

Purchasing Office  
Keene State College  
229 Main Street  
Keene, NH 03435-1601  
Phone: (603) 358-2493; 358-2494  
Fax: (603) 358-2495  
Web Site: [www.keene.edu /purchasing](http://www.keene.edu/purchasing)

**This page MUST be faxed to the KSC Purchasing Office IMMEDIATELY!**

**PROPOSER INFORMATION FORM**

Bid Number: 13608-0001

Due Date: 5/18/2016 at Noon

Project Description: Three (3) Steinway Boston, Model UP118S, Black Oak Pianos

Returning this form will indicate your intention on submitting a bid and ensure we have correct information for future correspondence regarding this project.

The Information below applies to:

Will Submit Bid <input type="checkbox"/>	Will Not Submit Bid <input type="checkbox"/>
This bid only <input type="checkbox"/>	All bids <input type="checkbox"/>

(Please type)  
Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please fax this page to: (603) 358-2495.



Wisdom to make a difference.

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Today's Date: 5/10/16

Bid Number: 13608-0001

Due Date: 5/18/16 at Noon

Project Description: Three (3) Steinway Boston, Model UP118S, Black Oak Pianos

**Request for Bid (RFB). This is not an order.** The University System of New Hampshire reserves the right to reject any or all bids and to waive any formalities in the bid process.

**KSC Inclement Weather Policy.**

It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. Before coming to a bid opening during inclement weather, you may call the KSC at 603/358-2493 to learn if the College is open or if curtailed operations are in effect. Any bid openings scheduled for a day when curtailed operations have been declared will be postponed until the next business day. All delayed bid openings will be at the same time as originally scheduled.

**Renee Harlow**

Renee Harlow  
Purchasing Director

Keene State College  
KSC Purchasing Office  
229 Main Street  
Keene, NH 03435-1601  
Telephone Number: (603) 358-2493/358-2494  
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Bid Number: 13608-0001

Due Date & Time: 5/18/16\_ noon

**STATEMENT OF WORK for Project Description:**  
**Three (3) Steinway Boston, Model UP118S, Black Oak Pianos**

**A. Purpose**

Keene State College is requesting bids for Pianos – per the attached specifications. Awarded firm will supply and install the materials per this RFP.

- B. Definition of Terms** The University System of New Hampshire, Appendix A – General Terms and Conditions, the University System of New Hampshire General Conditions of the Contract for Construction and the KSC Building Standards are an integral part of this bid document and as such become a part of the overall agreement. All bidders are responsible to read, review and apply them to this project. All can be seen at: <http://www.keene.edu/purchasing/> Click on the Bid Information button on the left side of the page

**C. Background About**

Keene State College strives to conduct business in a sustainable manner. This is an effort to balance economic priorities with environmental health and human health. KSC will, when economically feasible, do business with companies that can further our sustainable objectives. We are interested in receiving environmental mission statements or any programs or policies that have to do with sustainable issues. These programs or policies can be, but are not limited to, reducing, reusing and recycling resources, disposal of organic and other solid waste, conservation efforts in regards to transportation, energy and water, disposal of hazardous waste, giving back to the community. Please include as part of your bid any pertinent information in reference to any sustainable practices of your company, if applicable.

**II. SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**A. General Scope of Work – Bid Outline**

All Bidders must complete and submit the attached Bid Form to be considered for RFP award.

**III. REQUEST FOR BID (RFB) INSTRUCTIONS/INFORMATION**

**A. Overview of RFB Process/Timeline**

1. Bid packages shall be available on the KSC Purchasing website by 5/8/16

2. **Bids are due no later than 5/18/16 – Noon.**

Bids will be opened and read aloud at that time. Proposers and the general

public are welcome to attend the opening. Late bids will not be considered.

3. All bids will be read, reviewed and evaluated by the evaluation committee.
4. Finalists may be asked to come to campus to discuss their bids further with the evaluation committee. The evaluation committee will decide if such presentations are necessary.

