

**WINDHAM SCHOOL DISTRICT
Windham, New Hampshire**

Windham Center School Water Heater Replacement- 2018

**Invitation to Bid
and
Instructions to Bidders**

January 29, 2018

INVITATION TO BID

The Windham School District will receive sealed bids for the Windham Center School Water Heater Replacement at Windham Center School, 2 Lowell Road, Windham, New Hampshire 03087.

INSTRUCTIONS TO BIDDERS

1. Submit bids on the bid form enclosed herein.
2. Specifications are attached.
3. All project work shall be completed during the hours of 3:30 PM to 10:00 PM Monday - Friday or 7:00 AM to 3:00 PM Saturday.
4. A mandatory walk through **“Will Not”** be conducted for this project.
5. If you have any questions or concerns regarding this project, please contact Mr. Roger Preston, Facilities Manager at (603) 845-1550 ext. 1217 or rpreston@windhamsd.org.
6. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
7. Faxed or Electronic bids will not be accepted.
8. Submit bids in a sealed envelope, *clearly marked*:

**“BID FOR WINDHAM CENTER SCHOOL WATER HEATER REPLACEMENT - 2018”
WINDHAM SCHOOL DISTRICT**

Send to:

Mr. William Hickey
Business Administrator
Windham School District
SAU #95, 19 Haverhill Road
Windham, New Hampshire 03087

10. BID CLOSING: **Tuesday, February 13, 2018 at 1:00PM.** Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.

WINDHAM SCHOOL DISTRICT
Windham Center School Water Heater Replacement - 2018
SPECIFICATIONS

SCOPE OF THE WORK

- Supply one (1) - A. O. Smith water heater to include oil burner Model # COF 315A 934 (315,000 BTU/HR, 84 U.S. Gallons) All ratings to match existing. Pictures of existing nameplate rating attached
- Disconnect existing temporary water heater supply and return fittings
- Disconnect flue from existing A. O. Smith water heater
- Disconnect existing electrical from existing A. O. Smith water heater
- Disconnect existing oil feed from existing A. O. Smith water heater
- Remove and return existing A. O. Smith oil burner to the Windham School District
- Dispose of existing A. O. Smith water heater according to federal, state and local policies
- Set new A. O. Smith water in place of removed A. O. Smith water heater
- Reconnect water heater supply and return fittings to new A. O. Smith water heater
- Reconnect flue to new A. O. Smith water heater
- Reconnect electrical to new A. O. Smith water heater
- Reconnect oil feed to new A. O. Smith water heater
- Install pressure relief valve on new A. O. Smith water heater
- Insulate all supply and return piping associated with the installation of the A. O. Smith water heater
- Provide start-up of A. O. Smith water heater to ensure proper function and operation

QUALIFICATION REQUIREMENTS

1. A qualified installer with a minimum of 5 years of experience.
2. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
3. Contractor shall be a single firm specializing in installation of Commercial Oil Fired Water Heaters. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on the Contractor.
4. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
5. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.

WORK SITE

1. All material will be reviewed and approved by Owner prior to installation.
2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
3. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
4. The Windham School District and grounds are a non-smoking area.
5. Non-prescription drugs or alcoholic beverages are not permitted on the grounds.

REMOVAL AND DISPOSAL OF MATERIALS

1. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies.
2. Discarded materials must be removed from school site on a daily basis.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

DELIVERY, STORAGE, AND PROTECTION

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
5. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
7. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

WARRANTY

1. The Contractor shall guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.

SPECIAL CONDITIONS

1. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
2. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
3. This bid cannot be assigned or transferred to any other Contractor.
4. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
5. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.

6. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
7. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
8. The Contractor shall insure that all employees shall perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner in writing and do not allow the offender access to the jobsite.

SAFETY

1. The health and safety of all workers, school employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. If any unauthorized person enters the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared.
3. Any ladders used on this project must be in good condition and must be OSHA approved.
4. Contractor must comply with all OSHA guidelines for safety and protection of workers and the public.
5. Contractor will adhere to the laws in the State of New Hampshire regarding current safety practices, and in accordance with code enforcement.

BOND REQUIREMENTS

1. Contractors must provide payment bond in accordance with New Hampshire RSA 447:16 Bond Required. "...shall if said contract involves an expenditure of \$35,000, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work... ". Failure to secure bonding will result in disqualification of bid.

LAWS AND REGULATIONS

1. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of Windham, NH ordinances.

INSURANCE

1. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.
 1. The contractor shall name the Windham School District as an additional insured.
 2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
 3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
 4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
 5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

a. Workers Compensation and Employers' Liability	Statutory Limits
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

FINAL INSPECTION

1. At completion of the project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Notify the Owner upon completion of corrections.

