perform required tests and file stamped engineering documentation describing recorded results in the form of a written report to Project Manager. The report shall indicate the condition of the concrete support pier structure as high strength “good” concrete or fractured, delaminated weak “poor” concrete.

The preferred method of the testing configurations is described below:

Surface Sonic/ultrasonic Measurements:

If less than one (1) ft. of the foundation is exposed above ground surface, sonic/ultrasonic pulse velocity measurements can be made on the top surface of the concrete. Pulse velocity data is used to measure velocity values to determine the condition of the top 10 to 12 inches of concrete. Data will also be examined for reflected waves from the bedrock- concrete foundation interface. If these reflections are present it is an indication that there is no significant fracturing or deterioration of the concrete foundation.

Direct Through Velocity Measurements:

If two (2) or more feet of the foundation is exposed above ground surface, measurements can be made by positioning sensors on one face of the foundation and producing a signal with an impact source on the opposite face and/or top of the foundation to make measurements through the foundation. The through measurements can be used to make an assessment of the average foundation condition (high velocity “good” no significant flaws” or low velocity and an indication of an internal weakness). If an internal weakness is suspected this data shall be further analyzed with tomographic data processing to provide a visual presentation of the size and location of the low velocity weakened concrete.

SECTION 8. APPENDIX DOCUMENTS

8.1

EXHIBIT B. Minimum Construction Requirements.

All work must be performed to meet or exceed the following Standards:

Contractor shall follow common standard industry non-destructive concrete testing procedures while performing work for this contract.

Contractor shall not perform work without proper permits or written Notice to Proceed. Any conflicts resulting from the performance of this contract shall be resolved to the most strict requirements. Any conflicts not resolvable by the standard of 'most strict' shall be resolved by the NH Department of Safety Commissioner or his designee.

Contractor shall remove all construction debris from the site(s) and return the area to pre-installation or better cleanliness.

Successful bidder shall comply with the most current year version of the following U.S. codes and standards as they apply to the services provided: NFPA, IBC 2000, NEC National Electronic Code, OSHA, State of New Hampshire Administrative Rules, and all applicable laws.

Contractor shall, without additional cost to the State, utilize the services of specialty subcontractors to complete the required work when necessary.

Section 8. APPENDIX (ATTACHED)

- 8.1 Appendix A. NH DOS Communication Site Directions and Access
- 8.2 Appendix B. NH DOS Communication Site Concrete Foundation Designs
- 8.3 Appendix C. NH DOS Communications Site Tower Designs