## **B. General Instructions**

1. Any oral information received from the evaluation committee or any other KSC personnel will not alter or change this RFB.
2. Bids may be hand delivered or mailed.
3. **Submit one original and a flash-drive or cd** in a sealed package(s) by 5/18/16. Package(s) should be clearly marked "RFB #13608-0001". One package must be marked "Official Bid" and the rest should be marked "Copy". Package(s) should be addressed as follows:

Renee Harlow  
Purchasing Director  
Keene State College  
229 Main Street  
Keene, NH 03435-1601

The electronic submittal shall be considered the document of record.

4. By responding to this RFB the proposer acknowledges that s/he has read and understands the information contained within this RFB and has taken the contents into account in the preparation of the bid amount(s) as well as any alternate bid prices.
4. The cost for developing the bids shall be absorbed by the proposer.
5. KSC considers all terms and conditions to be accepted unconditionally by a contractor unless written exceptions are made to specific clauses of this specification. Such exceptions may, however, be used as a basis for rejection of the bid.
6. Failure of a proposer to follow the instructions of the RFB may result in rejection of the bid.

## **B. Format & Contents of Bid: Bid Expectations:**

**All Bidders must complete the attached Price Page to be considered for bid award**

- ❖ Provide clear, concise plan detailing how Proposer will perform the Scope of Work
- ❖ Provide full pricing detail
- ❖ Proposing firm capabilities/work history with this type of project.
- ❖ Warranty, service and support information
- ❖ Requirements of the Contractor for KSC

## **C. Evaluation Committee Rights/Rules of Conduct**

1. The evaluation committee expressly reserves the right to reject any and all bids without penalty, to waive all technicalities and irregularities and deviations of bids from this RFB, to decide whether a bid does or does not substantially comply with the requirements of this RFB, to be the final judge as to which is the best overall bid, and to award a contract to the contractor whose bid it considers to be in the best interest of KSC.
2. The evaluation committee reserves the right to award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable prices and would be the most advantageous to KSC.
  3. The evaluation committee will treat all bids received prior to the opening date as confidential. The committee may disseminate information to others whom the committee deems in its sole discretion to have an interest in the bid. In no event shall the committee be liable for any breach of confidentiality. All materials submitted in response to this RFB, with the exception of any materials that both the proposer and committee deem as confidential (and so marked by the proposer) will become the property of the committee and will become part of the public record. Pricing may not be considered confidential information.
  4. The content of the evaluation committee's working papers and discussions relating to the bids will be considered confidential.
  5. The evaluation committee will evaluate all bids against the evaluation criteria listed in this RFB and determine which contractor will best meet the needs of KSC.
  6. KSC reserves the right to negotiate simultaneously with more than one proposer.

**E. RFP Evaluation Factors**

Each Bidder should address all sections of this request for RFP. The submission must be in sufficient detail to allow the evaluation committee the ability to evaluate the RFP.

RFP award will be based upon the following: (not necessarily listed by priority)

- A) Prices
  - B) Ability to meet timeline
-

### **INSURANCE REQUIREMENTS**

1. The Contractor shall purchase and maintain for the life of the contract the insurance indicated below:

- a. Workers' Compensation and Employer's Liability Insurance for all his employees to be engaged on Work in the project under the Contract.
- b. Commercial General Liability, including all coverages outlined in paragraph four (4).
- c. Comprehensive Auto Liability, including all coverages outlined in paragraph four (4).
- d. Professional Liability as outlined in paragraph four (4).
- e. Umbrella/Excess Liability as outlined in paragraph four (4).

2. Owner's Protective Liability Insurance

When required by Section 4, the Contractor shall obtain Owner's Protective Liability Insurance. Evidence of this policy covered under this paragraph shall be delivered to the Owner prior to starting any operations. The policy is to cover the interests of engineers and all authorized personnel of the Owner.

