

B20-02

City of Concord, New Hampshire

Purchasing Department

REHABILITATION PROJECT: 106 SOUTH STATE STREET

Prepared for, and in coordination with the

COMMUNITY DEVELOPMENT DEPARTMENT
AND RIVERBEND COMMUNITY MENTAL HEALTH CENTER
FELLOWSHIP HOUSING OPPORTUNITIES

Bid Documents
Specifications

Firm: _____

Bid Opening: November 19, 2001 @ 2:00 PM

A mandatory pre-bid meeting (attendance required for all prospective bidders) will be held at 106 South State Street, Concord, NH 03301 on November 6, 2001 at 10:00 AM.

City of Concord, New Hampshire
PURCHASING DIVISION
41 GREEN STREET
CONCORD, NH 03301
(603) 225-8530 FAX: (603) 228-2724

NOTICE TO BIDDERS

The Purchasing Department, 1st Floor, City Hall, 41 Green Street, Concord, New Hampshire 03301, will receive sealed Bids and/or Quotations for:

"B20-02 REHABILITATION PROJECT, 106 SOUTH STATE STREET"

until **2:00 PM** on **November 19, 2001** at which time and place they will be opened and publicly read. The sealed envelope should be plainly marked:

"B20-02 REHABILITATION PROJECT, 106 SOUTH STATE STREET"

Requests may be issued only by the Purchasing Department to authorized firms, and are not transferable unless authorized by the Purchasing Agent.

A mandatory pre-bid meeting (attendance required for all prospective bidders) will be held at 106 South State Street, Concord, NH 03301 on November 6, 2001 at 10:00 AM.

Each bid shall be accompanied by a certified check, cash check drawn by a New Hampshire bank, or bid bond for and subject to the conditions provided in the Instructions to Bidders. The amount of such bid deposit shall be \$500.00 made payable to the City of Concord, New Hampshire.

The successful bidder will be required to furnish a Performance Bond and a separate Payment Bond in the amount of one hundred percent (100%) of the bid submitted.

Plans and specifications may be obtained from the Purchasing Division, City Hall, 41 Green Street, Concord, NH 03301 (603) 225-8530.

Federal Labor Standard Provisions (minimum Davis-Bacon wage rates for all job classifications) will apply for this project.

The City reserves the right to reject any or all bids or any part thereof, to waive any part thereof, to waive any formality, informality or information in the bidding, to accept the bid considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so. Failure to submit all information called for and/or submission of an

unbalanced bid are sufficient reasons to declare a bid as non-responsive subject for disqualification.

All bids are advertised in the Concord Monitor and periodically in other various publications, on Concord AT&T (formerly Media One) Cable Channel 17, and are posted publicly at (1) City of Concord, City Hall, 1st Floor, 41 Green Street, Concord, NH 03301 and (2) on the City of Concord web site at www.ci.concord.nh.us/purchasing/bids.

CITY OF CONCORD, NEW HAMPSHIRE

Douglas B. Ross,
Purchasing Agent

GENERAL TERMS AND CONDITIONS

PREPARATION OF BIDS:

Bids shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. Any corrections to entries made on the bid forms shall be initialed by the person signing the bid.

Bidders must quote on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to quote on all items may disqualify the bid. When bids on all items are not required, bidders shall insert the words "no bid" where appropriate.

Alternative bids will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to, sample(s), if requested, and specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base bid response, i.e. it shall not be a separate document which could be construed as a second bid.

Unless otherwise stated in the Request, the bidder agrees that the bid shall be deemed open for acceptance for Sixty (60) calendar days subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Request for Bids due date to be considered. Any changes to the Request for Bids will be provided to all bidders of record.

The bidder shall not divulge, discuss or compare his bid with other bidders and shall not collude with any other bidder or parties to a bid whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery materials is allowed. Any such violation will result in the cancellation and/or return of materials, as applicable, and the removal from Bid List).

The name of manufacturer, trade name, or catalog number mentioned in this request for bids description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory. Proposals will be considered for any brand which meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

When samples are required, they must be submitted free of cost and will be returned unless otherwise specified.

Items left for demonstration purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the City. Said demonstration units shall not be offered to the City as new equipment unless mutually agreed to.

The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the City with certified test results or certificates of compliance. Where none are available, the City may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance, shall be the responsibility of the vendor.

Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted.

SUBMISSION OF BIDS:

Bids must be submitted as directed in the Notice to Bidders, and on the forms provided unless otherwise specified. Bids must be typewritten or printed in ink. Bids must be mailed or delivered in person. Bids that are faxed or e-mailed will not be accepted.

