

City of Portsmouth  
Portsmouth, New Hampshire  
Finance Department

Bid#21-18  
City Hall Archival Room  
Archival Shelving Units and Miscellaneous Archival Storage Items

## **INVITATION TO BID**

The City of Portsmouth Finance Department is seeking to purchase archival shelving and other miscellaneous archival storage items to outfit a newly renovated archive room in the City Hall basement.

Sealed bid proposals, plainly marked “Bid#21-18 City Hall Archival Shelving and Miscellaneous Archival Storage Items” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:30 p.m., October 19, 2017 at which time all bids will be publicly opened and read aloud.

This bid is available at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227.

Questions may be directed to the Finance/Purchasing Department. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

## INSTRUCTION TO BIDDERS

### I. Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the City (attached). Prices shall be given in both words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his/her name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.
- E. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will **NOT** be sent directly to firms. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

### II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

### III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Within 30 calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

The award shall not be considered official until such time that a purchase order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

III. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

## **Bid Specifications**

### **Archival Shelving Units and Miscellaneous Archival Storage**

#### **Archival Shelving Units**

The City is looking to purchase SAFCO Steel Wire Archival Shelving (or approved equivalent) in the following sizes and quantities. Safco Record Storage Rack specifications for weight capacity per shelf and unit (1,250lbs and 2,500 lbs respectively).

#### **48" W x 18"D Shelving Units**

Quantity One (1) – 48" W Starter – 72" x 48" x 18" (H x W x D)

Quantity One (1) – 48" W Adder – 72" x 48" x 18" (H x W x D)

Quantity Two (2) – 48" W Extra Shelves – 1 ½" x 48" x 18" (H x W x D)

#### **36" W x 24"D Shelving Units**

Quantity Five (5) – 36" W Starter – 72" x 36" x 24" (H x W x D)

Quantity Five (5) – 36" W Extra Shelves – 1 ½" x 36" x 24" (H x W x D)

#### **48" W x 24"D Shelving Units**

Quantity Seventeen (17) – 48" W Starter – 72" x 48" x 24" (H x W x D)

Quantity Twenty-Two (22) – 48" W Adder – 72" x 48" x 24" (H x W x D)

Quantity Thirty-Nine (39) – 48" W Extra Shelves – 1 ½" x 48" x 24" (H x W x D)

#### **Miscellaneous Items**

##### **Archival CD Storage**

Russ Bassett – Multimedia Cabinets - Ultra Strong all welded steel cabinets with a 16 gauge interior framework feature interlocking drawers that prevent accidental tipping.

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 4 Drawers – CD/ DVD Storage or approved equivalent

##### **Archival Microfilm Storage**

Russ Bassett – Vertical Microfilm Cabinets – Features a strong 16 gauge internal framework and all-welded inner frame. Accuride suspension helps drawers glide smoothly to a fully open position and safety interlock system prevents the cabinet from tipping by allowing only one drawer open at a time.

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 6 Drawers – Microfilm Storage or approved equivalent

**Cart**

Gaylord Archival “Book Beast” Cart, 3 Flat Shelves. Supports up to 1,000 lbs. evenly distributed.

Quantity One (1) – 50” x 56” x 22” (H x W x D) – 3 Shelves, Flat – or approved equivalent

**Step Stool**

Cramer Stop-Step Ladder with Extended Handrails

Quantity One (1) – 74 ½” x 25” x 40 ¾” (H x W x D) – 5 Steps, Extended handrails – or approved equivalent

**Equivalents must meet or exceed specifications listed in the bid document. The City in its sole discretion will determine if the equipment is equivalent. Proposers submitting equivalents for approval may be required to make available the proposed equivalent for inspection. Proposed equivalents must be clearly identified on the bid form and proposer will submit product specifications.**

**Determination of the lowest bidder will be based on the Base Bid Total, or the Base Bid Total combined with the Add Alternative, whichever the City deems to be in its best interest.**

**ADD ALTERNATIVE:**

INSTALLATION: Installation and assembly of archival shelving units and all miscellaneous items.

INSURANCE: Contractor must provide insurance in accordance with the requirements set forth in the bid document.

Attached is Exhibit A: Archival Room Drawing

Include all shelving specifications with bid proposal.

