

**CITY OF ROCHESTER, NEW HAMPSHIRE
INVITATION TO BID**

The City of Rochester, New Hampshire, is accepting sealed bids for “**Records Storage Filing System**” Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Records Storage Filing System”

“Bid 11- 14”

City of Rochester, New Hampshire
31 Wakefield St
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than January 6, 2011 @ 2:15 PM. Actual bid opening will begin at 2:30PM. No late bids, telephone, faxed, or emailed bids will be accepted. The bid specifications, appendices and proposal forms may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield St, Rochester, NH 03867, 603-335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed with submitted.

The City of Rochester reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bids, to accept the bid(s) considered to be in the best interest of the City, or to sell on the open market if it is considered in the best interest of the City to do so. Failure to submit all information called for may be sufficient for disqualification.

RECORDS CONVERSION AND FILING SYSTEM STORAGE INSTALLATION

OVERVIEW OF PROJECT

Currently files are in a variety of equipment from four drawer verticals, four drawer lateral cabinets. Selected vendor will be responsible for creating a database of the youth files as well as approximately 25,000 case files. Youth files will be boxed and placed onto shelving with a complete inventory created in an excel spreadsheet for what files are in each box.

Selected vendor will create a database of the 25,000 case files prior to production of a new folder for each record, new folder will be end tab, 14pt manila with reinforcement, new folder to have color-coded strip label factory applied with: case number, reference line and barcode on each label. Label design to be approved by department prior to production. Selected vendor will provide a Personal Computer with label printing software, color canon printer and training to support ongoing creation of case file folders.

Selected vendor will, after database creation, send data to folder factory for folder production. Conversion will consist of all folders in basement level file room being loaded onto file carts and equipment removed from room for new moveable shelving to be installed. Conversion team will move carts to attic via elevator and convert files from old folder to new folder by verifying data on old with the new and transferring contents. Approximately 25,000 case files will be converted to new folder per above specification using 14pt manila folder with factory applied strip label. New Computer will be installed in department that creates new folders. Moveable shelving will be installed and then files will be removed by selected vendor from file carts and placed onto new moveable shelving. Verification of file placement, with the users and the vendor will take place prior to final signoff by Rochester Police Department personnel.

Training will begin immediately on the morning following the conversion and will consist of locating and pulling charts with the office staff.

Selected vendor will be OSHA (Occupational Safety and Health Administration) certified. Selected vendor will also be able to provide at least five references of jobs of similar scope within the last twelve months. Selected vendor will have reference to at least five similar conversions performed in the last twelve months. The installers and conversion team performing the project must be employees of the selected vendor.

BID SPECIFICATIONS

The Rochester Police Department is seeking to obtain proposals for a Records Storage Filing System in **THREE** separate locations of the Police Department

with the below listed specifications: The Primary Records storage system will be located in the basement consisting of a roll storage type system. The two additional areas will be a four post type system, one located in dispatch and the other in the future prosecution office on the second floor.

BASEMENT RECORDS STORAGE AREA

General: The first room located in the basement will have installed a system consisting of manufactured storage units mounted on manufacturer's track-guided carriages to form a compact storage system that provides for a minimum of 12,000 linear filing inches. System design permits access to any single aisle by manually moving units until the desired aisle is opened. The carriage/rail system provides uniform carriage movement along the total length of travel, even with unbalanced loads. The storage units will be installed in a room that has existing rubber flooring installed over a concrete floor.

Carriage System Design and Features: The carriage system consists of a formed structural steel frame with machined and balanced wheels riding on steel rails, surface mounted to the floor. Rails shall be types selected by the manufacturer to ensure smooth operation and self-centering of mobile storage units during travel without end play or binding. Rail types, quantities and spacing shall be selected by the manufacturer to suit installation conditions and requirements. All bearings used in the drive mechanism shall be permanently shielded and lubricated.

Movement Controls: Triple or single arm operating wheels with rotating hand knobs shall be provided on the accessible (drive) ends of shelf units, centered on the end panel, located 40 inches (1051MM) from the base of each unit to permit units to be moved to create a single aisle opening. Turning the handle transmits power through a chain drive, to drive wheels on each carriage.

Drive System: The system shall be designed with a positive type mechanically-assisted drive which minimizes end play, ensures there is no play in the drive handle, and that carriages will stop without drifting.

1. System shall include a chain sprocket drive system for each movable carriage to ensure that carriages move uniformly along the total length of travel, even with unbalanced loads. All system components shall be selected to ensure a smooth, even movement along the entire carriage length. Drive system gearing shall be designed to permit 1 lb. of force applied to the drive handle to move a minimum of 4,000 lbs. of load.
2. A tensioning device shall be provided on each chain drive with provision for adjusting tension without removing end panels.
3. All bearings used in the drive mechanism shall be permanently shielded and lubricated.

Safety Features:

4. Color-coded visual indicators shall provide verification that carriages are in a locked or unlocked mode.
5. A single safety lock button, mounted on each operating wheel hub, will permit moving a carriage in either direction to create a new access aisle when pulled out (unlocked), or locking the carriage when pushed in.

