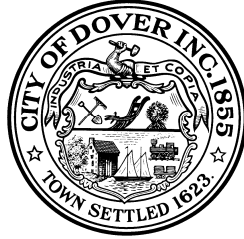


DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

December 6, 2012

REQUEST FOR PROPOSAL #B13031 **Tolend Road Reconstruction**

You are cordially invited to submit a Bid for the **Tolend Road Reconstruction** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

RFP #B13031 - Tolend Road Reconstruction
Purchasing/Finance Office
City of Dover
288 Central Ave 2nd. Floor
Dover NH 03820

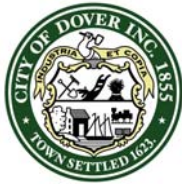
All proposals/bids must be received by January 7, 2013 at 2:00 p.m. EST

AML:kjn
Attachments

****IMPORTANT: IF you have not already,*** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. ***Under contracted services code 85 Excavation-road-utilities and or Code 22 General Contracting.***

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid
Title **Tolend Road Reconstruction**
Date December 5, 2012

Number: **B13031**

I. INTRODUCTION

The City of Dover is requesting bids for Tolend Road Reconstruction from Barrington town line to Columbus Avenue including ADD Alternate A Columbus Ave to Whittier St.

Vendors responding to this Bid must be on the State of NH DOT pre-qualified list for this type of work.

II. GENERAL REQUIREMENTS

The City of Dover, New Hampshire, will accept sealed bids for the Tolend Road Reconstruction project. Bids must be submitted in a sealed envelope plainly marked:

**"Sealed Bid B13031 –Tolend Road Reconstruction
City of Dover, Purchasing Office
City Hall 288 Central Ave 2nd fl.
Dover, NH 03820**

All bids must be received no later than date and time listed on cover page of this document.

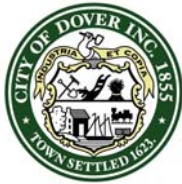
All bids must be made on the bid forms supplied, and the bid forms must be fully completed when submitted. A 10% Bid Bond at the time of submission is required and 100% Payment Bond, and 100% Performance Bond will be required of vendor awarded.

Federal wage rates DO NOT apply to this contract.

Copies of the Contract Documents may be obtained from the Office of the Purchasing Agent for **a non-refundable fee of One Hundred and Twenty Five Dollars (\$125.00)**. The Contract Documents may be examined at the following locations:

City of Dover Purchasing Office, City Hall, 288 Central Ave., Dover, NH
City of Dover Engineering Office, 271 Mast Road, Dover, NH
Dodge Reports/McGraw Hill, 55 South Commercial Street, Manchester, NH
Construction Summary, 734 Chestnut St., Manchester, NH
CMA Engineers, Inc 55 South Commercial St Manchester NH
CMA Engineers, Inc 35 Bow St Portsmouth NH

The City of Dover reserves the right to accept any bid, and to reject any or all bids; the City reserves the right to award the bid to other than the low bidder if bid deemed most advantageous to the City; the City reserves the right to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items; the City reserves the right to waive defects and informalities of bids.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid
Title **Tolend Road Reconstruction**
Date December 5, 2012

Number: **B13031**

Vendors making proposals must respond in writing to all requirements of this Request for Bid (RFB). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

Questions should be directed to Dave White, PE City Engineer @ d.white@dover.nh.gov

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

III PROJECT REQUIREMENTS

The object of this project is to accomplish road and drainage reconstruction along a portion of Tolend Road beginning at the Barrington town line and extending easterly to the intersection with Columbus Ave. The total project length included in the base bid is approximately 16,400 feet (3.11 miles) and 500 feet (.09 mile) along Watson Rd.

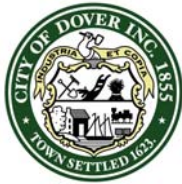
As an ADD Alternate A, the city may continue the work from the intersection of Columbus Ave extending easterly approximately 3,287 feet (0.62 mile) to the intersection with Whittier St.

Plans may be viewed and or purchased as outlined in II General Requirement of this document.

IV TIMELINE

It is the intent to award this project within the spring of 2013. Winter shutdowns will remain in effect between November 16 and April 14 of each year. Should the owner award the base bid only, all work shall be completed within 225 consecutive calendar days from the Notice to Proceed (not including winter shut down).

Should the city award base plus Alt A work shall be completed within 300 consecutive calendar days from the Notice to Proceed (not including winter shut down).



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid
Title **Tolend Road Reconstruction**
Date December 5, 2012

Number: **B13031**

If the CONTRACTOR fails to complete the project within the time limit, the OWNER may charge liquidated damages at a rate of \$ 1200.00 per day for each workday after the completion date.

V SUBMITTAL REQUIREMENTS (any missing items will result in rejection of the proposal)

Bid Reply Form 00200 and any other items requested in the specifications document.

Bonds Required for Projects over \$25,000.00

Bid Price Bonds at minimum 10% of bid price must accompany the bid.

Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract will be required of vendor awarded the contract.

VI SELECTION

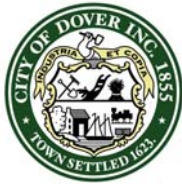
Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as cost.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid
Title **Tolend Road Reconstruction**

Number: **B13031**

Date December 5, 2012

Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Bid
Title Tolend Road Reconstruction
Date December 5, 2012

Number: B13031

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.