

Request for Proposal to Provide Heating Evaluation and Repair
Town of Farmington
March 26, 2018

Part I-Introduction

1.1 Purpose

The Town of Farmington (the "Town") has issued this Request for Proposal (RFP) in order evaluate and determine required repairs to heating systems located at 356 Main Street and 531 Main Street Farmington, NH 03835

1.2 Issuing Office & Buyer

This RFP is issued by the Board of Selectmen of the Town of Farmington, 356 Main Street Farmington NH. The point of contact for all questions or requests for additional information is:

Arthur Capello, Town Administrator
Town of Farmington
356 Main Street
Farmington, NH 03835
Tel: 603-755-2208 x.36
Email: farmingtonta@metrocast.net

1.3 Key Dates and Deadlines; Amendment and Cancellation of RFP

3/28/18 RFP issue date

4/19/18 Deadline for receipt of proposals is 2:00 PM (ET) Faxed and email proposals will not be accepted

The Town reserves the right to change any of the foregoing dates and times and to otherwise amend the RFP at any time prior to the deadline for receipt of proposals indicated above.

Part II-RFP Instructions and General Conditions

2.1 Contract Term

The initial term of the contract resulting from this RFP shall begin on the date a contract is signed with the successful licensed firm. The initial term shall be for a period of six (6) months. The contract may be renewed, at the option of the Town, for six (6) additional months upon the same terms and conditions (except that the established asking price may be adjusted at the discretion of the Town) for a total contract period not to exceed one (1) year.

2.2 Duration of Proposal

Unless otherwise agreed, all proposals shall be binding for 180 calendar days from the proposal due date.

2.3 Subcontracting

Subcontractors may not be used in providing the services requested in the RFP unless agreed upon by the town.

2.4 News Release

Respondents shall not issue any news releases or make any statement to the news media pertaining to this RFP, proposal, contract, or any work resulting therefrom without the prior written consent of the Town.

2.5 RFP Inquiries

All questions regarding this RFP, including requests for clarification or additional information and proposed modifications or amendments to the RFP, must be submitted by email only to Arthur Capello Town Administrator, Town of Farmington at: farmingtonta@metrocast.net

Part III-Qualifications and Obligations of Respondent

3.1 General Requirements

It is important that the Successful Respondent is able to meet in person with Town personnel easily and on short notice, although it is expected that a great deal of the communication and transfer of materials will occur electronically. To that end, the Town requires that the Successful Respondent must have an office location in New Hampshire within fifty (50) miles of Farmington. Any key individuals of the Successful Respondent who are assigned to this contract shall be located at the above described office. Respondents must indicate office and personnel location in writing should they be awarded a contract pursuant to this RFP.

3.2 Experience, Capacity, and References

The Successful Respondent must have experience providing the services specified in this RFP and must furnish proof of that experience to the satisfaction of the Town. Such proof shall include: all NH State required Licensing.. In addition, all respondents shall provide the Town with a minimum of two (2) and no more than four (4) references, for which the Respondent performed services similar or relevant to those sought by this RFP within the past five (5) years. By submitting its references to the Town, the Respondent specifically permits the Town to contact each reference to discuss the Respondent's work and its working relationship with the reference.

3.3 Current Strategic Approach with Other Clients

- A. Describe your experience with commercial heating system evaluations and installations.

3.4 Licensure by the State of NH

The successful Respondent, or at least one senior key individual assigned to the contract who is employed by or formally affiliated with the Respondent, must be currently licensed by the State of New Hampshire, must be in good standing, and must provide all required licenses from the State of NH to document the foregoing requirements.

3.5 Indemnification

Each Respondent shall indemnify, hold harmless, and forever defend the Town of Farmington, their respective officers, directors and employees from losses, claims, damages, costs (including attorney fees and court costs), expenses and all liability of any nature arising out of or relating to the Respondent's proposal or the Successful Respondent's performance or failure to perform under any contract which may result from this RFP. This clause shall survive the cancellation of this RFP, the award of a contract to the Successful Respondent or a third party, or the termination of any subsequent offer. Under no circumstances shall the Town be held liable for any costs incurred by the Respondent in the preparation of its proposal or for work performed prior to the effective date of any corresponding contract.

3.6 Confidential Information

Any information submitted with or as part of a proposal in response to this RFP may be subject to public disclosure under RSA 91-A. However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe that any information being submitted in response to this RFP should be kept confidential as financial or proprietary information, then you must specifically identify that information in a letter to the Town.

Part IV-Evaluation of Proposals

4.1 Evaluation Committee

The Town intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

4.2 Contract Discussions

Upon approval by the Select Board, the Town shall enter into contract discussions with the Successful Respondent from Section 4.3. If the tentative conditions and price of a contract cannot be successfully established, within a reasonable amount of time (as determined by the Town), then contract discussions will be terminated and contract discussions with the next highest ranking Respondent will commence. Negotiations shall continue at the sole option of the Town until a contract is signed or all proposals are rejected and the RFP is withdrawn.

4.3 Final Contract/Notice of Award

All Respondents submitting a response to this RFP will be notified in writing of the award of a contract, if and when an award is made. If no award is made, all Respondents will be notified accordingly. For

purposes of this RFP, an award shall be deemed to have been made upon Board of Selectmen approval of a tentative contract. Town must be named as loss payee on require insurance certificate.

Part V-Scope of Work

5.1 Minimum Proposal Specifications

Respondents are strongly encouraged to propose strategies or service or to provide heating solutions. Innovative strategies or services may be proposed as an option. Respondents must certify in their proposals that the proposal meets the specifications listed below and describe how it meets them. Respondents shall respond with as much detail as they feel would be helpful to the Town in determining the Respondent's ability to meet the specifications. Each Respondent's response must address each subsection listed below in the same order as it appears.

A. Services

The successful Respondent must describe their strategy on how the systems will be evaluated. They must include all techniques planned to be used. Site walks may be scheduled with Arthur Capello-Town Administrator by call 603-755-2208

5.2 Compliance

Respondents are expected to comply with all of the provisions of this RFP.