

**REQUEST FOR PROPOSALS**  
**RFP #52-17**  
**Installation of Wireless and Wired Fire Alarm System**  
**Sheafe Warehouse and Shaw Building**

The City of Portsmouth is seeking proposals from qualified companies to install a fire alarm system at the Sheafe Warehouse and Shaw Building, Prescott Park, Portsmouth, NH.

**Sealed** Request for Proposals, **plainly marked “RFP #52-17 Installation of Wireless and Wired Fire Alarm System at Sheafe Warehouse and Shaw Building” on the outside of the mailing envelope as well as the sealed envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. June 19, 2017.

**A non-mandatory pre-proposal meeting will be held on June 9, 2017 at 9:00 a.m. Vendors are to meet at the buildings site, 1 Water Street, Portsmouth, NH.**

This RFP may be obtained from the City’s web site: <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda to this RFP document, 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 vendors. Questions may be addressed to Jim Dumont Facilities/Solid Waste Foreman at (603) 766-1426 or Lori MacGinnis, Purchasing Coordinator at (603) 610-7227.

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

## **INTRODUCTION**

The intent of the project is to install a wireless and wired fire alarm system at both the Sheafe Warehouse and Shaw Building, Prescott Park, Portsmouth, NH.

**A non-mandatory pre-proposal meeting will be held on June 9, 2017 at 9:00 a.m. Vendors are to meet at the buildings site, 1 Water Street, Portsmouth, NH.**

## **SCOPE OF WORK**

The vendor shall be responsible for furnishing and installing a wireless and wired fire alarm system in the Sheafe Warehouse and Shaw Building.

Due to the age and location of the buildings, we are seeking proposals from companies whose fire alarm systems include all necessary audible/visual devices, detection, and monitoring devices. The majority of detectors to be wireless, as well as modules used to monitor remote pull stations.

Services to be included:

- Engineering layout and calculations, if required
- Electrical installations of device;
- Fire Department permitting;
- Startup and testing of system;
- Fire Department test of system.

Building dimensions and specifications of both buildings are attached to this RFP.

## **SUBMITTAL REQUIREMENTS**

Each applicant shall submit two (2) copies of its proposal. Proposals shall include:

- Transmittal letter - Introduce the company, provide contact information, and identify persons in charge of installation.
- Project Proposal - Summarize the company's proposal. Proposal should identify the fire alarm system to be installed, proposed schedule for completing the work, and method of completing the work.
- Price Proposal Form – Submit the completed Price Proposal Form.
- References - Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.
- Additional Information – Include such additional information as may be helpful for the City to evaluate the proposal.

Delivery of 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 proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. Proposals received after the time for opening of the proposals will be returned to the firm, unopened. Faxed proposals are not acceptable.

### **SELECTION CRITERIA AND CONTRACT**

The City will review and evaluate the written responses to this Request for Proposals. The City reserves the right to interview and request additional information from proposers. The evaluation of the proposal will be based on the following criteria:

- Adequacy of design, and functionality of equipment to meet the intent of the solicitation;
- Price;
- Schedule;
- Experience and referrals; and
- Such other criteria as is in the best interest of the City.

Using the criteria, the City will identify the highest ranking firm and attempt to negotiate a contract with that company. A sample form of the contract is attached. If negotiations are not successful, the City may proceed to enter into negotiations with the next highest ranked firm for services.

### **RESERVATION OF RIGHTS**

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate the firm's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

**PRICE PROPOSAL FORM**

Total Proposal for equipment and installation: \$ \_\_\_\_\_

Amount in Figures

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

Amount in Words

Identify any additional services/costs, if any: \$ \_\_\_\_\_

The undersigned agrees that he/she on behalf of firm has read the proposal documents and agrees to the terms and conditions set forth herein. Proposal price shall be firm for at least 30 days.

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

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

Submitted by Authorized Agent:

\_\_\_\_\_  
(Print Name & Title)

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

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

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

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

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

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

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

Email: \_\_\_\_\_

Once awarded, the agreement to execute the work will likely have the following form:

## A G R E E M E N T

This AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Portsmouth, NH, (hereinafter referred to as Owner) and \_\_\_\_\_ (hereinafter referred to as Contractor), with a principal place of a business located at \_\_\_\_\_.