PAYMENT SCHEDULE

1. Owner will provide payment as follows:
 Final Payment – Final payment will not be issued until all components of the Final Inspection have been met to the Owner’s satisfaction. (see above)

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # _____
2. Size of Company: Total number of employees _____
 Total number of service employees _____
3. Number of years in business _____
 Number of years under current management _____
4. Office locations (service, retail, other) _____

5. Please provide website address: _____
6. Insurance – Please provide proof of insurance per specifications.
7. Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$35,000.
8. Warranty Information
 - A. Warranty Coverage: _____ (Company Name)
 - B. Number of years on equipment _____
 - C. Number of years on labor _____
 - D. Number of years on installation _____
 - E. Exclusions: _____ (Company Name) will not have any liability or obligation under the limited warranty in case of:
 1. Damage caused by natural disasters
 2. Damage caused by snow removal activities
 3. Any defect caused by misuse or abuse of the equipment
 4. Damage caused by unauthorized modification
 5. Damage caused by improper maintenance
 6. _____

Hereby warranties the project listed at Windham Center School, 2 Lowell Road, Windham, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.

Date of Final Inspection: _____
 Date of Warranty Expiration: _____

9. Provide operations and maintenance manuals.

10. Identify maintenance requirements of proposed equipment (if applicable).

A. Required service to maintain warranty.

B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

11. Provide list of proposed equipment/materials to be used on this project (per specifications)

No equipment substitutions will be part of this project. _____
Please initial above

Proposed Alternate Equipment:

12. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

1) _____

2) _____

3) _____

13. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. _____
Please initial above

A. _____

B. _____

C. _____

Provide references for each subcontractor under separate attachment.

(Company Name)

(Print Name)

(Authorized Signature & Title)

(Date)

**WINDHAM SCHOOL DISTRICT
Windham Center School Water Heater Replacement - 2018
BID PROPOSAL FORM**

To: Mr. William Hickey, Business Administrator
SAU #95
19 Haverhill Road
Windham, NH 03087

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, the undersigned agrees to perform the work, for the following sum of money:

TOTAL CONTRACT PRICE \$ _____

Submittals Included:
____ Company Profile

By signature below, the bidder, if awarded a contract,

- Agrees to complete the work by March 30, 2018
- Agrees to use only products as per attached specifications
- Must have an operational facility within a 100- mile radius of Windham, NH

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____

EMAIL: _____

SIGN HERE: _____

DATE

NAME OF AUTHORIZED OFFICER

**Windham School District
Center School Water Heater Replacement
Bidders List**

Contractor Name & Address	Contact Name	Phone Number	Email Address

















1-800-327-1933
HOURS: 7 a.m. - 7 p.m., CENTRAL TIME
MONDAY - FRIDAY
A.O. SMITH INTERNET ADDRESS:
www.hotwater.com

190600-000 REV. 05

MODEL / MODELE COF 315A 934
SERIAL NO. LB00-0909481-934
CAPACITY 84 U.S. GALS. 317.9 LITRES
INPUT 315000 BTU/HR 92.3 KJ/HR.
RECOVERY RATING (100' RISE)
264.0 U.S. GAL/HR 999 LITR/HR
FIRING RATE 2.25 US GAL/HR 8.5 LITR/HR

120 VAC 60 Hz
LESS THAN / MOINS QUE 10 AMPS

A. O. SMITH WATER PRODUCTS COMPANY
MCBEE, S. C. U. S. A.
MANUFACTURED UNDER PATENT NUMBER(S):
4,257,355

PART NO. COF 315A K88 8000 888

⚠ WARNING

THIS UNIT MUST BE INSTALLED
WITH THE FOLLOWING MINIMUM
CLEARANCE:

ABOVE 6"

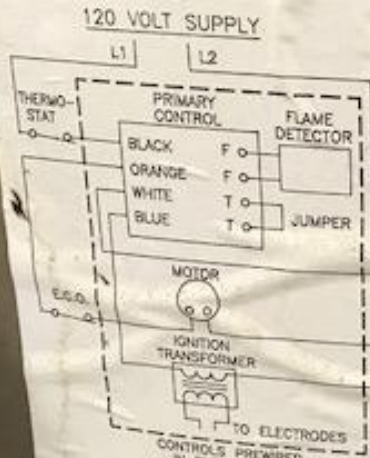
REAR 6"

TO REFRACTORY LINER OR FIRE BOX.

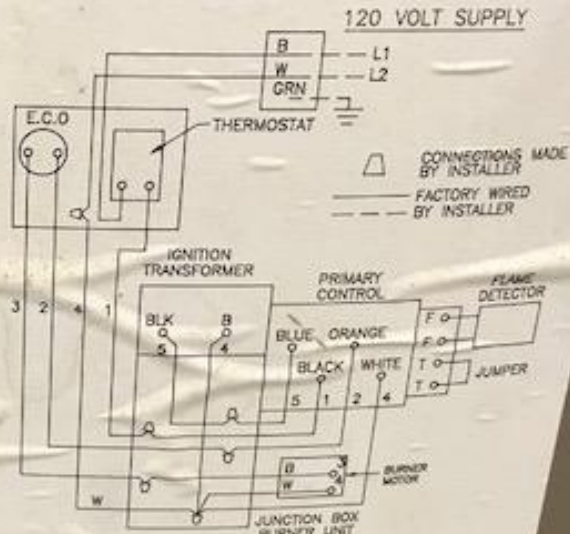
THE OIL BURNER IS EQUIPPED WITH
A SOLID CONE NOZZLE WITH AN
80° SPRAY ANGLE.

192485-000 REV. 01

WIRING DIAGRAM COF MODELS



SCHEMATIC



CONNECTION DIAGRAM

170057-000 REV. 2