WITHDRAWAL OF BIDS:

Bids may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the bidder to the Purchasing Agent. Negligence on the part of the bidder in preparing his bid shall not constitute a right to withdraw bid subsequent to the bid opening. Bids may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

BIDDERS INTERESTED IN MORE THAN ONE BID:

If more than one bid is offered by any one party, or by any person or persons representing a party, all such bids shall be rejected. A party who has quoted prices to a bidder is not thereby disqualified from quoting prices to other bidders or from submitting a direct bid in its own behalf.

RECEIPT AND OPENING OF BIDS:

Bids shall be submitted prior to the time fixed in the Notice to Bidders. Bids received after the time so indicated shall be returned unopened. Bids must be mailed or delivered in person. Bids that are faxed or e-mailed will not be accepted.

BID RESULTS:

Bidders may secure information pertaining to the results of a bid by visiting the Purchasing office weekdays between the hours of 8:30 AM and 4:00 PM; or by enclosing a self-addressed envelope along with a two dollar (\$2.00) handling fee to receive the results by mail.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.

TIE BIDS:

When identical low bids are received, with respect to price, delivery and quality, award may be made by a toss of coin, with the following exception: When a tie bid exists between a local (a business establishment within City limits) bidder and an out-of-town bidder, preference will be given to the local bidder. Any bidder having a local agent who is a bona fide resident of the City is considered a local bidder. If a tie bid exists between two local bidders, or two out-of-town bidders, the decision may be made by a toss of coin.

AWARD OF CONTRACT:

The contract may be awarded to the lowest responsive and responsible bidder as soon as practical after the bid opening unless otherwise stated, but generally not before ten (10) working days from the bid opening.

It is the policy of the CITY that contracts be awarded only to responsive and responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- ?? Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- ?? Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- ?? Be able to comply with the proposed or required time of completion or performance schedule; and
- ?? Have a demonstrated satisfactory record of performance.
- ?? Adhere to the specifications of this bid and provide all documentation required of this bid

It is requested that interested parties refrain from making inquiries during this period. The contract award will be announced by a "Letter of Award" and subsequent Purchase Order. The City of Concord reserves the right to waive any formality, informality or information in the bids submitted and the right to reject any or all bids at its discretion and to accept the bid which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so. In case of error in the extension of prices, the unit prices bid shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

SAFETY DATA SHEET (Right to Know):

Any vendor who receives an order resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with that purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the State. All vendors furnishing substances or mixtures subject to RSA 277-A are cautioned to obtain and read the law referenced above.

PATENT PROTECTION:

The seller agrees to indemnify and defend the City of Concord from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the City of Concord harmless from any liability arising under RSA 382-A, 2-312 (3). (Uniform Commercial Code).

ASSIGNMENT PROVISION:

The contractor/vendor hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

DELIVERY:

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries which do not conform to the specifications or are not in good condition upon receipt ;shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays between the hours of 8:30 AM and 3:30 PM unless otherwise stated. Delivery arrangements must be made with requesting department prior to delivery.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract Amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the City and receipt of invoice, whichever is later.

ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.

TAX:

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

FUNDING OUT:

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

ASSIGNMENT OR SUB-CONTRACTING:

None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

EXCLUSIVITY:

This contract will be for the goods/services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these goods/services from any other vendor.

PRICING:

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

AUDIT:

It is the responsibility of the vendor to make available at his place of business upon demand, all price lists and other records pertaining to purchases made under the contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

GUARANTEES & WARRANTY:

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the City, in writing, prior to the delivery of an item or any work being performed. Non-guaranteed work must be offered at a discount rate from the bid prices. **Inspection, testing and final determination of non-warranty work shall be performed at no cost to the City.**

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

PROVISION REQUIRED BY LAW DEEMED INSERTED

Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

DEFINITIONS:

Bid shall also mean quotation, proposal, offer, qualification/experience statement, and services.

Bidders shall also mean vendors, offerers, or any person or firm responding to a request for bids.

GOVERNING LAW:

All contracts entered into by the City of Concord shall be governed by the Laws of the State of New Hampshire. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

FAILURE TO ACKNOWLEDGE THIS BID MAY RESULT IN WITHDRAWAL FROM THE BID LIST FOR THIS COMMODITY OR SERVICE.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT.

**PROJECT DESCRIPTION AND SPECIFICATIONS
106 SOUTH STATE STREET**

PROJECT DESCRIPTION:

The City of Concord is soliciting bids for the rehabilitation of an 8-unit apartment building, located at 106 South State Street, Concord, NH. The building is owned and managed by Fellowship Housing Opportunities. Work on this project includes replacement of windows, exterior siding, heating system, ventilation system, a handicapped ramp and conversion of an apartment to allow for handicapped accessibility. **Federal Labor standard Provisions (minimum Davis-Bacon wage rate per job classification) will apply on this project.**

The Building: The structure is a 2-story concrete block building with full basement and flat roof. The building is divided into eight apartments with front/back, left/right symmetry. The exterior finish is stucco cement; the windows are 4 ft. x 4 ft. aluminum sliders with single pane glass. The floors/ceilings are pre-stressed concrete “tilt ups” and presumably the roof is the same. Estimated date of construction is mid 1970s.