1. **Scope of Work** - Contractor shall carry out the scope of work as outlined in Owner's RFP 54-17 and as described in Contractor's proposal dated \_\_\_\_\_, 2017 attached hereto as Exhibit 1. Contractor shall provide, at his expense, all labor, materials, equipment and incidentals that may be necessary for the expeditious and proper execution of this project.

Upon commencement of work, the Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions necessary to ensure the safety of employees on the site and the public, and other property at the site or adjacent thereto. The Contractor shall provide erect, and maintain all necessary barricades, lights, signs and other control devices for the protection of the work and safety of the public.

2. **Payment** - Contractor will be paid a lump sum of \$\_\_\_\_\_ upon final acceptance of the work and settlement of all claims.

Before final acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary utility connections, temporary structures, 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, regardless of the contract limits, the Contractor shall clean-up all sites and storage grounds.

3. **Time for Performance** - Contractor shall commence work no later than \_\_\_\_\_, 2017 and shall complete work within forty-five (45) days of commencement date. Contractor shall give owner at least three (3) days notice prior to commencing work.
4. **Coordination and Owner's Representative** – The Owner's representative on the project shall be the Director of Public Works or his designee. Contractor shall coordinate installation with the Owner to ensure that there is no/limited disruption to the operation of the activities at Prescott Park.

The Contractor shall not store materials or equipment on site unless approved by Owner's Representative. The Owner shall provide the Contractor with reasonable access to toilet facilities for the use of workers employed on the project. The Owner shall provide the Contractor with reasonable access to water and electricity for construction operations.

5. Indemnification and Proof of Insurance - The Contractor agrees to hold the Owner and any of its officers, agents and employees harmless from any and all claims arising out of or in any way connected with the performance by the Contractor, its officers, agents, or employees of the work referenced above. The Contractor agrees to maintain, at a minimum, the level and types of coverage in the certificate of liability insurance attached as Exhibit 2 throughout the duration of the Agreement.
6. Governing Law - The validity and interpretation of this Agreement shall be governed by the laws of the State of New Hampshire.
7. Conflict of Interest - Contractor warrants by execution of this Agreement that no officer, employee or agent of the City, or any other person who exercises any functions or responsibilities in connection with the City, has or shall have any personal or financial interest, direct or indirect, in this Agreement; and the Contractor shall take appropriate steps to assure compliance.
8. Compliance - The Contractor will secure at its expense all permits and consents required by law as necessary to perform the work and will otherwise comply with applicable municipal ordinances and applicable state and federal laws, rules and regulations.

IN WITNESS WHEREOF, each of the Owner and Contractor has caused this Agreement to be executed and delivered in its name and its behalf by its authorized officer as of the day and year first written above.

**City of Portsmouth, New Hampshire**

BY: \_\_\_\_\_  
John P. Bohenko, City Manager

BY: \_\_\_\_\_

Title: \_\_\_\_\_

### **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

Amounts may be satisfied through excess/umbrella coverage.

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.

1ST FLOOR PLAN SHEAFE

PISCATAQUA RIVER

9x6 (WINDOW) PANE

9x6

9x6

9x6

STAIRS to 2ND FLOOR

SHEAFE WAREHOUSE

20' 11"

49' 10"

TRAP DOOR

UP NEW STAIR 5" P @ 6" EA

NEW WOOD DECK

NEW WOOD GUARDRAIL

EXISTING PLANTING - TRIM BACK AS REQUIRED (PHODODENDRON)

NEW CONCRETE WALK (1:30%)

UP NEW WALK (+10 1/2" R)

NEW METAL HANDRAIL

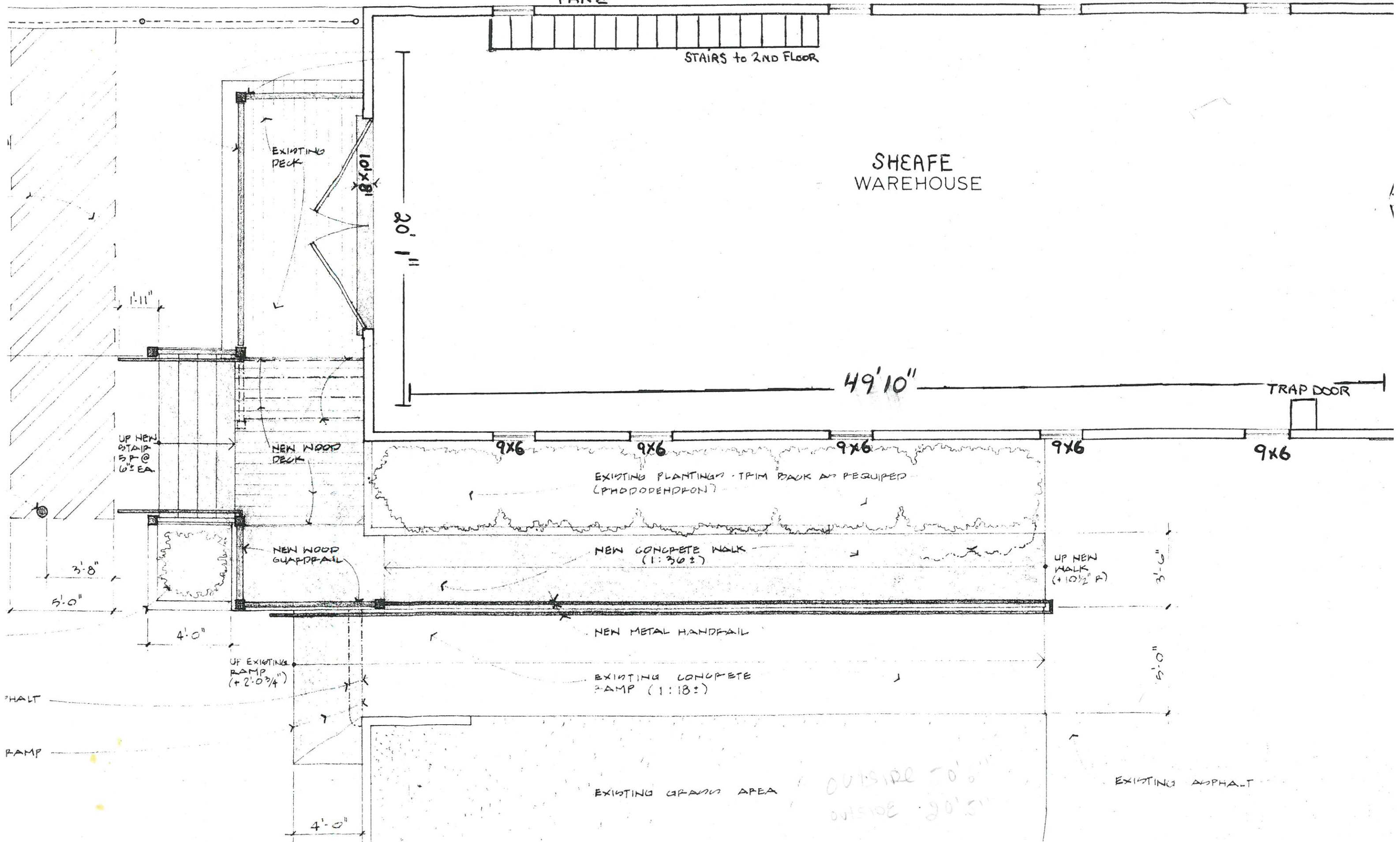
EXISTING CONCRETE RAMP (1:18%)

UP EXISTING RAMP (+2' 0 3/4")

