



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

December 21, 2023

REQUEST FOR BID Carpeting for the IT Office

Bids will be received by the Town of Merrimack until 2:00 PM on Friday, January 12, 2024 to provide and install anti-static carpet tile for the IT Office in Town Hall located at, 6 Baboosic Lake Rd., Merrimack, NH in accordance with the following detailed specifications and conditions.

The work will involve:

- Removing the existing carpet from the room
- Preparing the subfloor
- Install anti-static carpet tile flooring throughout.

A **mandatory walkthrough** is scheduled for Tuesday, January 9, 2024 at 9AM at the Town of Merrimack's Town Hall located at 6 Baboosic Lake Rd., Merrimack NH. Please meet at the Finance Department in the West Wing.

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.

Two copies of the proposal shall be submitted; including the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Rd., Merrimack, NH 03054.

Bids shall include all associated costs of liability insurance, supervision, labor, materials, tools, removal of related debris and travel to complete the work. All work shall be performed in accordance with the NH State Building Code. The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals, and to accept the proposal which best serves the interest of the Town.

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.

Bids must be marked "Bid for IT Office Carpet", and shall include the bid form furnished and a list of references and be mailed to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 or faxed to (603) 424-0516 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: <https://www.merrimacknh.gov/finance-department/pages/bid-opportunities>; a copy may be obtained by contacting the Purchasing Agent.

For additional information call Kelly Valluzzi, Purchasing Agent, at kvalluzzi@merrimacknh.gov or (603) 424-7075.



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

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

Bid on Carpeting for the IT Office
Bid Form

Due by 2:00PM on Friday, January 12, 2024

Anti-Static Carpet Tiles for the IT Office at Town Hall according to the
Town's Bid specifications \$ _____
Brand/Style _____

***Samples to be provided upon request*

Warranty information enclosed yes _____ no _____

Bidder attended walk through yes _____ no _____

The above bid is provided in accordance with the Town's bid invitation
dated December 21, 2023, except as indicated below.

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____ Fax No: _____

Email: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

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: _____