Finishes:

6. Fabricated Metal Components And Assemblies: Manufacturer's standard powder coat paint finish.
7. End Panels, Accessible Ends: Manufacturer's standard powder coat paint finish.

PERFORMANCE REQUIREMENTS**Design Requirements:**

Limit overall height to 94 inches.

Ease Of Movement: Provide mechanically assisted units capable of being moved by exerting a maximum horizontal force of 5 pounds on the operating wheel.

ADDITIONAL SHELVING STORAGE AREAS

A. **General:** The shelving units shall be of four-post, wedge-lock type to be installed on the second floor records room as well as a single free standing unit to be installed in the dispatch area in the police department.

8. Four-Post Shelving

- a. **Design:** Wedge-lock type consisting of uprights, shelves, and shelf supports, designed to be assembled without fasteners or clips. Shelves shall not have any holes on exposed surfaces. Front and back flanges shall be flush with outside faces of posts. Design shall permit individual shelf adjustment and/or removal anywhere along the entire height of uprights.
- b. **Materials and Workmanship:** Fabricate units from Class 1, cold-rolled steel sheet with all bends sharp and true and no exposed "knife" edges.

- 1) All units shall be free of burrs, sharp edges and projecting hardware with smooth, non-abrasive surfaces and edges.
- 2) After fabrication, shelving shall exhibit no dents, "oil canning", buckling or other surface irregularities.
- c. Uprights: Formed from steel sheet to a hollow "tee" shape for intermediate supports and formed angles for end supports. Uprights shall have keyhole slots on inner wall only. Provide with sheet steel panels full height and depth of end uprights. Provide intermediate "tee" uprights between adjacent units.
- d. Shelves: Form from sheet steel with flanges on all sides and return hem on front and back flanges. Ends shall be formed to clear inside of upright offset panels. Shelves shall be independently adjustable. Provide all shelves with slots for file dividers.
- e. Canopy Tops: Same construction as shelf units.
- f. Shelf Supports: Form from heavy gauge steel sheet with four solid steel shoulder rivets, two per ear, that interlock with inner wall of uprights.
- g. Nominal Shelf Dimensions:
 - 1) Standard Width: 36 inches (914MM), with 30, 42, or 48 inch (762, 1067, or 1219MM) sections used to meet project requirements.
 - 2) Shelf Edge Vertical Profile: 3/4 inch (19MM) maximum.
 - 3) Vertical Adjustment Increment: 1-1/2 inches (38MM).
 - 4) Width Of Intermediate Uprights: 2 inches (51MM).
 - 5) Clearance Between Uprights: Nominal shelf section width minus 2 inches (51MM).
 - 6) Levelness Of Completed Shelf Units: Maximum 1/8 inch (3.2MM) between bottom shelf and canopy top, measured along the edge of any upright in any direction.
 - 7) Number of Vertical Shelf Spaces: As indicated on the drawings [_____]. (Please indicate dependent on area)
 - 8) Vertical Shelf-To-Shelf Spacing: As indicated on the drawings [_____]. (Please indicate dependent on area)
- h. Load Carrying Capabilities: Provide shelf units capable of supporting 40 pounds per lineal foot (18kg/305MM) with maximum deflection of L/140. Shelves shall exhibit no permanent deflection under fully loaded conditions.
- i. Accessories: Provide file dividers per shelf.

j. Powder Coat Paint Finish:

Color to be selected from manufacturers standard color card.

1.2 SUBMITTALS

Product Data: Submit manufacturer's product literature and installation instructions for each type of shelving, track and installation accessory required. Include data substantiating that products to be furnished comply with requirements of the contract documents.

Shop Drawings: Show fabrication, assembly, and installation details including descriptions of procedures and diagrams. Show complete extent of installation layout including clearances, spacing, and relation to adjacent construction in plan, elevation, and sections. Indicate clear exit and access aisle widths; access to concealed components; assemblies, connections, attachments, reinforcement, and anchorage; and deck details, edge conditions, and extent of finish flooring within area where units are to be installed.

1. Show installation details at non-standard conditions. Furnish floor layouts, technical and installation manuals for every unit shipment with necessary dimensions for rail layout and system configuration at the project site. Include installed weight, load criteria, furnished specialties, and accessories.
2. Provide layout, dimensions, and identification of each unit corresponding to sequence of installation and erection procedures. Specifically include the following:
 - a. Location, position and configuration of tracks on all floors.
 - b. Plan layouts of positions of carriages, including all required clearances.
 - c. Details of shelving, indicating method and configuration of installation in carriages.
3. Provide location and details of anchorage devices to be embedded in or fastened to other construction.
4. Provide installation schedule and complete erection procedures to ensure proper installation.

Samples: Provide minimum 3 inch (76MM) square example of each color and texture on actual substrate for each component to remain exposed after installation.

