



TOWN OF HUDSON

FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



Emergency 911
Business 603-886-6021
Fax 603-594-1164

Scott J. Tice
Chief of Department

Hudson Fire Department Generator Transfer Switch Project Request for Proposal

Bid Information:

Specifications can be obtained via the Town of Hudson, NH website at www.hudsonnh.gov. Any questions regarding this proposal shall be directed to Deputy Chief James Paquette by calling (603) 886-6021 or via email at jpaquette@hudsonnh.gov.

Bid Submission:

All Requests for Proposals (RFP) shall be submitted to the following no later than 10:00 AM on Friday, October 27, 2023:

***Hudson Town Clerk's Office
12 School Street
Hudson, NH 03051***

***The envelope containing the Request for Proposal must be clearly marked
"2023 Generator Transfer Switch Project"***

Bid Opening:

Bid opening shall take place at 10:00 AM on Friday, October 27, 2023, at the following location:

Town of Hudson Town Hall
Buxton Meeting Room
12 School Street
Hudson, NH 03051

Proposals will not be accepted at the bid opening, they shall be submitted to the Town Clerk as required.

Acceptance/Rejection of Bid:

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Hudson Board of Selectman. The Hudson Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.

**2023 PROPOSAL FOR
Generator Transfer Switch Project
THE TOWN OF HUDSON, NH FIRE DEPARTMENT**

The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Proposal for “**Generator Transfer Switch Project**”. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

Name, Title and Contact Information of Authorized Representative:

REPRESENTED BY:

(Name & Title)

TELEPHONE #: _____ - _____ - _____

FAX #: _____ - _____ - _____

EMAIL: _____

Signature of Authorized Representative:

**2023 PROPOSAL FOR
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1. Supply and install a Manual Generator Transfer Switch with the following provisions:

- A. Provide the necessary conduit, wiring and labor to intercept existing power supply between meter and main distribution panel and feed through new manual transfer switch at the Hudson Community Center at 12 Lions Avenue Hudson, NH 03051

- B. Supply and Install (1) 600 amp 120/208 manual transfer switch on exterior of building with (5) female cam lock connectors.

- C. Provide the following cabling for use in connecting generator to transfer switch:
 - 1. (5) - 50' 4/0 portable welding cables with male cam lock connectors on both ends color coded ends in black, red, blue, white, and green.
 - 2. (5) - 3' 4/0 portable welding cables with female cam lock connector on one end (1 black, 1 red, 1 blue, 1 white, and 1 green) installed on the Town of Hudson supplied portable generator.

- D. Provide necessary documentation and training to a single group of responsible parties.

- E. Ensure all work is code compliant and meets Electrical Inspection requirements.

- F. Provide a 2-year warranty on all workmanship and supplies including transfer switch.

Cost of Project \$ _____

Total Cost \$ _____

Name and Address of Firm:

PHONE #: _____

EMAIL: _____

(Name & Title)

Signature of Authorized Representative

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NON-COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed himself or herself regarding the accuracy of the statements made herein certifies that;

(1) The proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;

(2) The proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal;

(3) Acknowledges that the Town of Hudson, NH's Code of Ethics has been reviewed and understood. The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hudson, NH to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer

Firm Business Address

Signature and Title

Date

Printed Name

Subscribed and Sworn to me this ____ day of _____ 20__

Notary Public
My Commission Expires _____

**2023 PROPOSAL FOR
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THE TOWN OF HUDSON, NH FIRE DEPARTMENT**

I. GENERAL INFORMATION

1.1 Issuing Office: This Request for Proposals (RFP) is issued by the Town of Hudson, NH 12 School Street Hudson, NH 03051.

1.2 Purpose: The purpose of the RFP is to provide prospective firms with essential information to enable them to prepare and submit proposals regarding **2023 Generator Transfer Switch Project RFP**.

1.3 Proposals: All proposals received by the Town in response to this RFP will be retained. Submissions must:

- A. Constitute a complete response to this RFP, using the Proposal Form provided in this document.
- B. Include an original and three (3) copies.
- C. Must be received on or before 10:00 AM on Friday, October 27, 2023. Envelopes must be clearly marked:

“2023 Generator Transfer Switch Project”

Firms mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. **LATE PROPOSALS WILL NOT BE CONSIDERED**

Proposals should be mailed directly to:

**2023 Generator Transfer Switch Project
Hudson Town Clerk
12 School Street
Hudson, NH 03051**

- D. Must be signed by an official authorized to bind the firm to its provisions.
- E. Must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission.

1.4 Rejection of Proposals: The Town reserves the right to reject any proposals received as a result of this RFP.

1.5 Communications Concerning RFP: All questions relevant to the development of a proposal are to be submitted in writing by **10:00 a.m. on October 13, 2023** to:

James Paquette, Deputy Fire Chief
Hudson Fire Department
39 Ferry Street
Hudson, NH 03051
Jpaquette@hudsonnh.gov

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Questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms either by mail or by e-mail.

1.6 Term: Based upon the outcome of this process, the Town of Hudson, NH will award a contract at the sole discretion of the Town of Hudson, NH.

1.7 Additional Information:

A. Revisions or addenda to the RFP: In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided to all prospective firms either by U.S. mail or by email.

B. Incurring Costs: The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

C. Acceptance of Proposal Content: The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.

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GENERAL SPECIFICATIONS OF 2023 Generator Transfer Switch Project

Bid Prices: Bid price is to be a net LUMP sum fee, inclusive of all parts, labor, travel, delivery, supervision, training, etc., necessary to install the components and render the unit operational and complete.

Basis of Award: This contract will be awarded to the qualified bidder meeting specifications: **DEFINED AS:** ability and capability of the bidder to perform the work as described with the conditions set forth within, and in accordance with any applicable standards or certifications of the proposed equipment. Consideration will be given to previous work performed by the Bidder for the Town of Hudson, NH as well as financial resources of the bidder, compliance by the bidder with all applicable federal, state, and local laws, licensing requirements and delivery or completion time.

Bid Award: Once the qualified bidder has been identified and the award of the bid is authorized, the Fire Department shall prepare or cause to be prepared a purchase order to confirm the bid award. The Fire Department will bring the recommendation forward to the Board of Selectman for approval as required by the Town of Hudson, State Statutes, and this policy.

Invoicing: Invoice shall be payable upon satisfactory delivery and inspection of the unit to ensure it is operational.

The Town of Hudson, NH is seeking qualified manufacturers, or their representatives, to submit proposals through the RFP Process for the purchase and installation of a Manual Generator Transfer Switch.

The selection process used will be based on a review of qualifications followed by a detailed review of costs and finances. The Town of Hudson, NH will make the final decision.

A decision will be made based on all information obtained through the RFP process including written proposals and on-site interviews. Among the factors to be considered will be infrastructure compatibilities, operational governance, and quality control.

The Town of Hudson, NH reserves the right to accept or reject any or all options, proposals, and responses; to waive any technicality in a statement or part thereof submitted, and to pursue the option(s) deemed to be in the best interest of the town. All materials submitted shall become the property of the town. The receipt of any response to this request shall in no way be construed to create or imply a contract or obligation between the parties.

Responses shall be addressed to the **Town of Hudson, NH 12 School Street Hudson, NH 03051 on or before 10:00 AM on Friday, October 27, 2023.** Responses shall be submitted in a sealed envelope clearly marked,

“2023 Generator Transfer Switch Project”

The RFPs are available at the Town of Hudson NH Website: www.hudsonnh.gov

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Specifications:

Must check either "Compliant" or "Exception" for each line item.
If an exception is taken, provide a detailed description/explanation for the exception.

Standards:

UL 1008 Listed Transfer Switch Manufacturer

COMPLIANT: _____ EXCEPTION: _____

Components and equipment installed will meet National Electric Code

COMPLIANT: _____ EXCEPTION: _____

Testing:

The vendor will schedule (mutually agreed upon date) and complete a full-scale test of the system upon completion and delivery of the Town provided generator. If the vendor prefers, they can provide an alternative generator to test the system prior to delivery of the Town's generator.

COMPLIANT: _____ EXCEPTION: _____

Enclosure:

Type 3R heavy gauge galvanized steel enclosure with gray powder coat

COMPLIANT: _____ EXCEPTION: _____

Wall Mounted

COMPLIANT: _____ EXCEPTION: _____

Door & dead front panel for safe generator connection and operation

COMPLIANT: _____ EXCEPTION: _____

Transfer Switch Equipment:

Mechanically interlocked mechanism prevents cross-connecting power sources

COMPLIANT: _____ EXCEPTION: _____

Utility and generator disconnects are 3-pole circuit breakers as standard

COMPLIANT: _____ EXCEPTION: _____

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Color-coded series 16 cam style male connectors for easy portable generator connection
COMPLIANT: _____ EXCEPTION: _____

Transfer Switch Rated for 65kAIC @ 208VAC & 240VAC, 35kAIC @ 480VAC, 18kAIC @ 600VAC

COMPLIANT: _____ EXCEPTION: _____

Cam-style Receptacles (2) Sets of 400A, 600VAC for phase & neutral (1) 400A, 600VAC for ground

COMPLIANT: _____ EXCEPTION: _____

Operating instructions silkscreened on door

COMPLIANT: _____ EXCEPTION: _____

Pricing:

The vendor shall provide a guaranteed purchase price on the items and quantities for a period of Ninety (90) days.

COMPLIANT: _____ EXCEPTION: _____

Warranty Information:

Vendor shall state specifically in the bid the manufacturer's warranty regarding parts and/or labor, and the duration of the warranty in years.

The vendor shall state specifically any regularly scheduled maintenance and requirements outlined by the manufacturer to maintain any warranties. Additionally, the vendor shall also provide specific information regarding where said maintenance can and/or should be performed (i.e. within department, manufacturer's service center, etc.).

COMPLIANT: _____ EXCEPTION: _____

A minimum of a 2-year warranty is required on all system components and features of the unit to include finish

COMPLIANT: _____ EXCEPTION: _____

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Vendor/Service:

For quick service of unexpected emergency repairs, the Bidder shall have a service or repair facility within 75 miles of the Hudson Fire Department, located at: 15 Library Street Hudson, NH 03051. The bidder shall provide emergency 24-hour response during warranty period.

COMPLIANT: _____ EXCEPTION: _____

Additional Requirements:

Federal funding is being used in the purchase of this equipment and is subject to the following provisions. It is the responsibility of the vendor to verify if applicable. Other terms and conditions may apply; Town of Hudson, NH Fire Department will supply additional information if requested.

All contracts awarded by the Town of Hudson, New Hampshire to subcontractors and involving a grant-funded Purchase of goods or services, including small purchases, must include certain federally mandated Procurement contract provisions, including:

- Recipient Termination 2 CFR Part 200 Appendix II
- Equal Employment Opportunity E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
- Clean Air Act 42 U.S.C. 7401
- Federal Water Pollution Control Act 33 U.S.C. 1251
- Energy Efficiency 2 CFR Part 200 Appendix II
- Copeland "Anti-Kickback" Act 18 U.S.C. 874 and U.S.C. 276C
- Byrd Anti-Lobbying Amendment 31 U.S.C. 1352
- Debarment and Suspension Executive Order 12549 and 12689
- Recycling 2 CFR Par 200 Appendix II
- Davis-Bacon Act 40 U.S.C. 276a to a -7 see: <https://sam.gov/content/wage-determinations> MUST PAY THESE WAGE RATES. CONTRACTOR MUST TRACK THIS
- Contract Work Hours and Safety Standards Act 40 U.S.C. 327-333
- Rights to Inventions Made Under a Contract or Agreement
- 37 CFR part 401 Contractor Breach Clause 2 CFR Part 200 Appendix II
- For FEMA awards made and any other funding FEMA obligates during this waiver period, through January 1, 2023, recipients and sub recipients will not be required to follow the BABAA requirements.
- Provisions that allow for administrative, contractual, or legal remedies where contractor violates or breaches contract terms as well as remedial actions.

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- Provisions addressing termination by the Town of Hudson, New Hampshire including manner of termination and basis for settlement
- Provisions addressing termination of contract for default as well as circumstances beyond control of sub awardee
- Provisions allowing access to sub awardee records by the Town of Hudson, New Hampshire federal awarding agency, Comptroller General of the United States, and other duly authorized representative including NH Dept. of Safety.