EXISTING GRASS AREA

EXISTING ASPHALT

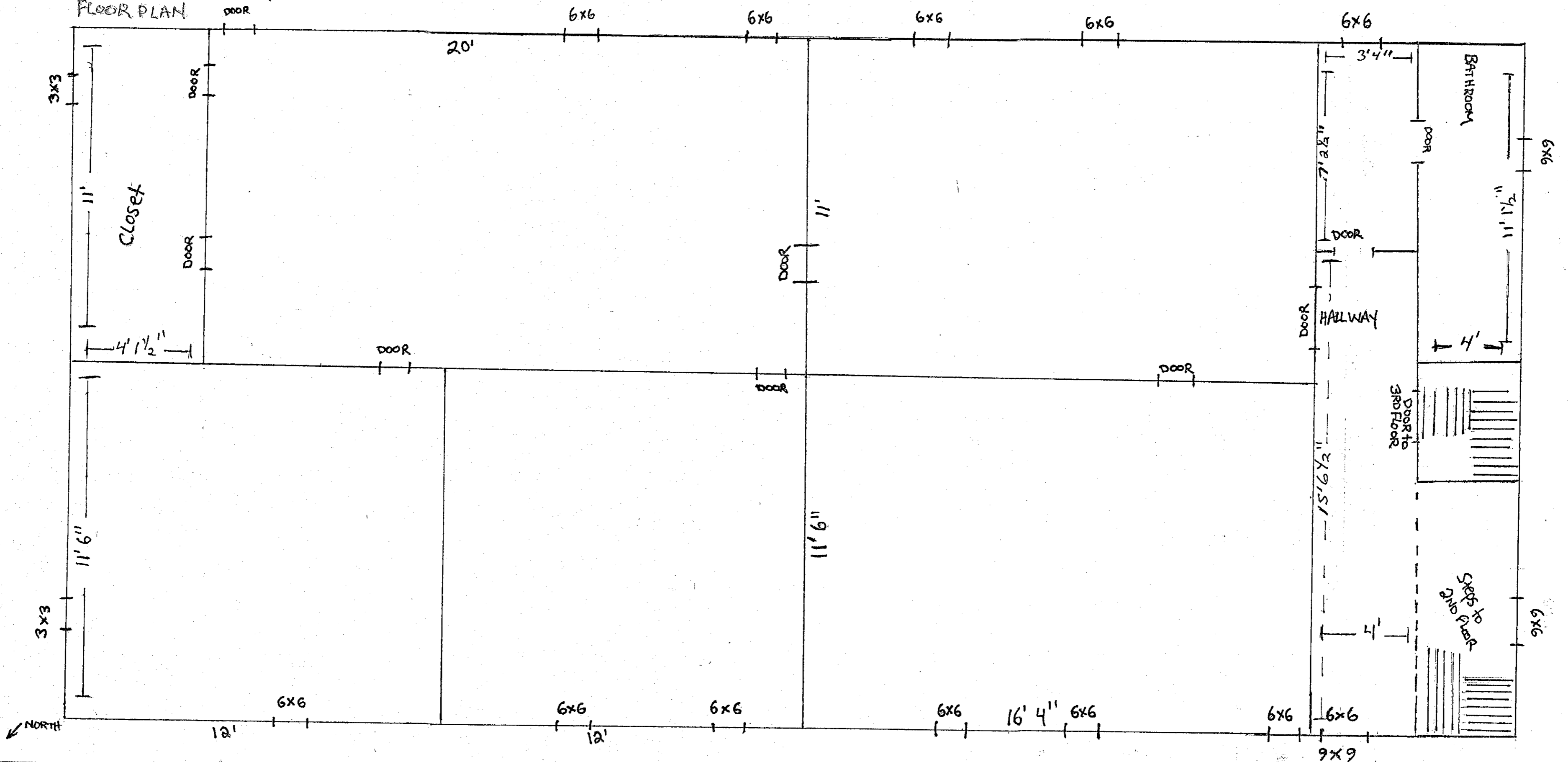
OUTSIDE 20' 0"  
OUTSIDE 20' 5"





