



# Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · [www.merrimacknh.gov](http://www.merrimacknh.gov)

March 30, 2016

## REQUEST FOR PROPOSAL WINDOWS & INSULATION AT FUNCTION HALL

Proposals will be received by the Town of Merrimack until 2:00PM on Thursday, April 14, 2016 to replace the windows and install insulation at the Function Hall located at Wasserman Park, 116 Naticook Rd with the following specifications and conditions.

The Project will consist of replacing twenty (20) windows and replace the insulation on the basement level of the building. There are twelve (12) windows on the first floor and eight (8) in the basement level (six (6) standard size and two (2) smaller windows). Insulation shall be R19 or higher with plastic covering. More detailed specifications will be given out at the walk-through.

Time and effort spent for bid preparation is the responsibility of the bidder. The act of submitting a bid is considered to be full acknowledgement that the bidder has inspected the sites and is familiar with the conditions. A walk through is scheduled for Wednesday, April 6, 2016 at 9:00am.

The proposal shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, Wasserman Park, 116 Naticook Rd, Merrimack, NH and shall include all labor and materials that are required for a complete installation, including removal of related debris.

The contractor will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of New Hampshire; broad-form comprehensive general liability insurance in an amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount no less than \$1,000,000 combined single limit per occurrence. The Town of Merrimack shall be named as an additional insured on all policies.

The contractor must also agree in writing to indemnify the Town of Merrimack from any and all liability, loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgment against the Town arising out of the contractor's actions or omissions relating to this project.

The Town's evaluation of the bidder's experience and reputation will include discussions with current users. Therefore, bidders shall identify on the Bid Form three customers for whom comparable repairs have been completed within the last five years.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Two copies of the proposal must be sealed and marked "Proposal on Windows and Insulation for the Function Hall" and be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 by the time specified above when they will be read aloud.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

The Town of Merrimack's Purchasing Policy is available on the Town's website: <http://www.merrimacknh.gov/finance-department/pages/bid-opportunities>; a copy may be obtained by contacting the Purchasing Agent.

For additional information call Xenia Simpson, Purchasing Agent, at [xsimpson@merrimacknh.gov](mailto:xsimpson@merrimacknh.gov) or (603) 424-7075



**TOWN OF MERRIMACK, NEW HAMPSHIRE**

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**FINANCE DEPARTMENT**  
**6 Baboosic Lake Road**  
**Merrimack, NH 03054**

**Tel: 603-424-7075**  
**Fax: 603-424-0516**

**Bid on Windows and Insulations for Function Hall**  
**Bid Form**

*Due by 2:00PM on Thursday, April 14, 2016*

Replacement of twenty (20) windows according  
to the Town's Bid specifications \$ \_\_\_\_\_

Mfg& Model \_\_\_\_\_

Installation of insulation according to the Town's  
Bid specifications \$ \_\_\_\_\_

Mfg& Model \_\_\_\_\_

Work shall be completed within \_\_\_\_\_ days of receipt of related purchase  
order.

The above bid is provided in accordance with the Town's bid invitation  
dated March 30, 2016, except as indicated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bidder:** \_\_\_\_\_

**List of References:**

Project: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_

Project: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_

Project: \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_