PROJECT SPECIFICATIONS:

Exterior

I. Windows:

1. Remove and replace (24) 4x4 windows with wood/aluminum clad Low E glass sliding window units with high performance glazing (U 0.3 or better). Patch interior and exterior of window units. Seal to structure with foam or caulk.

II. Siding/Insulation:

1. Siding installation shall consist of 2” rigid foam board insulation with a minimum R-value of 7 per inch. Spruce strapping 16" OC, install siding, plus accessories, allowance \$50.00 per square. Install 4" face corners, install shutters, 14" x 47" for all windows. Foam jamb extensions at doors and windows. Seal top, bottom, and edges of foam to stucco and tape joints.

III. Westside Entrance:

1. Install a handicapped Ramp connected to existing entrance, extend roof canopy, apply rubber roof and paint wood. Saw-cut asphalt for new concrete pad, and provide code appropriate support and rails for ramp.

Interior

IV. Handicapped Unit:

1. Remove and replace unit entrance door with code approved fire rated 3'0" x 6'8" metal door with standard hardware. Trim door. Remove wall between living room and bedroom, remove bathroom plumbing, remove bathroom walls for new bathroom layout and existing acoustic ceiling, remove kitchen cabinets, remove total flooring in apt.
2. New handicapped bathroom, install 5' shower, toilet, sink, grab bars, mirror. Revise walls per new layout for new bathroom, install 2x4 stud walls with 1/2" sheetrock, made ready for paint, install 2'x2' acoustic panel ceiling tiles, wall outlets to code.
3. Install 3'0" x 6" Luan door, toilet paper holder, towel bars, VCT 12x12 floor tiles, prime and paint. New Kitchen cabinets, and appliances; hood ducted to the outside, wall oven, electric hot plate.

V. Heating System:

1. Install hot water baseboard including (2) Weil-McLain boiler units, (2) 50-gallon hot water tanks, (2) power vents, baseboards, thermostats and needed electrical.
2. Remove and block existing wall heaters; install lumber, insulate, and sheetrock hole.

VI. Ventilation:

1. Provide fresh air intake through bedroom closet or other appropriate location in an exterior wall, using passive air intake mechanism with sufficient capacity to supply a 50 CFM exhaust fan connected to 4" minimum PVC or similar hard pipe to the outside at the bathroom. Permanently power electric source to fans. Exit ports for fans will be through the roof via the bathroom.
2. Provide continuous ventilation rate of 15 cfm. per occupant, and an occupant controlled booster rate of 50 cfm.

BIDDER'S DOCUMENT CHECKLIST

The following is a list of items that must be included in the bid documents, submitted by each vendor:

1. Bid Sheet
2. Bid Bond Security (\$500.00)
3. Specifications Exception Form
4. Business and Taxpayer Indemnification Agreement
5. City of Concord Indemnification Agreement
6. Insurance Certificate (Successful vendor must resubmit this certificate naming the City of Concord as an additional insured).
7. Qualification Statement

Interior:

IV. Handicapped Unit: _____ Dollars \$ _____
(Written) (Figures)

V. Heating System: _____ Dollars \$ _____
(Written) (Figures)

VI. Ventilation: _____ Dollars \$ _____
(Written) (Figures)

TOTAL FOR ALL EXTERIOR AND INTERIOR ITEMIZED ITEMS (MUST MATCH THE LUMP SUM TOTAL ABOVE):

_____ Dollars \$ _____
(Written) (Figures)

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR
SUBMITTING THIS BID
2. THE RECEIPT OF THE FOLLOWING
ADDENDA _____

COMPANY: _____

SIGNED BY: _____

PRINTED OR TYPED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOLL FREE NUMBER: _____ E-MAIL: _____

CELL PHONE NUMBER: _____ PAGER: _____

PRIMARY POINT OF CONTACT: _____

PAYMENT TERMS AND CONDITIONS _____

WARRANTY LENGTH AND
COVERAGE _____

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord
Douglas B. Ross, Purchasing Agent
41 Green Street
Concord, NH 03301

DUE: November 19, 2001 not later than 2:00 PM

CITY OF CONCORD, NEW HAMPSHIRE
SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your bid/quotation does not meet all of our specifications you **must** so state in the space provided below:

Bids on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your bid bond, if submitted.

Signed: _____
I DO meet specifications

Signed: _____
I DO NOT meet specifications as listed in this bid; exceptions are in the space provided.