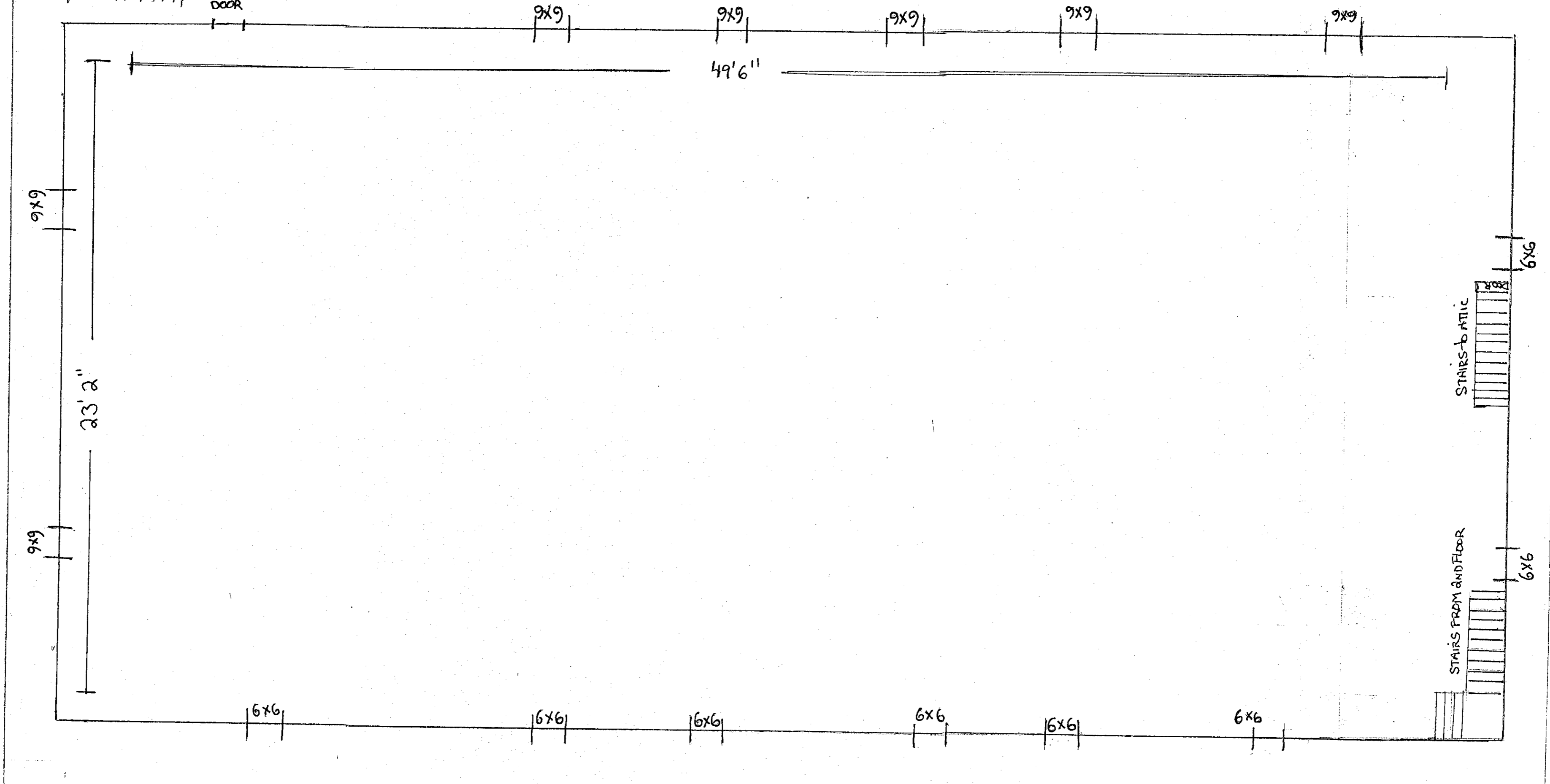
SHAW SECOND FLOOR PLAN

FIRE ESCAPE DOOR



SHAW THIRD FLOOR PLAN

FIRE ESCAPE DOOR



9x9

9x9

9x9

9x9

9x9

9x9

23'2"

9x9

49'6"

