



NEW HAMPSHIRE EMPLOYMENT SECURITY
45 South Fruit Street
Concord, New Hampshire 03301-4857

PROPOSAL FOR:

DATE:

DATE OF BID OPENING:

TIME OF BID OPENING:



Questions concerning this proposal should be addressed to
Helen A. Dinsmore, Program Specialist I, at 228-4158

**KEENE MOVE PROJECT
NEW HAMPSHIRE EMPLOYMENT SECURITY**

REQUEST FOR BID

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MANDATORY MEETING Tuesday, September 15, 2015, @ 109 Key Road, Keene, NH, 03431
Bid close: Wednesday, October 14, 2015, @ 45 S. Fruit Street, Concord, NH, 03301 @ 2PM

PART I – GENERAL

1.01 GENERAL

New Hampshire Employment Security (NHES) intends to contract for a coordinated, phased, move/relocation of NHES Keene office from 109 Key Road to 149 Emerald Street, Keene, NH, 03431. Travel distance is one mile. Contractor is responsible for counts, measurements and permits that may be required for project.

Contractor must bid on items as specified & identified during walk-through. Any changes to specifications must note on envelope: Bid Clarification Proposal Enclosed. Proposed changes to specifications must be separate from any sealed bid and must be received at NHES at least five (5) days prior to bid opening. Vendors will be notified in writing if changes to specifications are made. Oral agreements or instructions are not authorized.

1.02 BIDS

Bids must be received by Contract Administrator's Office, NHES Administrative Services, 45 South Fruit Street, Concord, NH, 03301, on or before date and time specified for bid opening. Bids must be made on enclosed Bid Proposal Page and submitted in green bid envelope, if provided by NH Employment Security with this Request for Proposal. Responses must be typed or clearly printed in ink. If you do not have a green bid envelope, please see 1.03 SUBMITTAL for directions.

1.03 SUBMITTAL

All bids must be submitted in a sealed envelope clearly marked with PROPOSAL TITLE, DATE and TIME of bid opening. Bids not so marked may be opened early accidentally and disallowed.

1.04 AWARD

- A. Award will be made to responsible bidder meeting or exceeding all specifications as determined in bid evaluation. Unless otherwise stated, bid award is based on lowest overall price. NHES reserves the right to reject any or all bids or any part thereof.
- B. Discounts will not be considered in making award but may be offered on invoice for earlier payment and will be applicable on date of acceptance by NH Employment Security.
- C. Final acceptance of bid submittal is made by Governor and Council (G&C) with an agreement signed and delivered to successful bidder. No contract will be binding upon NH Employment Security until approved by NHES Commissioner and G&C.
- D. All bids submitted will be irreversible for ninety (90) days after bid opening.
- E. Bids will be made available to the public after award. Bid results will be given by mail only, if requested in writing and accompanied by a self addressed, stamped business size envelope.

1.05 STATEMENT

Winning Bidder must be registered with state of New Hampshire and must provide:

1. Certificate of Good Standing from State of New Hampshire, issued by NH Secretary of State.
2. A notarized statement authorizing person signing contract to bind company by terms of contract. If Corporation, a Certificate of Vote from Board of Directors is required.
3. Contractor will furnish Comprehensive General Liability insurance with appropriate riders against claims of bodily injury, death or property damage, for **\$2,000,000.00 per occurrence or Umbrella Insurance coverage of at least \$2,000,000.00**, including causes of action for invasion of privacy, breach of confidentiality and violation of Federal Privacy Act or any Federal or State law.
4. Contractor must provide Confidentiality forms and Criminal Record Checks. Please note that having

made a mistake in the past does not necessitate withdrawal from bid. Consideration is given to nature of, and time since, offense.

Failure to provide documentation in a timely manner will be considered a material breach and award will be made to next lowest, qualified bidder.

PART II - REQUIREMENTS

2.01 SCOPE

The following is a request for bid issued by NH Employment Security for coordinated, phased, move/relocation of NHES Keene office from 109 Key Road to 149 Emerald Street, Keene, NH, 03431. Travel distance is one mile. Bid will include services, permits, materials, products, labor, tools, equipment and/or transportation necessary for relocation of facility, including moving office equipment, furniture, file cabinets both full and empty, and all office accouterments including but not limited to books, boxes, office tables, chairs, and lamps.

2.02 SPECIFICATIONS

Contractor will move entire contents of NHES Keene office, EXCEPT cubicles and computer equipment both of which will be handled by NHES staff. Move may be done in several phases, the finer details of which will be determined by NHES & Contractor, upon bid award. Work may be done during the week and on weekends, as directed by NHES.

- 1) Contractor will move furniture, equipment, and office accouterments, etc., to destination facility, in phases. Lateral files may be partially empty and vertical files may be full.
- 2) **Contractor will not be responsible for setting up office furniture, equipment, accouterments, etc., in destination facility.**
- 3) Contractor will not deal with any stairs or elevators. Both offices are on the ground floor and have direct access from street to office via front door.
- 4) **Work will be done in a timely and professional manner weekdays, evenings and weekends as determined and directed by NHES.**
- 5) Contractor will protect all walls and floors, etc.
- 6) Contractor must supply moving crates with covers, and include associated fees in bid – delivery and pick-up; quantity will be determined by bid winner.
- 7) Contractor must supply tags, labels, security tape, and all necessary items for proper identification and protection of items being packed and moved.
- 8) Contractor will disassemble those furniture items that require such action, such as tables.
- 9) Contractor will move all chairs from offices and conference rooms, etc.

