



Town of Merrimack, New Hampshire

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

May 16, 2024

REQUEST FOR BID OFFICE TRAILER OR SINGLE WIDE MODULAR UNIT FOR THE TRANSFER STATION

Bids will be received by the Town of Merrimack until 2:00pm on Monday, June 3, 2024 to supply, deliver and install one 12' by 60' Office Trailer or Single Wide Modular Unit for the Transfer Station, and removal of existing 10' x 50' unit, according to the attached bid specifications and following conditions:

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 site 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, Transfer Station, 1 Fearon Rd, Merrimack, NH 03054.

Complete descriptive literature, including warranty information shall accompany the bid.

Bids shall include all associated costs of liability insurance, supervision, labor, materials, tools, 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 successful bidder 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 successful bidder 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.

Bids must be marked “Bid for Office Trailer - Transfer Station” 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.

The Town of Merrimack’s Purchasing Policy is available on the Town’s website: http://www.merrimacknh.gov/town/departments/finance/bid_opportunities; a copy may be obtained by contacting the Purchasing Agent.

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

For additional information contact 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 SPECIFICATIONS

Office Trailer or Single Wide Modular Unit for the Transfer Station

To supply, deliver and install One (1) Office Trailer or Single Wide Modular Unit with 2 offices and open area, and shall include delivery, set up and installation with the following specifications:

<u>Measurements:</u>	<u>Electric:</u>
• 60' Long	• LED Ceiling Lights
• 12' Wide	• LED Exterior Lights
• 7' Ceiling Height	• 110/208V Single Phase
	• Motion Sensor Light Switches
	• 100 Amp Breaker
<u>Interior Finish:</u>	• USB Port Outlets throughout unit
• VCT Tile Floor	
• Private Offices on each end with breakroom in the middle	<u>Heating/Cooling:</u>
	• 3 – Ton Wall Mounted Bard
<u>Exterior Finish:</u>	• Thermostat – 7 Day Programmable
• Smart Panel Wood Siding	• HVAC – 11 EER Rating
• J-Rail Roof Edge Gutters	• Return air vents/air supply duct
• R-21 Insulation	
• Skirting surrounding bottom of unit	<u>Windows / Doors:</u>
	• Double Insulated Vinyl Windows
<u>Frame:</u>	• (8) Horizontal Slider Windows
• Steel Frame	• (2) Steel Doors with Standard Locks
• Tie Downs – Frame Ties	• Prefinished Wood casing w/jamb
**No plumbing Fixtures to be included	**Pricing to include removal of existing 10' x 50' Office Unit.



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**Bid Form
Office Trailer or Single Wide Modular Unit for the Transfer Station**

Due by 2:00PM on Monday, June 3, 2024

One (1) Office Trailer or Single Wide Modular Unit for the Transfer Station, and removal of existing 10' x 50' unit, according to the Town's Bid specifications:

Including delivery and installation \$ _____

Removal of 10' x 50' Office Unit \$ _____

Warranty information is enclosed yes _____ no _____

Descriptive Literature is enclosed yes _____ no _____

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 May 16, 2024 except as indicated below:

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____ Fax No: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____