6x6

STAIRS TO ATTIC

6x6

STAIRS FROM GROUND FLOOR

6x6

6x6

6x6

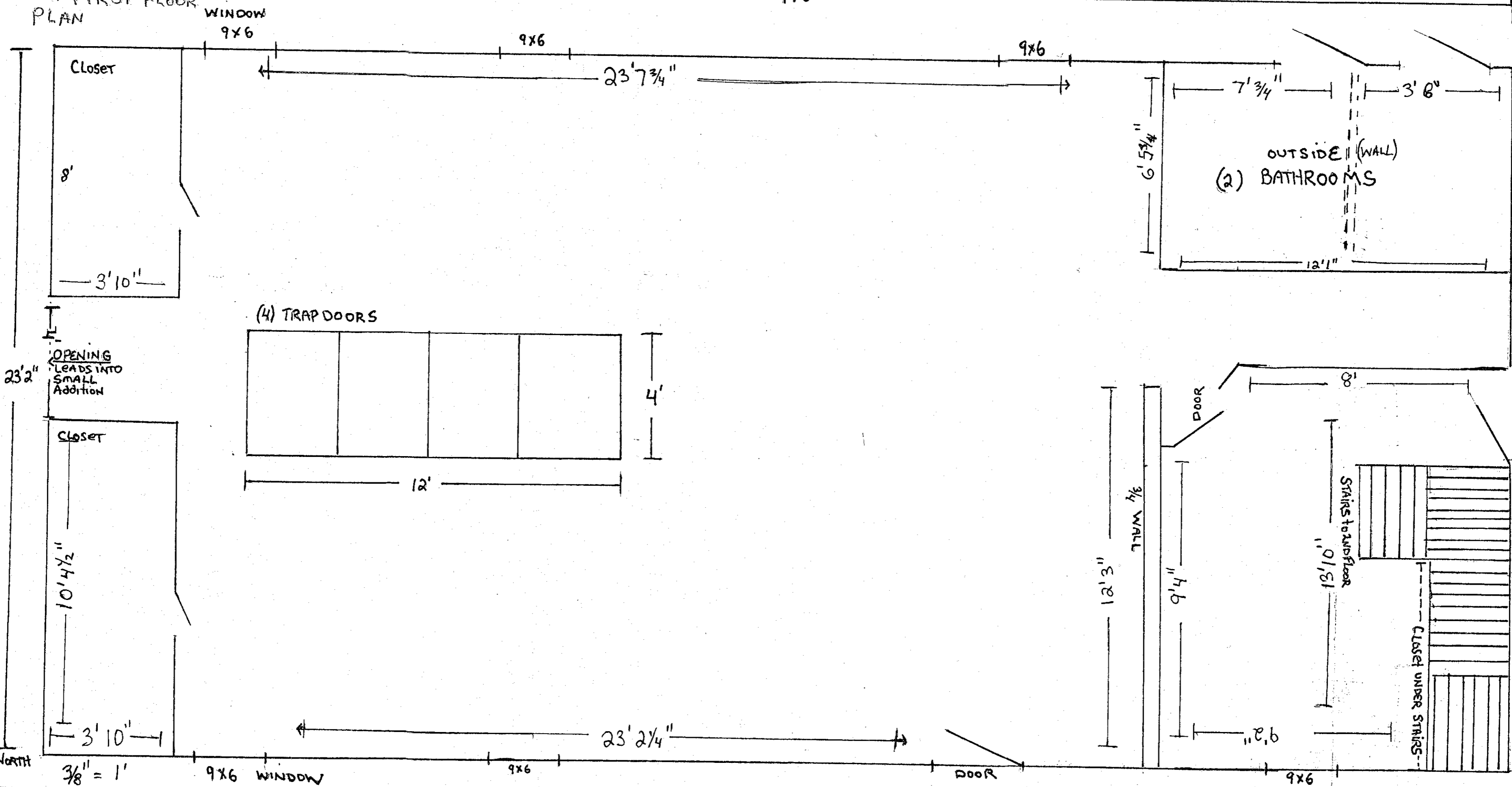
6x6

6x6

6x6

SHAWI FIRST FLOOR PLAN

49'6"



Closet

8'

3'10"

WINDOW  
9x6

9x6

23'7 3/4"

9x6

OUTSIDE (WALL)  
(2) BATHROOMS

6'5 3/4"

7' 3/4"

3' 8"

12'1"

(4) TRAP DOORS

23'2"

OPENING  
LEADS INTO  
SMALL  
ADDITION

Closet

10'4 1/2"

3'10"

9x6 WINDOW

9x6

23'2 1/4"

DOOR

DOOR

3/4 WALL

12'3"

9'4"

STAIRS TO 2ND FLOOR

10'5 1/2"

CLOSET UNDER STAIRS

9'2"

