# City of Nashua

**Central Purchasing**
229 Main Street
Nashua NH 03060
603-589-3330 Fax: 603-589-3344


July 24, 2014

**Invitation for Bids**

**CDBG Manchester St/Concord St Crosswalks**
**IFB0851-081414**

The City of Nashua, Division of Public Works, is seeking bids for the CDBG Manchester St/Concord St Crosswalks project. The scheduled work for this project involves the installation of two (one on Manchester Street and one on Concord Street) pedestrian push button activated RRFB (rectangular rapid flashing beacon) systems and associated intersection improvements of French Street at Manchester Street, Mt. Pleasant Street at Manchester Street, Orange Street at Concord Street and Laton Street at Concord Street. Work includes excavation, saw cutting, milling, pavement restoration, granite curbing, concrete sidewalk, detectable warning panels, minor drainage modifications, enhanced pavement markings and signage. This is a project funded by a Community Development Block Grant and will follow all required rules for wages and payroll as noted in the contract documents.

**INSTRUCTION TO BIDDERS:**

Bids must be submitted on the Bid Schedule in its entirety, **in duplicate (one (1) original and one (1) copy,** in a sealed envelope plainly marked "**CDBG Manchester St/Concord St Crosswalks**" and must be received at the City Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 prior to **3:00 pm, Thursday, August 14, 2014.** Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time. Detailed "Instructions to Bidders" may be found in Division 1 of the contract document.

Further details, including the Contract Document are available, beginning, Tuesday, July 29, 2014, at 12 NOON, on the City's web site, www.nashuanh.gov under Citizens Favorites, Current Bid Opportunities, document **IFB0851-081414.** Bids will be opened and read at that time. Results of the bid opening will be posted on our website, under Bid Results, within twenty-four (24) hours of the opening.

A **mandatory pre-bid conference** will be held at **8:30AM on Thursday, August 7, 2014,** in the Conference Room of the City of Nashua Division of Public Works, 9 Riverside Street, Nashua, NH 03062 followed by a site visit, if requested. **You or your representatives are required to attend this meeting if you intend to submit a bid.**

**No bid documents are available at the Central Purchasing Offices.**

The estimated project timeline is as follows:

| Item | Date | Time/Location |
|---|---|---|
| Mandatory Pre-bid Conference | Thursday, August 7, 2014 | 8:30AM<br>DPW Admin/Engineering<br>9 Riverside Street<br>Nashua NH 03062 |
| Deadline for Questions | Friday, August 8, 2014 | 5:00 PM |
| Answers/Clarifications posted | Monday, August 11, 2014 | 5:00 PM |
| Bid Submittal Date | Thursday, August 14, 2014 | 3:00 PM<br>City Purchasing Office<br>229 Main St<br>Nashua NH 03060 |

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be **submitted in writing**, citing the IFB title, IFB number, Page, Section, and received **no later than Friday, August 8, 2014 at 5:00 PM to:**

Timothy Watson, PE,
Senior Staff Engineer
watsont@nashuanh.gov

The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB0851-081414** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities **no later than Monday, August 11, 2014 at 5:00 PM.**

No bid will be considered unless accompanied by a bid security in the form of a Bid Bond, in an amount not less than five percent (5%) of the Total Bid Price. All bids are binding for sixty (60) days following the deadline for bids, or until the effective date of any resulting contract, whichever is later

The successful bidder will be required to execute the Agreement and obtain the Performance Bond and Payment Bond, each in the amount of 100 percent of the Contract Price within ten (10) calendar days from the date when Notice to Award is delivered. In case of failure to execute the Agreement, the City may consider the successful bidder in default, in which case the Bid Bond accompanying the proposal shall become the property of the City of Nashua.

The successful bidder must maintain the following lines of coverage and policy limits for the duration of the contract. Any subcontractors used by the CONTRACTOR are subject to the same coverage and limits and is a subcontractor of the CONTRACTOR and not the OWNER. It is the responsibility of the CONTRACTOR to update Certificates of Insurance during the term of the contract. **The City of Nashua must be named as an Additional Insured.**

Provide coverage for not less than the following amounts or greater:

General Liability: $1,000,000 per Occurrence $2,000,000 Aggregate

Motor Vehicle Liability: $1,000,000 Combined Single Limit

***Coverage must include all owned, non-owned and hired vehicles.**

Workers' Compensation Coverage according to Statute of the State of New Hampshire:

$100,000 / $500,000 / $100,000

All bidders and subcontractors at every tier under the bidder will fully comply with NH RSA Chapter 281-A, "Workers' Compensation". It is the responsibility of the CONTRACTOR to submit to the OWNER certificates of insurance for the Designer and all other subcontractors prior to the start of the project. It is the responsibility of the CONTRACTOR to provide the OWNER with updated certificates of insurance for the CONTRACTOR and all subcontractors 10 days prior to the expiration of coverage. The OWNER may, at any time, order the CONTRACTOR to stop work, suspend the contract or terminate the contract for non-compliance. All subcontractors except for Designer are subject to the same insurance requirements as the CONTRACTOR.

Contractor shall ensure that its activities and activities of its employees are in strict compliance with all Environmental Protection Agency, NHDES, and DOT regulations and all other applicable federal, state and local statutes, ordinances, regulations and rules, including without limitation, the Federal OSHA of 1970, as amended and the standards and regulations issued hereunder, and all other statues, ordinances, regulations, rules, standards and requirements of common law in relation to industrial hygiene and safety, and the protection of health and the environment.

The City of Nashua would like to emphasize the importance of construction work zone safety. The City has adopted the provisions of the Manual on Uniform Traffic Control Devices (MUTCD) for work zone safety. Unless otherwise indicated in this contract, the contract shall follow the requirements of the MUTCD at all roadway construction work zones.

To be eligible for an award, a bidder must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the bidder has previously provided goods or services.

Bids must be submitted in the format provided and address the items specified in the bid package.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.
The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for bids. All bids become the sole property of the City of Nashua. This request for bids is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which bids are solicited.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

The City reserves the right to waive any irregularities when the public interest will be served thereby. The City also reserves the right to negotiate any change or amendment in any bid without soliciting further bids if the action is necessary for the best interest of the City. A bid that is abnormally high or low for any bid item, or as a whole, may be rejected as unbalanced.

The City is exempt of all taxes. All bids must be FOB Nashua, NH. All bidders must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), The City of Nashua supports the concept of purchasing products which are biodegradable, can be, or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Questions relating to this request may be directed to Timothy Watson, PE, Senior Staff Engineer, at watsont@nashuanh.gov

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov