

SAU #44 and the Northwood School District

REQUEST FOR PROPOSAL (“RFP”)

RFP NORT 04-2024

**RETRO FIT EXISTING SIGN
AT NORTHWOOD SCHOOL**

Request for Proposals (RFP)

SAU #44- Northwood School District (herein referred to as the “District”) request proposals from qualified contractors (herein referred to as the “Contractor”) to provide all labor, materials, equipment, and services required to provide **Retro Fit of Existing Sign** at Northwood School, 511 First New Hampshire Turnpike, Northwood, NH 03261.

General Conditions

1. The successful bidder will be the only Contractor permitted to provide services and products to the district as defined in this RFP.
2. Bidder shall provide a list of at least three Districts or organizations they have provided similar services and products in the last three (3) years. The list will include the name of the district or organization, contact person, and phone number.
3. A performance bond, in the total estimated amount of the annual contract, may be required. The Contractor shall procure and maintain in force a performance bond from an insurance company conditioned upon the faithful performance of the terms of the contract, in an amount equal to one hundred percent (100%) of the contract. The district will not pay for the bond. In addition, the successful bidder agrees to carry insurance in the amount specified below.
4. Each bidder must list any legal proceedings, disciplinary actions, administrative proceedings, arbitration, or mediation pending against them or any such proceedings that have been resolved in the last five (5) years.
5. The SAU and the District shall have the right to declare the Contractor in default if (a) the Contractor becomes insolvent; (b) the Contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Contractor; or (d) the Contractor is unable to provide evidence of required insurance coverage as set forth below. If the Contractor is declared in default for any reason, the district shall have the right to terminate the contract. In the event of a contractual termination, the district reserves the right to employ another Contractor to complete the term of this agreement. The original Contractor shall be responsible for any extra or additional expense or damages suffered by the district. In that event, the Contractor will be required to indemnify the district for any loss that may be sustained. The termination of the

contract by the district will be without cost or penalty to the District. The district shall only be liable to pay the Contractor for the amounts due to the Contractor as of the date of the breach.

6. The Contractor agrees to be in full compliance at all times with all laws, rules, and regulations of the United States, State of New Hampshire, local authorities and the SAU and District, including insurance requirements, and shall carry all such insurance. The said insurance will protect the district, its officers and employees, from any claims and demands, actions and causes of actions, damages, and costs, loss of service, expenses and compensation.
7. The Contractor agrees to maintain and pay for all Unemployment and Workers' Compensation insurance as may be required by both Federal and State of New Hampshire laws on all his/her employees engaged in the performance of the terms of the contract. Copies of said insurance policies shall be filed with the SAU Business Administrator prior to inception of services under this contract Agreement.
8. Liability Coverage: During the term of the contract the Contractor shall maintain general liability coverage in an amount not less than \$3,000,000 and commercial vehicle liability coverage for bodily injury and property damage in the amount not less than \$3,000,000 combined single occurrence limit, and workers' compensation coverage as required by federal and state statute. Certificates of insurance naming SAU #44- Northwood School District as additionally insured entities must be filed with the SAU Business Administrator within two (2) weeks of the award for services. The Insurance Certificate shall provide that no less than thirty (30) days prior written notice of insurance cancellation or material change in coverage shall be afforded to the district.
9. Indemnification: The Contractor shall defend, hold harmless, and indemnify to the maximum extent provided by law, SAU #44 the District, the SAU and District School Board, their officers, agents, employees from and against any and all claims, suits or demands for injuries or damages of any kind to any person or firm, in any way arising out of the performance of the contract whether such operations be performed by the Contractor itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this contract and regardless of whether the instrumentality causing such personal injury, death, property damage, or other loss is owned in whole or in part by the Contractor.
10. Contract Documents: The contract documents shall consist of the RFP, any questions and written explanations or clarifications of the RFP provided, all documents submitted by the Contractor in satisfying this request, and signed contractual agreements executed in a form approved by the District.
11. No escalation clause: The contract will not include any escalation clause for increased costs due to fuel, repair, maintenance, replacement, employee compensation or benefits, or environmental charges.

Requirements and Specifications

The district is seeking proposals to **FABRICATE AND INSTALL RETRO FIT SIGNAGE AT THE NORTHWOOD SCHOOL** to include:

- 1) Provide a proposal to include the costs for the work needed to fabricate and install the new electronic sign with the following Specifications;
- 2) Life expectancy of the work and any recommendations to assist the School Board with decisions.

- 3) SPECIFICATIONS:
 - a. Retro fit existing sign by removing the old manual reader board and replace with new electronic message center with a size not to exceed 4' x 8'. Allowing the outside edges stay within the existing cabinet.
 - b. Line Spacing: 10mm or better
 - c. Matrix: Minimum of 108 lines by 180 columns
 - d. LED Color: Minimum of RGB-281 Trillion Colors
 - e. Frames per Second: Minimum of 60
 - f. Display will and communication device will have a five-year parts warranty.
 - g. Communication to have Cloud based cellular modem with lifetime data plan.
- 4) Permit acquisition cost.

General Information:

A. Guidelines for Prospective Vendors: The Northwood School District shall award only responsible Vendors. At a minimum to qualify as responsible, a prospective Vendor must provide to the Northwood School District proof that they meet the following standard requirements related to this request for proposal:

1. Have adequate financial resources for the performance or have the ability to obtain such resources as required during the performance.
2. Have the necessary experience, organization, technical qualifications, skills and facilities.
3. Be able to comply with the proposed or required schedules.
4. Have a satisfactory record of performance.

B. Limitations: This invitation to bid does not commit the Northwood School District to award a contract, pay any costs incurred in the preparation of a proposal in response to this request, procure or contract for services or supplies. The Northwood School District reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this request for proposal if it is in the best interest of the Northwood School District to do so.

C. Proposal Signature: Proposals submitted by the bidder shall be signed by an official authorized to bind the firm and shall contain a notarized statement to the effects that the proposal is a firm offer for a thirty-day (30) period. The following information must be submitted with the proposal: Name, title, address and telephone numbers of individuals with authority to contractually bind the company, and the name and telephone number of the contact person for clarification of submitted bid information.

D. Contract Award: The Northwood School District may award a contract based on bids received. Accordingly, each offer that the bidder can submit to the district should be submitted on the most favorable terms from a price and technical standpoint. However, the School District reserves the right to request additional data, discussions or written presentations in support of any bid documents. A contract will only be awarded if all provisions in the request for proposal have been met in the submitted bid documents.

E. Proposal Submission: In order to be considered responsive, proposals must be accompanied by all required certifications and representations and must be submitted electronically to Christine Blouin, Business Administrator, email address: cblouin@nhsau44.org and a copy to Nate Byrne, Superintendent, email address: nbyrne@nhsau44.org.

F. Further Information: Vendors interested in making a submittal are directed not to make personal contact with the Superintendent or any member of SAU #44- Northwood School Board Members or employees or agents from the Northwood School District. Any contact will constitute grounds for disqualification of consideration.

G. Termination of Contract for Cause: If, through any cause, the Vendor shall fail to furnish in a timely and proper manner, its obligations under this contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of this contract, the School District shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof at least three (3) days before the effective date of such termination.

H. Copies of this RFP are available on the SAU website at www.sau44.org; by contacting the SAU, Monday through Friday from 8:00 AM to 3:30 PM at (603) 942-1290.

I. SAU #44 is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap.

J. The Contractor as required by law shall not discriminate against any employee or applicant for employment with them with respect to hire, tenure, terms, conditional or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status, Breach of this covenant may be regards as a material breach of any resultant contract.

K. Proposal Submission: Proposals shall include the total cost for the project per the specifications provided. The proposal must be submitted electronically to Christine Blouin, Business Administrator, email address: cblouin@nhsau44.org and a copy to Nate Byrne, Superintendent, email address: nbyrne@nhsau44.org, with the name, address, contact person, phone number and EMAIL address for the contractor responsible for the proposal. Please include **RFP NORT 04-2024– NEW SIGNAGE** in the subject line.

Proposals must be received by **2:00 pm on April 30, 2024** at the SAU #44 office to be eligible for consideration by the District.

SAU #44- Northwood School District
REQUEST FOR PROPOSAL ("RFP")
RFP NORT 04-2024 NEW SIGNAGE AT THE NORTHWOOD SCHOOL

(This form becomes Schedule A upon signature of a contract)

The undersigned agrees to provide the services as described in the Specifications to complete the NEW SIGNAGE AT THE NORTHWOOD SCHOOL:

Total Cost Price \$ _____

Exclusions and additions:

Detailed in bid proposal

As defined below

Name of Company _____

Town _____ State _____ Zip Code _____

Authorized Company Representative: _____

Signature _____ Date _____