9x6

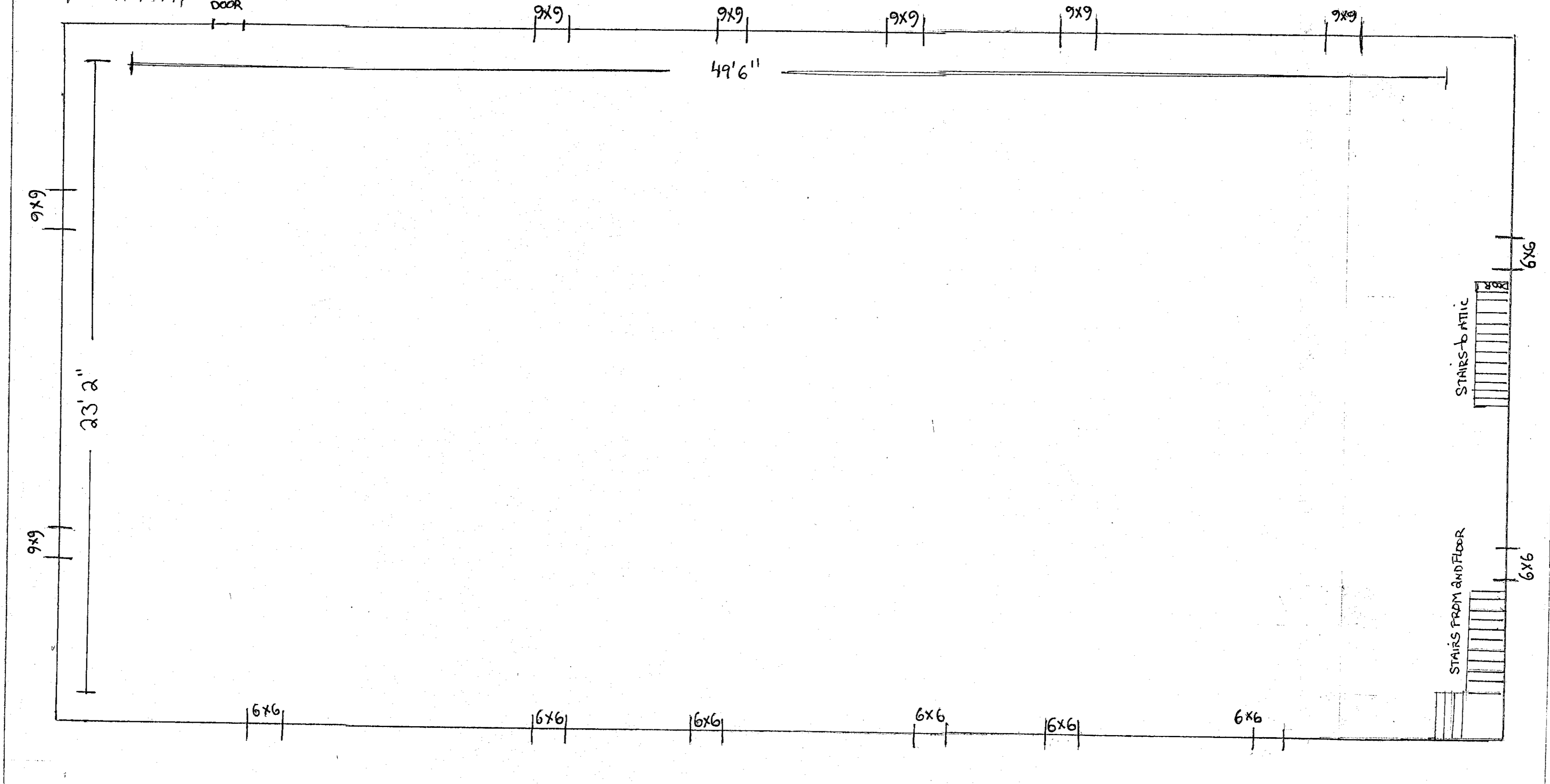
NORTH

3/8" = 1'



SHAW THIRD FLOOR PLAN

FIRE ESCAPE DOOR



9x9

9x9

9x9

9x9

9x9

49'6"

9x9

23'2"

9x9

6x6

STAIRS TO ATTIC

6x6

STAIRS FROM 2ND FLOOR

6x6

6x6

6x6

6x6

6x6

6x6

STAW BUILDING NEW ADDITION  
23'

40'

SHAW BUILDING (LITTLE SHOP EXT)

23'

25'