Selection Samples: For initial selection of colors and textures, submit manufacturer's color charts consisting of actual product pieces, showing full range of colors and textures available.

Installer Certificates: Furnish signed certification by manufacturer attesting that installers comply with specified requirements. Submit manufacturer's certification that products comply with requirements of the contract documents.

Warranty: Submit draft copy of proposed warranty for review by the Police Department.

Maintenance Data: Provide in form suitable for inclusion in maintenance manuals for mobile storage units. Data shall include operating and maintenance instructions, parts inventory listing, purchase source listing, emergency instructions, and related information.

5. Submit manufacturer's instructions for proper maintenance materials and procedures.
6. Submit manufacturer's printed instructions for maintenance of installed work, including methods and frequency recommended for maintaining optimum condition under anticipated use conditions. Include precautions against using materials and methods which may be detrimental to finishes and performance.

Reference List: Provide a list of recently installed mobile storage units to be visited by police department representatives. Intent of list is to aid in verifying the suitability of manufacturer's products and comparison with materials and product specified in this section.

1.3 QUALITY ASSURANCE

Installer Qualifications: Engage an experienced installer who is a manufacturer's authorized representative for the specified products for installing carriages and anchoring shelving units to carriages.

1. Minimum Qualifications: 1-year experience installing systems of comparable size and complexity to specified project requirements.

1.4 DELIVERY, STORAGE AND HANDLING

Follow manufacturer's instructions and recommendations for delivery, storage and handling requirements.

1.5 PROJECT CONDITIONS

Field Measurements: Verify dimensions before fabrication. Indicate verified measurements on Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the Work.

Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating mobile storage units. Coordinate construction to ensure actual dimensions correspond to established dimensions.

1.6 SEQUENCING AND SCHEDULING

Sequencing: Coordinate storage shelving system installation with other work.

Scheduling: Plan installation to commence after finishing operations, including painting have been completed.

Pre-installation Conference: Schedule and conduct conference on project site to review methods and procedures for installing mobile storage units including, but not limited to, the following:

1. Review project conditions and levelness of flooring and other preparatory work performed under other contracts.
2. Review and verify structural loading limitations.
3. Recommended attendees include:
 - a. Owner's Representative.
 - b. Manufacturer's representative.
 - c. Subcontractors or installers whose work may affect, or be affected by, the work of this section.

1.7 WARRANTY

Provide a written warranty, executed by Contractor, Installer, and Manufacturer, agreeing to repair or replace units which fail in materials or workmanship within the established warranty period. This warranty shall be in addition to, and not a limitation of other rights the Owner may have under General Conditions provisions of the Contract Documents.

Warrant the entire movable compact shelving installation against defects in materials and workmanship for a period of five years from date of acceptance by the Owner.

PART 2 - EXECUTION

2.1 EXAMINATION

Examine floor surfaces with Installer present for compliance with requirements for installation tolerances and other conditions affecting performance of mobile storage units.

Verify that building structural system is adequate for installing mobile storage units at locations indicated on approved shop drawings.

1. Ensure that rail spacings indicated on shop drawings are in proper locations so existing load-bearing structural members are not overstressed.

Verify that intended installation locations of mobile storage units will not interfere with nor block established required exit paths or similar means of egress once units are installed.

Prepare written report, endorsed by Installer, listing conditions detrimental to proper performance of mobile storage units, once installed.

Proceed with installation only after unsatisfactory conditions have been corrected.

2.2 FIELD QUALITY CONTROL

Verify shelving unit alignment and plumb after installation. Correct if required following manufacturer's instructions.

Remove components which are chipped, scratched, or otherwise damaged and which do not match adjoining work. Replace with new matching units, installed as specified and in manner to eliminate evidence of replacement.

2.3 ADJUSTING

Adjust components and accessories to provide smoothly operating, visually acceptable installation.

2.4 CLEANING

Immediately upon completion of installation, clear components and surfaces. Remove surplus materials, rubbish and debris resulting from installation upon completion of work and leave areas of installation in neat, clean condition.

2.5 DEMONSTRATION/TRAINING

Schedule and conduct demonstration of installed equipment and features with Police Department personnel.

Schedule and conduct maintenance training with City of Rochester's maintenance personnel. Training session should include lecture and demonstration of all maintenance and repair procedures that end user personnel would normally perform.

2.6 PROTECTION

Protect system against damage during remainder of construction period. Advise Owner of additional protection needed to ensure that system will be without damage or deterioration at time of substantial completion.

INSTRUCTIONS TO BIDDERS

I. Preparation of Bid Proposal

Companies should contact Captain Scott Dumas to arrange a time to visit the site and collect measurements. Captain Dumas can be reached at 330-7145.

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a

joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.

- D. All questions shall be in writing and submitted to the Purchasing Agent. The purchasing agent will then forward both the question and the City's response to all prospective bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

IV. Delivery of Bid Proposals

Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

V. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

VI. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VII. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
- C. Partial proposals may be accepted.

II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening

of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

