

**MANCHESTER SCHOOL DISTRICT SAU #37  
286 COMMERCIAL STREET  
MANCHESTER, NH 03101  
603-624-6300**

**REQUEST FOR PROPOSAL  
COMMERCIAL MOVE OF ADMINISTRATION OFFICE  
JULY 6, 2010**

**Overview:**

The Manchester School District is currently seeking proposals to move its administration offices on or around September 15, 2010.

**Location Information:**

The School Administration Offices for the City of Manchester School District are currently located on the second floor of a renovated mill building at 286 Commercial Street, Manchester, NH. The space is divided into a combination of offices with full-height walls, open-office cubicles, and miscellaneous support spaces. There are 28 offices, 46 cubicles, 7 storage areas, and 3 conference rooms. Total square footage is 21,300.

The space requirements for the District have been reduced and the office will be relocated to the second floor at 195 McGregor St, Manchester, NH also a renovated mill building. The square footage of the new space will be 12,760.

**Expected Date of Move:**

The new office space is expected to be completed on or before September 15, 2010. The current lease expires on September 30, 2010. The move is expected to be completed before the end of the lease. Since the exact date is not yet known, the mover must be flexible on date changes. It is anticipated that the move will take place on a Saturday and Sunday so that employees can report to work on Monday. Therefore, the dates of the move are expected to be Saturday, September 11<sup>th</sup> and Sunday, September 12<sup>th</sup> **or** Saturday, September 18<sup>th</sup> and Sunday, September 19<sup>th</sup> **or** Saturday, September 25<sup>th</sup> and Sunday, September 26<sup>th</sup>. The District reserves the right to change the actual date of the move without penalty.

## **Insurance:**

The successful contractor shall agree to indemnify and hold harmless the District from and against any and all claims whatsoever arising out of or occurring during the performance of this project or occurring and occasioned directly or indirectly by its error or omission, negligence or fault. The mover will be charged with repair or replacement of damage to building or any items lost, damaged, or stolen while in the carrier's custody.

Prior to the District's entering into a contract, the successful contractor shall produce evidence satisfactory to the District of adequate liability insurance coverage in this regard, naming the District as additional insured while contractor is performing duties under contract with the District. The successful bidder will be required to carry Workers' Compensation Insurance per the New Hampshire revised statutes annotated. In addition, the successful bidder will be required to carry Comprehensive General Liability coverage with a minimum combined single limit of \$1,000,000.

All subcontractors must meet the above insurance requirements. All insurance deductibles will be the sole responsibility of the contractor. Insurance companies providing coverage under the terms of this contract shall be approved to do business in the State of New Hampshire.

## **Requirements**

- Provide the name and address of the vendor submitting the proposal and identify a single individual able to respond to questions regarding the proposal.
- Provide a timeline for how long the move will take as well as the required steps necessary.
- Packing boxes are required to be included in proposal.
- The attached "General Bidder Certification", "Certificate of Tax Compliance" and "Certificate of Non-Collusion" forms must be completed and returned.
- Proposals must be received on or before 10:00 AM, Tuesday, July 27, 2010. No fax or e-mail submittals are acceptable. Any bids after the specified date and time will not be considered, nor will late bids be opened.
- Proposal specification including fee must be delivered in a sealed envelope marked "Manchester School District Administration Office Move".
- Provide three (3) references of similar size services performed.
- For any questions, please contact Tammy Hanna at 603-624-6300 X150.

- The District reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the District at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the District to do so.
- The District reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.

**General Bidder Certifications and Disclosures**

Firm Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

**I. Criminal and Civil History.** By submission of this proposal, the Proposer hereby certifies under oath that the Proposer, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "no", the Proposer shall disclose under oath the following:

A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the bidding Proposer, or the Proposer's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Proposer and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury or material misrepresentation. The Proposer shall not be required to disclose any conviction, which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Proposer or the Proposer's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Proposer, as well as the contractor's/vendor's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Proposer and any employee that shall have contact with the schools, including all transportation personnel. The Proposer shall not be required to disclose any conviction, which has been annulled by a court.

**II. Creditor Relationships and Business History.** Proposer hereby certifies that it:

A. Has been in business for \_\_\_\_\_ years.

B. Is current on all undisputed business debts.

C. Has not filed for bankruptcy protection. In the alternative, Proposer filed for bankruptcy protection on \_\_\_\_\_.

**III. Equal Opportunity Employer.** Proposer hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes \_\_\_\_\_ No \_\_\_\_\_

**IV. Safety and Licensure.** Proposer certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide transportation services to the District and meets all applicable safety standards.

Yes \_\_\_\_\_ No \_\_\_\_\_

**V. Insurances.** Proposer holds all the insurances, which shall be required by the District.

Yes \_\_\_\_\_ No \_\_\_\_\_

**VI. Criminal Records and Training.** Proposer complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes \_\_\_\_\_ No \_\_\_\_\_

**VII Contract Performance.** Proposer certifies that it has never had a contract terminated for nonperformance.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

*The District reserves the right, at its sole discretion, to reject any Proposal, which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Proposer on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District.*

Proposer's Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ } SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me personally appeared \_\_\_\_\_ known to me to be the same person(s) described in and who executed the within instrument, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and he/she (or they severally) acknowledged to me that he/she (or they) executed the same or their own volition with the intent that the District rely upon said statements.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

If Corporation:

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ } SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me personally appeared \_\_\_\_\_ to me known, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) \_\_\_\_\_; that he/she is the (give title) \_\_\_\_\_ of the (name of corporation) \_\_\_\_\_, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that the District rely upon said statements.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

**If Partnership:**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ } SS.:

*On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the individual who executed the foregoing, and who, being duly sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further did depose and say that he/she is a partner of the firm of \_\_\_\_\_ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership of their own volition with the intent that the District rely upon said statements.*

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**MANCHESTER SCHOOL DISTRICT  
286 Commercial Street  
MANCHESTER, NH 03101**

**Bid Due:** Tuesday, July 27, 2010 at 10:00 AM

**CERTIFICATE OF TAX COMPLIANCE ATTESTATION  
ATTESTATION CLAUSE**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state and federal tax returns and paid all state and federal taxes required under law.

\_\_\_\_\_  
\*\*Signature of Individual or Corporate Name (Mandatory)

\_\_\_\_\_  
By: Corporate Officer (mandatory, if applicable) (Title)

\_\_\_\_\_  
Social Security (voluntary) or Federal Identification Number

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(FAX)

\_\_\_\_\_  
(Date)

\*\*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended.

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**Bid Due:** Tuesday, July 27, 2010 at 10:00 AM

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Typewritten Name)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State)

\_\_\_\_\_  
(Phone) (FAX)

(Date) \_\_\_\_\_