3. Property Insurance

- a. Builders Risk coverage or comparable coverage, if required in Section 4, shall insure all parts of the Work comprising new buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like, and all additions to or extensions of existing buildings, structures and systems. If the Contract Work also includes renovation within an existing structure, then this portion of the Work shall also be insured and so described and endorsed to the policy. Coverage shall be written on an "All Risk" basis. The amount of coverage shall be the full value of the Work. The policy or policies shall be in the names of the Owner and Contractor, as their interest may appear, shall provide for inclusion as insured of the names of all other contractors, subcontractors, sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place, stored on the Site, stored off the Site as provide in Section 4, or in transit. Contractor shall provide a complete copy of this insurance policy to Owner prior to beginning the Work.
- b. Renovation Risk coverage, if required by Section 4, shall insure all parts of existing buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like within or in connection with which the Work is performed, on a flat or no coinsurance basis.

In addition, the "other insurance" clause shall be deleted. Coverage shall be written on an "All Risk" basis. The amount of such coverage shall be as required in Section 4. The policy or policies shall be in the names of the Owner and Contractor, as their interests may appear, shall provide for the inclusion as insureds the names of all other contractors, subcontractors, sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of

subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place,  
stored on the Site, stored off the Site for which the Owner holds title, and in transit if title is held by the Owner. Contractor shall provide a complete copy of the insurance policy to Owner prior to beginning the Work.

#### 4. Coverage

The Contractor shall purchase those coverages identified below by an “X” in the column titled “Required”.

Insurance (X indicates required coverage)		Limits of Liability	
a. Commercial General Liability (must be location and project specific)			
Requir			
X	Premises-Operations	General Aggregate	\$2,000,000
X	Products/Completed Operations	Products-Comp. Ops	\$2,000,000
X	Explosion, Collapse and Underground	Agg.	\$1,000,000
X	Contractual Insurance	Personal & Advertising	\$1,000,000
X	Broad Form Property Damage	Injury Each Occurrence	\$50,000
X	Independent Contractors	Fire Damage (any one	\$5,000
X	Personal Injury with Advertising Injury		
b. Other – Liability			
	Contractors Pollution Legal Liability (must be location and	per Occurrence	\$5,000,000
		Aggregate	\$10,000,000
	Owner’s Protective Liability	per Occurrence	\$2,000,000
		Aggregate	\$6,000,000
c. Excess Liability			
X	Umbrella Form or Other Form	Each Occurrence	\$1,000,000 \$1,000,000
d. Automobile Liability			
X	Owned	Bodily Injury and Property Damage Combined Single	\$1,000,000
X	Hired		
X	Non-owned		
e. Workers’ Compensation			
X	Workers’ Compensation		Statutory
X	Employer’s Liability	Each Accident	\$500,000
		Disease, Policy	\$500,000
		Limit Disease, Each	\$500,000
f. Property			
	Builder’s Risk/Or Comparable Coverage in an Installation Floater	Replacement Cost	by Owner
	Renovation Risk		
g. Architect & Engineer Professional Liability			
	Professional Liability	Each Claim	\$1,000,000 \$3,000,000

## 5. Conditions

- a. Additional Insured-The University System of New Hampshire, its trustees, officers, agents, and employees shall be listed as additional insureds on all certificates and policies, except workers' compensation and professional liability policies.
- b. The Contractor shall either require all Subcontractors and Sub-subcontractors to carry the insurance required by this article for all of their activities in connection with the Project, or the Contractor shall provide all such coverage under the Contractor's own insurance policies. The Contractor shall provide to the Owner a list of all Subcontractors and Sub-subcontractors who are providing their own insurance as required by these documents and Contractor shall certify that Subcontractors or Sub-subcontractors not on this list are insured by the Contractor.
- c. The Contractor shall not commence the Work, nor shall the Contractor permit any Subcontractor or Sub-subcontractor to commence any part of the Work, until the insurance required by this article has been obtained and such insurance has been approved by the Owner. Insurance required under this article shall be carried during the life of the Contract and for not less than three/eight years thereafter.
- d. Certificates of Insurance on Acord 25 form or other comparable form shall be filed with the Owner for all policies. Any such Certificate found incomplete or not according to form will be rejected as unsatisfactory. Rejected Certificates and copies of policies shall be corrected as necessary and resubmitted until approved.
- e. Every policy shall contain an endorsement stating that the insurance company will not cancel the policy, or allow it to expire, or change any coverage therein within the period required by the contract without first mailing by registered mail written notice of such action to the certificate holder, at least ten (10) days prior to termination for nonpayment of premium, and at least thirty (30) days prior to termination or change for any other cause. Certificate holder should be addressed as follows:

KSC Purchasing & Contract Services  
229 Main Street  
Keene, NH 03435-1601  
Phone: 603/358-2493  
Fax: 603/358-2495

- f. The Contractor agrees to assist in every manner possible in reporting and investigation of any accident, and to cooperate with all interested insurance carriers in handling any claim, by securing and giving evidence, and obtaining attendance of witnesses, as required for the settlement of any claim, arbitration or suit.
- g. All required insurance shall be provided by a company licensed to do business in the State of New Hampshire or on the New Hampshire Insurance Department's approved List of Non-Admitted Carriers.
- h. Title to all buildings and equipment not comprising part of the Work shall remain with the University System of New Hampshire, and property insurance therefore will be the responsibility of

the University System. The Contractor shall be responsible for loss or damage to all personal property brought on University System premises.

- i. The Contractor shall assume full responsibility and liability for losses, expenses, damages, demands and claims in connection with any injury or alleged injury, including death, or damage or alleged damage to property, sustained or alleged to have been sustained in connection with or arisen out of the performance of the Work by the contractor, its agents, employees, Subcontractors and Sub-subcontractors, including losses, expenses, damages, demands and claims sustained by the University System, its trustees, officers, agents and employees. In addition, the Contractor shall indemnify and hold harmless the University System, its trustees, officers, agents and employees from any and all such losses, expenses, damages, demands and claims.
- j. Should the project specifications and resulting Contract be based on the University System of New Hampshire General Conditions of the Contract for Construction document, the insurance provisions of that document (Article 11) shall apply to this Contract, except to the extent that such provisions are inconsistent with this document, in which event the provisions of this document shall govern. To the extent that they are consistent with or are not displaced by this document, the provisions of Article 11 of the University System of New Hampshire General Conditions of the Contract for Construction

## BID FORM

Bid of: \_\_\_\_\_, Bidder

For: Three (3) Steinway Boston, Model UP118S, Black Oak Pianos

To: Renee Harlow  
Director of Purchasing  
Keene State College  
229 Main Street  
Keene, NH 03431

The undersigned, hereinafter referred to as the Bidder, in compliance with the INVITATION TO BID for the above project to be undertaken by the Keene State College of the University System of New Hampshire, hereinafter referred to as the Owner, has examined the Bid Form, Instructions to Bidders, the General Conditions, the Supplemental General Conditions, the Specifications, the Drawings, and all other related documents including Addenda as listed (hereinafter called the Contract Documents). The contract documents together with either the agreement or the Owner's purchase order shall form the contract, and all are fully a part of this contract as if attached to said agreement or purchase order. In addition, the Bidder has examined the site and is familiar with all the conditions surrounding the work contemplated.

Submitted hereby is the following:

1. BID SECURITY (See Paragraph 13, Instructions to Bidders) – **Not required for this project**
2. BASE BID

2.1 The Bidder hereby proposes to furnish all plant, erection equipment, labor, materials, supplies, services, equipment, and other facilities required, necessary, or incidental to the work required or contemplated for the completion of this project (hereinafter called the Work) in strict conformity with the bidding and contract documents, of which this Bid is a part, for the sum of

\_\_\_\_\_ Dollars (\$\_\_\_\_\_), hereinafter

\_\_\_\_\_ referred to as the base bid.

2.2 All allowances (quantity and cash allowances) if any, listed in any part of the Contract Documents are included in the base bid.

2.3 Costs for receiving, handling, storage, and installation of Owner-furnished/purchased equipment, if any, listed in any part of the contract documents are included in the base bid.

