

(For use as legal advertisement)

**Request for Proposal**  
For  
**Cistern Tank Water Removal/Storage/Refill**

For Goffstown School District  
11 School Street  
Goffstown, NH 03045  
603 660-5766

***Submission Due Date: May 17, 2021*** The Goffstown School District invites proposals from qualified professionals to empty a 45,000 gallon Cistern Tank for needed service, to store water on site while cleaning services are performed, and to connect holding tanks to the sprinkler pump supply side to support building sprinkler systems while cleaning services are being performed. After cleaning service, to disconnect supply line to pump and refill Cistern Tank with the water from the holding tanks. Proposals may be delivered in person or by USPS to the Goffstown School District Business Office, 11 School Street, Goffstown, NH 03045. All proposals must be received by 2:00 PM prevailing time to be considered a responsive proposal. The school district reserves the right to extend this deadline by providing a written addendum to the Request for Proposal. ***Proposals submitted by facsimile or electronic mail will not be considered.***

**Request for Proposal (RFP) Invitation**

The Goffstown School District (herein referred to as the District) requests proposals for the following scope of work. The location of the work will be at Mountain View Middle School located at 41 Lauren Lane, Goffstown, NH 03045.

- 1) The Contractor awarded the project will supply three (3) 21,000 gallon holding tanks to store the water from Cistern Tank. Tanks to be placed in upper parking lot in the corner closest to the Cistern Tank.
- 2) Contractor will be responsible for emptying the water from the Cistern Tank into the holding tanks.
- 3) The Contractor awarded this project will properly connect the three (3) holding tanks together with control valves to open and close water at each tank (if tanks are not equipped with flow control valves). The three (3) tanks will supply water to a single feed line which will go down to the pump house and connect to the supply side of the fire pump which moves 1,000 GPM to support the building's sprinkler system.
- 4) **The Cistern Tank cleaning services are covered under a separate project RFP.**

- 5) After services have been completed the contractor for this RFP will remove supply connection to fire pump. Contractor must work with District's cleaning vendor to schedule and refill cistern tank.
- 6) The water from holding tanks will be directed back into the Cistern Tank after supply line has been disconnected. After holding tanks are emptied, removal of holding tanks must be at the soonest date possible. No additional fees will be charged to the District for late removal of the tanks outside of project date.

All proposals are to be submitted in a sealed envelope. The envelope must be marked in the lower left-hand corner with the following notation:

"RFP – Cistern Tank Project"

Documents should be addressed to:  
Goffstown School District  
Attn: Building and Grounds Director  
11 School Street  
Goffstown, NH 03045

Since there is a possibility of negotiation with multiple respondents, neither the identities of the responding firms nor the contents of any proposal will become public information before a contract award is made. Therefore, there will be no public opening. All proposals will become the property of the District and will be made available for review after award of contract.

### **Informational Meeting**

An informational meeting will be held on April 28, 2021 at 1:00 PM at the Mountain View Middle School located at 41 Lauren Lane, Goffstown, NH 03045. The purpose of this meeting is to give interested parties the opportunity to gather information to ensure proper equipment and materials needed to complete project.

### **Questions Regarding the RFP**

Contractors interested in making a submittal are directed not to make personal contact with the Building & Grounds Director. Questions about the RFP, its content, proposal format or any other question(s) deemed necessary to submit a responsive proposal must be submitted by May 3, 2021 in writing to:

Goffstown School District  
Attn: Building & Grounds Director  
11 School Street  
Goffstown, NH 03045

Or by EMAIL to:

[Randy.Loring@sau19.org](mailto:Randy.Loring@sau19.org)

Any questions and subsequent responses regarding the RFP will be distributed by EMAIL to all firms that completed the Receipt Acknowledgement (see page 6).

### **Contract Period and Requirements**

*The anticipated contract period is June 17, 2021 – July 8, 2021. Contractor is to coordinate schedules with Goffstown Fire Department while cistern tank will be out of service.* The contract may be suspended or terminated at any time by the District upon a written thirty (30) day notice to the Contractor(s) in the event of a material breach of contractual obligations. The Contractor shall be responsible for furnishing all work products.

### **Contract Award**

Award will be made after all proposals have been reviewed based upon the requirements contained within this RFP. The District reserves the right to reject any and all proposals or to accept other than the lowest priced proposal, and to waive any informalities, omissions, excess wording, or technical defects found within submitted proposals, if in the opinion of the District, such action would be in their best interest. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety this RFP. They further reserve the right to select the proposal that they consider will provide the best overall value to the District.

The opening of proposals is not open to the public. Bidding contractors will receive bid results after the opening date and time. Results are tabulated and compared for the best interest of the district.

This Request for Proposal does not commit the District, the Superintendent of Schools, the Board, the District Business Office, the Committee or any other sub-committees to pay costs incurred in the preparation and submittal of a proposal and does not commit the District to procure or contract for materials and services.

### **Items Required for Inclusion in Proposal:**

All proposals must address the following items in the order listed below and must be numbered the same as in the proposal submission document.

1. Description of Firm(s):

This section is intended to provide the District with the firm's information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the project requirements.

2. Project Plan and Methodology:

Briefly describe the procedures your firm will use in conducting each phase of the proposed work. Use this section to address the ability of your firm to undertake the projects for which you are requesting consideration. Explain how your firm manages workload balance.

3. References:

Supply a list of three (3) most recent references in the past two (2) years of similar work performed.

4. Schedule of Cost:

To include materials cost, labor costs with fee schedule, sub-contractor fees related to project.

## **Terms and Conditions**

1. **Indemnification** – The Contractor releases the District from, agrees that the District shall not be liable for and indemnifies the District against, all liabilities, claims, costs and expenses, including out-of-pocket and incidental expenses and legal fees, imposed upon, incurred or asserted against the District arising, directly or indirectly in whole or in part, out of the negligence or willful act or omission of the Contractor, its agents or anyone who is directly employed in connection with (i) this Agreement or (ii) the project, including the construction of the project and the maintenance, repair and replacement of any improvements which the Contractor is required to undertake pursuant to this Agreement or any permit or approval, provided that, such release or indemnification shall not apply to any actions or claims brought as a result of any material breach of this Agreement, willful misconduct or fraudulent action of the District.
2. **Liability Coverage** – During the term of the contract the firm(s) shall maintain general liability coverage in an amount not less than \$2,000,000, and worker's compensation coverage as required by federal and state statute. Certificates of insurance naming the Goffstown School District as an additionally insured entity must be filed with the Goffstown School District Business Office within two weeks of the award for services. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation or material change in coverage.
3. **Non-Appropriation** – Any resultant contract shall include a non-appropriation clause which states, "In the event that sufficient funds are not appropriated for project completion and other requested architectural and engineering services during the ensuing fiscal year, the District may terminate this agreement by written notice within thirty (30) days of adoption of the District budget for the fiscal year in question, and the agreement shall be terminated effective immediately."

4. **Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.
5. **Payment Terms** – To be determined. If in the opinion of the District, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the District.

**Goffstown School District  
Mountain View Middle School  
Cistern Tank Water Storage/Refill**

**For the Goffstown School District  
11 School Street  
Goffstown, NH 03045**

**Goffstown School RFP Receipt Acknowledgement**

**Contractor Name:**

**Contractor Address:**

**Contact Person:**

**Phone Number:**

**Contact Person's E-mail Address:**

**Date RFP Acquired:**

**Signature:**

**Printed Name:**

**Title:**

***(This sheet must be returned to the Goffstown School District by way of an email to Randy.Loring@sau19.org by May 3, 2021.)***