The undersigned hereby indemnifies the City of Concord for all costs, claims or expenses associated with failures of the undersigned to perform in accordance with the contract/bid when such failure is directly or indirectly attributable to a computer or management information systems Year 2000 problem. Such indemnification shall extend to our sub-contractors and suppliers.

Signed: _____
I DO meet Year 2000 compliance

Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.

CITY OF CONCORD, NEW HAMPSHIRE

BUSINESS AND TAXPAYER IDENTIFICATION INFORMATION

(T I N)

1. THIS BUSINESS IS A: (Please check one)
- Individual
 - Sole Proprietorship
 - Partnership
 - Non-Profit Entity
 - Other, Please Describe: _____
2. LICENSED OR OTHERWISE AUTHORIZED TO DO BUSINESS BY THE STATE OF: _____

3. TAXPAYER IDENTIFICATION NO. (TIN): () () - () () () () () () ()
OR

SOCIAL SECURITY NUMBER () () () - () () - () () () ()

LEGALLY ISSUED IN THE NAME OF: _____

DOING BUSINESS AS (D/B/A): _____

ADDRESS: _____

CITY/TOWN, STATE, ZIP: _____

NOTE:

Your bid may be rejected if you do not complete and submit this page with your bid.

Checks in payment of obligations by the City will be made payable to your legally issued name unless you state a D/B/A (doing business as). Federal Tax reporting, if required, will also be in your legal name.

Failure to provide a Taxpayer Identification Number (T.I.N.) will subject you to a 31% Federal Back-up Withholding.

Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.

CITY OF CONCORD, NEW HAMPSHIRE

**THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS
HEREBY A
PROVISION OF ANY CONTRACT**

The successful contractor agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

COMPANY_____

TAXPAYER IDENTIFICATION NUMBER_____

AUTHORIZED SIGNATURE_____

ADDRESS_____

TELEPHONE_____

TOLL-FREE NUMBER_____

FAX NUMBER_____

E-MAIL ADDRESS_____

Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.

City of Concord, New Hampshire



Purchasing Department
CITY HALL, 41 GREEN STREET
Concord, NH 03301
PHONE(603)225-8530
FAX(603)228-2724

Reference: B22-02

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank you.

* * * * No Bid Questionnaire * * * *

A no bid is submitted in reply to the City of Concord Invitation for Proposals for (enter requirement description): _____

Dated _____, for the following reasons:

- _____ Item not supplied by our company.
- _____ Bid specification (give reason(s), e.g., too restricted, not clear, etc.):

- _____ Profit margin on municipal proposals too low.
- _____ Past experience with City of Concord (give specifics, e.g., payment delay, bid process, administrative problems, etc)_____
- _____ Insufficient time allowed to prepare and respond to bid request.
- _____ Bid requirement too large_____ or too small _____ for our company.
- _____ Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.
- _____ Other reason(s), please specify: _____



Company Name and Address: _____

Phone: () _____

(Signature)

(Typed/Printed Name & Title)

City of Concord, New Hampshire
B20-02 REHABILITATION PROJECT: 106 SOUTH STATE STREET
Insurance Requirements for All Contractors

Coverage is Required if Checked _____ *Minimum Limits Required*

(X) **Commercial General Liability**

Form CG0001 or equivalent including Products/ () \$500,000/1,000,000
 Completed Operations, Independent Contractors, (X) \$1,000,000/\$2,000,000
 Personal & Advertising Injury () Other \$ _____
 Per location/Per aggregate
 Occurrence Form

Additional Coverage to include:

- () 1. Owners and Contractors Protective \$ _____
- () 2. Underground/Explosion and Collapse

(X) **Commercial Automobile Liability**

Business Automobile Policy or equivalent () \$ 500,000 CSL
 Any Automobile – Symbol 1 Coverage (X) \$1,000,000 CSL
 Include Employees as Insured () Other \$ _____

Additional Coverage to include:

- () 1. Garage Liability \$ _____
- () 2. Garage Keepers Legal Liability \$ _____

(X) **Workers Compensation**

NH Statutory including Employers Liability (X) \$100/\$500/\$100
 () Other _____

(X) **Commercial Umbrella**

May be substituted for higher limits required above (X) \$ 2,000,000
 Follow Form Umbrella on ALL requested Coverage

(X) **Other**

- () 1. Professional/Errors or Omissions ()
- () 2. Builders Risk – Renovation Form
 All Risk completed value form Including Collapse \$ _____
 Sublimit for Soft Cost Coverage \$ _____
- () 3. Installation Floater (Equipment) \$ _____
- () 4. Riggers Liability \$ _____
- (X) 5. Environmental – Pollution Liability \$ 1,000,000
- () 6. Aviation Liability \$ _____
- () 7. Watercraft – Protection & Indemnity \$ _____

(X) **The City of Concord must be named as Additional Insured**

