



**TOWN OF EPPING, NEW HAMPSHIRE
REQUEST FOR PROPOSALS
SAFETY FACILITY BACKUP GENERATOR**

I. REQUEST FOR PROPOSALS

The Town of EPPING, NH, is requesting proposals for the installation of an Emergency Backup Generator at Epping Public Safety Complex.

II. BACKGROUND

The current generator located at the Epping Public Safety Complex, 37 Pleasant Street, Epping, NH, has failed and must be replaced.

III. SCOPE

Installation of new Emergency Backup Generator and all associated equipment to provide automatic backup power, which will enable the Epping Public Safety Complex to operate at full capacity.

General equipment details

- Provide one (1) new 70KW, LP, Kohler #KG150, 120/208V, three-phase Generator with one 600A Line Breaker, block heater, Sound Enclosure, emergency stop button (EPO Button), battery and battery charger.
- Provide precast Generator Pad (if required).
- Provide one (1) new 1200A, 120/208V, NEMA 3R Service Rated Disconnect adjacent to Utility transformer for rework and inter-connect of new Generator and Transfer Switch. Includes associated conduits / wiring, structural support, and hardware for equipment.
- Provide delivery, off-loading, crane and rigging to set precast Generator pad and new Generator.
- Provide one (1) new 1200A, 3R, Kohler #KSS-ACTC-1200-S Automatic Transfer Switch (ATS) or equivalent.
- Provide branch circuit conduit/wiring for Generator Battery Charger and Generator Block Heater from existing Power Panel to new Generator. Includes new breakers at existing Power Panel as required.
- Provide one (1) Generator Annunciator Panel with associated conduits and wiring. Location for this unit to be confirmed by owner.
- Includes site work for Generator Pad, trenching, backfill and finish grade.
- Provide Kohler Tech or other for required start-up, testing commissioning and owner training.
- Propane and propane connections by others. (No alternative fuel options)
- Work to be performed during normal work hours.
- Utility fees, if required, by others.
- Warranty on all parts and labor.



Installation details

1. All required permitting and inspections (local permits and inspections at no charge)
2. Required site work to include concrete pad and any trenching necessary for electrical conduit
3. Customer orientation and manufacturer's guarantee startup testing.
4. Any post installation details to include but not limited to finish sheetrock, fire stopping or other finishing details that would complete the necessary code obligations. Customer will provide cosmetic finish (paint).

Alternative Option

Provided that the contractor is submitting a proposal for the generator listed on page 1, the contractor may also propose an alternative manufacturer that they recommend. The alternative shall be equivalent to or greater than the generator specifications listed on page 1.

IV. PERFORMANCE REQUIREMENTS

The contractor will perform all tasks in a manner that meets the expectations of the Town. All work must be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations.

The Contractor shall maintain a clean and safe job site. At the conclusion of the work, it will be the contractor's responsibility to clean and remove all waste, rubbish and other debris created by the work and leave the work site in a manner acceptable to the Public Safety Complex representative.

The Contractor shall confine the work area to the part of the site where installation work is necessary. Work hours shall be Monday through Friday, 6:00 a.m. to 4:00 p.m. Work on weekends or holidays requires pre-approval by the Town Administrator or designee.

A detailed work site schedule will need to be completed with the Epping Fire Department, as the facility will be open during construction.

The Contractor shall submit in writing any additional work that the Contractor feels should be included, and what the total cost will be for each additional item. All requests for additional work shall require approval by the Town Administrator before work is done.

Application of all materials shall be installed by following the manufacturer's installation specifications and applicable codes and standards.

Bidder to provide a schedule of values and a proposed payment schedule. The Town of Epping reserves the right to withhold a 5% retainage at each payment schedule. Any retainage withheld shall be payable upon completion and acceptance of the work.



The Contractor receiving the bid shall provide a lead-time on equipment in order to discuss a time mutually agreed upon by the Town and the Contractor to commence work. The work shall be completed within sixty (60) days of the bid being awarded unless otherwise agreed upon by both the Contractor and the Town of Epping.

The Contractor shall provide a three (3) year parts and labor warranty on the systems and components installed. The start of the warranty shall be upon the date the manufacturer's warranty testing is completed.

V. SUBMISSION

One (1) original bid must be submitted in a sealed envelope clearly labeled "EMERGENCY BACKUP GENERATOR" and must be submitted no later than 2:00 p.m. on Friday, April 18, 2025. Bids will be publicly opened and read aloud on Monday, April 21, 2025, at 2:00 pm at the Epping Town Hall. No faxed or unsealed bids will be considered. Bids may be submitted by mail, courier service, or in person, addressed to:

Town Administrator
Town of Epping
157 Main Street
Epping, NH 03042

In the case of mailed or third-person delivery, the outer envelope must be clearly labeled "Emergency Backup Generator," and the bid must be contained in a second sealed envelope. No faxed or unsealed bids will be considered.

All information must be submitted in black ink or typed. Errors, alterations, or corrections must be initiated by the person signing the bid.

An authorized person representing the legal entity of the bidder must sign bids.

The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.

Bids are considered valid for sixty (60) days after bid(s) are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bid(s) are opened.

VI. ADDITIONAL INFORMATION

At the time the first bid is opened, each bidder is presumed to have read and be thoroughly familiar with all bidding and contract documents for this project. Failure or omission of the bidder to receive or examine any information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.



A pre-bid site visit may be arranged by contacting the Chief, Epping Fire Department, (603) 679-5446.

The specifications, bidding, and contract documents are to be interpreted as meaning those acceptable to the Town of Epping.

The bidder awarded this bid must provide a current Certificate of Insurance to the Town Administrator's Office PRIOR to commencement of work, with the following requirements:

General Liability with a minimum limit of \$1,000,000

Automobile Bodily Injury with a minimum limit of \$2,000,000

Property Damage \$250,000

Worker's Compensation, as required by New Hampshire State statutes.

The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

VII. PAYMENT FOR SERVICES

The Town shall pay the Contractor for the performance of work and after completion of the service within a net thirty-day time period.

VIII. EVALUATION OF PROPOSALS

The Town of Epping reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, to waive any non-material deficiencies or irregularities in the bidding process, and to award the bid deemed to be in the best interest of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals.

An award shall be made to the most qualified, responsive, and responsible bidder. That bidder is the person or firm whose bid to perform the work is reasonable, and who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein.

The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.



Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance in terms of quality and timeliness in tasks performed for other clients or the Town of EPPING, and how responsive they will be in terms of cost efficiency to the Town of EPPING.