2.03 SAFETY ISSUES and COMPLIANCE REQUIREMENTS

Safety and protection of NH Employment Security personnel and property is of utmost concern. All work will be conducted to interfere as little as possible with NH Employment Security business. Contractor will, at his expense wherever necessary or required, furnish safety devices and take all precautions necessary to protect life and property.

Work performed will be compliant with all existing state and federal safety laws, rules, regulations and standards including but not limited to OSHA and U.S. Department of Labor to ensure the safety of the workers as well as NH Employment Security staff and the general public.

2.04 RUBBISH AND DEBRIS

Rubbish/debris will be removed from premises as it occurs. Materials will be disposed of off-site in strict accordance with all applicable laws, rules, regulations and ordinances.

PART III - SPECIAL CONDITIONS

3.01 TERM & EXTENSION

This agreement will begin upon Governor and Council approval and terminate on June 30, 2016.

3.02 TERMINATION

If Contractor fails to perform services as required, agreement will, without notice, become void and of no effect, with no liability on the part of NH Employment Security beyond date on which Vendor fails to perform required services. This agreement may be terminated by either party at any time. The party requesting termination must give the other party written notice to so terminate, at least ten (10) days prior to effective date of termination. Written notice will be by certified mail.

3.03 CONFIDENTIALITY & CRIMINAL RECORD

Contractor and his employees will be required to sign and submit a **STATEMENT OF CONFIDENTIALITY OF RECORDS FORM** (DES 1726), and a **CRIMINAL RECORDS FORM** (DES 2135), to be provided by NH Employment Security, if applicable, prior to any work being done. There is a \$25 fee for each check required. All personnel scheduled to enter NH Employment Security facilities must provide a **STATEMENT OF CONFIDENTIALITY OF RECORDS FORM** and a **CRIMINAL RECORDS FORM** submitted for processing prior to entrance into NHES facility. **Please include your costs for these documents in your bid.**

3.04 CERTIFICATE OF GOOD STANDING

Contractor accepting winning bid must provide a current, dated April, 2015 or later, NH Certificate of Good Standing. There is a Thirty Dollar fee (\$30) for this if applied for in person, or a Five Dollar fee (\$5) if applied through mail. **Please include the cost in your bid.**

3.05 DAMAGE

Contractor will agree that damage to building(s), materials, equipment or other property during contracted service will be repaired at his expense. Contractor agrees to return buildings, materials, equipment or property to original or better condition and acceptance by NH Employment Security. Contractor also agrees to obtain approval of NH Employment Security for any sub-contractor required to perform such repair work.

3.06 INSURANCE

Contractor will furnish a Certificate of Insurance as evidence of the existence of Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident. Contractor also agrees to maintain workers' compensation and employer's liability insurance for all employees of Contractor engaged in the performance of the agreement.

3.07 SUB-CONTRACTING

Contractor will not assign, subcontract or otherwise transfer any duty obligation, or written performance required by this agreement without prior consent of NH Employment Security. All subcontractors must be listed on the bid page of this document for pre-approval.

3.08 ACCEPTANCE OR REJECTION BY NH EMPLOYMENT SECURITY

NH Employment Security reserves the right to accept or reject any or all proposals submitted for consideration. All proposals will be kept sealed and safe until the date, time and place of public opening.

3.09 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

Contractor certifies that primary participant, and its principals, to the best of its knowledge and belief, are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency. Contractor must inform NH Employment Security of any changes in the status regarding this statement.

3.10 DAVIS-BACON ACT (not applicable)

Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works. Under these Acts contractors and subcontractors must pay laborers and mechanics no less than locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. Department of Labor sets prevailing wage rates. Davis-Bacon Act prevailing wage provisions apply to "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

3.11 AMERICANS WITH DISABILITIES ACT

The undersigned agrees to comply with all Federal, State and Local ADA rules and regulations.

ATTACHMENT A

BID PROPOSAL PAGE

PLEASE RETURN THIS PAGE

The undersigned hereby proposes to provide moving services to New Hampshire Employment Security in accordance with all terms and specifications of Request for Proposal, at prices quoted below.

Hourly Rate

Overtime/Weekend/Holiday Rate

Total Cost of Labor: \$ _____ \$ _____
Please note days & hours for applicable rate

Cost of Supplies: \$ _____
Please note type of supplies, per applicable unit of measurement, i.e. per roll, per tote, per carton

\$ _____
Please note type of supplies, per applicable unit of measurement

\$ _____
Please note type of supplies, per applicable unit of measurement

Delivery & Pick-up: \$ _____ \$ _____
Please note all applicable costs for each

Total Cost of Move: \$ _____
Assessed from Walk-Throughs

Bidding Contractor: _____
Company Name & Address

Printed Name Signature

E-Mail: _____

Telephone & Cell: _____

NH Employer ID Number _____

Corporate

List Name, Address, Email, Phone # of three (3) Customer/Client References for Similar Project

Please give name, address, Email, & phone #of sub-contractors, if applicable:

Signing bid page constitutes agreement and compliance with Request for Proposal requirements.
Contract Administrator will answer questions regarding RFP/bid process. Questions/Answers are provided to all RFP recipients. Please forward questions via email @ helen.a.dinsmore@nhes.nh.gov or phone @ (603) 228-4158.