



NOTICE TO BIDDERS/VENDORS

REQUEST FOR PROPOSALS FURNISHINGS AND EQUIPMENT GARRISON ELEMENTARY SCHOOL RENOVATIONS

April 9, 2018

The Dover School District of Dover, NH, is presently renovating the existing school and reconfiguring portions of the interior and building shell at the Garrison Elementary School located on 50 Garrison Road, Dover, NH. The Dover School District (Owner) is seeking a Request for Proposals for Furnishings and Equipment at the above referenced location. Please provide sealed bids in accordance with the Contract Documents prepared by Harriman Architects + Engineers.

Contract Completion: Three deliveries are required based on the phases of construction, with completion of final delivery to be May 15, 2019.

TIMELY DELIVERY AND INSTALLATION FOR THIS PROJECT IS CRITICAL SINCE THE CONTRACT COMPLETION OF EACH PHASE INCLUDES STUDENT AND STAFF OCCUPATION PER COMPLETION OF EACH PHASE. BIDDERS AND VENDORS UNABLE TO ABIDE BY THIS SCHEDULE NEED NOT BID.

The Scope of the RFP, bidding and deliverables follows this NOTICE TO BIDDERS/VENDORS.

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

Proposals shall be submitted no later than 2:00 pm on April 24, 2018 to:

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

Libby Simmons, Business Administrator

l.simmons@dover.k12.nh.us

and copy to:

Nery Bordas – Harriman

nbordas@harriman.com.

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

Provide two (2) originals of the proposal as well as an electronic file (USB):

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

Libby Simmons, Business Administrator

Dover School District

61 Locust Street, Suite 409

Dover, NH 03820

(603) 516-6482

l.simmons@dover.k12.nh.us

www.harriman.com

Proposals must be received by 2:00 pm on April 24, 2018. Proposals received after that time will not be considered. Proposals will be opened and reviewed privately at the Owner's office. The Owner



RFP FURNISHINGS AND EQUIPMENT – NOTICE TO BIDDERS/VENDORS

Garrison Elementary School, Dover, NH

April 9, 2018

Page 2 of 2

reserves the right to waive any informality in the proposals received, determine the lowest responsible Bidder/Bidders in combination of quality of items and appropriateness to the educational program, or reject any or all proposals. Withdrawal of the proposal following the submission of the document will result in disqualification of the proposal.

Proposals must include the Bidder's proposed fee for the required furnishings, equipment and services listed in this RFP itemizing all items with unit costs on bid form. Proposals shall be valid for a period of 60 days. The contract is expected to be awarded within 20 days after the proposals have been received.

The successful Bidder/Bidders are to carry comprehensive general liability insurance, with bodily injury and property damage limits of not less than \$1,000,000 per occurrence to protect the Bidder against personal injury and/or death claims, and damage to the property or others, as a result of accidents which may occur at the site from operations under the contract and subcontractors. The insurance shall cover the use of all equipment, and vehicles on the project site. Insurance Certificate for all required coverage shall be provided naming the Owner, CM and Architect as a Certificate Holder.

Award of the contract for furnishings, equipment will be accomplished by acceptance of the proposal by the Owner and the execution of an agreement with the successful Bidder/Bidders.

Feel free to contact Libby Simmons, Business Administrator and copy Nery Bordas in writing with any questions you may have no later than 2:00 pm on April 17, 2018. Responses to any and all questions shall be done in writing and provided to all Proposers for record. For any future addendums please access the following website where all documents are posted http://www.dover.k12.nh.us/about_us/business_office/current_bids.

file

Enclosures: Specifications, refer to Table of Contents
Enclosures are posted and can be downloaded at
http://www.dover.k12.nh.us/about_us/business_office/current_bids