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary buildings, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor the bidder shall clean-up all sites and storage grounds.

**Payment will be made upon satisfactory installation and inspection of shelving.**

**Insurance Requirements**

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

**AMOUNT OF INSURANCE**

- A) Comprehensive General Liability:  
Bodily injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence and general aggregate
- B) Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

**BID PROPOSAL FORM**  
**CITY OF PORTSMOUTH**  
Finance Department  
**PORTSMOUTH, NEW HAMPSHIRE**

**BID PROPOSAL FORM**

**48" W x 18"D Shelving Units**

Quantity One (1) – 48" W Starter – 72" x 48" x 18" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Quantity One (1) – 48" W Adder – 72" x 48" x 18" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Quantity Two (2) – 48" W Extra Shelves – 1 1/2" x 48" x 18" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

SAFCO: YES / NO \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
(circle one) Indicate that Equivalent specifications are attached.

**36" W x 24"D Shelving Units**

Quantity Five (5) – 36" W Starter – 72" x 36" x 24" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Quantity Five (5) – 36" W Extra Shelves – 1 1/2" x 36" x 24" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

SAFCO: YES / NO \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
(circle one) Indicate that Equivalent specifications are attached.

**48" W x 24"D Shelving Units**

Quantity Seventeen (17) – 48" W Starter – 72" x 48" x 24" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

Quantity Twenty-Two (22) – 48" W Adder – 72" x 48" x 24" (H x W x D)  
\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures



Quantity Thirty-Nine (39) – 48” W Extra Shelves – 1 ½ ” x 48” x 24” (H x W x D)

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in Words

Price in Figures

SAFCO: YES / NO (circle one) \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
Indicate that Equivalent specifications are attached.

**Archival CD Storage**

Quantity One (1) – 28 7/8” x 25” x 28 5/8” (H x W x D) – 4 Drawers – CD/ DVD Storage or approved equivalent

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in Words

Price in Figures

Russ Bassett: YES / NO (circle one) \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
Indicate that Equivalent specifications are attached.

**Archival Microfilm Storage**

Quantity One (1) – 28 7/8” x 25” x 28 5/8” (H x W x D) – 6 Drawers – Microfilm Storage or approved equivalent

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in Words

Price in Figures

Russ Bassett: YES / NO (circle one) \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
Indicate that Equivalent specifications are attached.

**Cart**

Quantity One (1) – 50” x 56” x 22” (H x W x D) – 3 Shelves, Flat – or approved equivalent

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in Words

Gaylord Archival: YES / NO (circle one) \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
Indicate that Equivalent specifications are attached.

**Step Stool**

Quantity One (1) – 74 ½ ” x 25” x 40 ¾ ” (H x W x D) – 5 Steps, Extended handrails – or approved equivalent

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Price in Words

Price in Figures

Cramer: YES / NO (circle one) \*\* If NO, Proposed Equivalent Product is: \_\_\_\_\_  
Indicate that Equivalent specifications are attached.

**Base Bid Total: All Archival Storage Shelving Plus Miscellaneous Items**

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

ADD ALTERNATIVE: Installation and assembly of all archival shelving units and miscellaneous items.

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Price in Words Price in Figures

**Determination of the lowest bidder will be based on the Base Bid Total, or the Base Bid Total combined with the Add Alternative, whichever the City deems to be in its best interest.**

**Equivalents must meet or exceed specifications listed in the bid document. The City in its sole discretion will determine if the equipment is equivalent. Proposers submitting equivalents for approval may be required to make available the proposed equivalent for inspection. Proposed equivalents must be clearly identified on the bid form and proposer will submit product specifications.**

**DELIVERY:** Bidder must state approximate number of days from award for delivery and installation. Not to exceed 90 days. **Delivery will be FOB to Portsmouth City Hall (1 Junkins Ave Portsmouth, NH 03801) with no additional cost or fees.**

Approximate Number of days for delivery and installation: \_\_\_\_\_.

Bidder acknowledges Addendum No. \_\_\_\_\_ through \_\_\_\_\_.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidders' specifications and agrees to the terms and conditions set forth herein.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.



Submitted by Authorized Agent:

\_\_\_\_\_

(Print Name & Title)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

