

**Town of Wilton, NH**  
**Invitation for Bids #05-22**  
**Town Hall Theatre Rear Emergency Exit Project**



**Date Posted:** 6/2/2022

**Bid Deadline:**

**Administrative Questions**

Nick Germain, Town Administrator

**Inquiry / Submissions Addresses:**

**Street Address**

Administration Office  
Wilton Town Hall  
42 Main Street  
Wilton, NH 03086

**Mailing Address**

Wilton Town Hall  
Town Administrator's Office  
P.O. Box 83  
Wilton NH, 03086

**It is the town's intent that this IFB shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, Nick Germain ([wiltonta@wiltonnh.gov](mailto:wiltonta@wiltonnh.gov)) in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source**

**The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all bids, to waive technical or legal deficiencies, and to accept any bid that it deems to be in the best interest of the Town of Wilton.**

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## 1. General Information and Submission Process

### 1.1 Key Dates

**Bid Deadline:** June 29th, 2022 @ 2:00PM

**Anticipated Public Bid Opening:** June 29th, 2022 @ 2:15PM

**Anticipated Award Timeframe:** Within 10 days of bid deadline

### 1.2 Obtaining Bid Documents

The Town of Wilton's primary outlet for distributing documentation for this project is the Purchasing page on the town's main website: [www.wiltonnh.gov](http://www.wiltonnh.gov). Essential documents can also be received in hardcopy from the Administration Department.

### 1.3 Inquiries

Technical or administrative questions should be directed to this IFB's main contact listed on the cover page. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this IFB will be released as addenda.

### 1.4 Submission Instructions

Sealed hardcopy bid packages, clearly marked "**IFB #05-22 Town Hall Theatre Rear Emergency Exit Project**" must be received by Town personnel in person (42 Main Street, Wilton NH) **OR** by mail (PO Box 83, Wilton NH) before the bid deadline on June 29<sup>th</sup>, 2022 at 2:00PM. Each package **must include** two (2) copies of the following two (2) items:

- a. Non-pricing information about the products and services requested in line with subsequent sections of this IFB, including the mandatory bid components listed under **Section #5**.
- b. Completed bid sheets (**Attachment #1**). All entries and signatures on each bid sheet submitted must be typed or written in ink; pencil will disqualify a submission.

### 1.5 Review and Award Process

Bid packages received by the Town of Wilton after the deadline 2:00PM on June 29<sup>th</sup> will be immediately disqualified. Barring emergency, a public opening will be held on June 29<sup>th</sup> at 2:15PM in the Wilton Town Hall Court Room (42 Main Street), where appropriately received packages will be opened publicly and have their bid values read aloud and recorded.

Thereafter, town personnel relevant to the project will review all bid components received, verify whether or not they meet the town's requested requirements and specifications, and prepare a recommendation for the Wilton Select Board. The Wilton Select Board, at their next feasible scheduled meeting, will consider the bids received: While best pricing is the town's primary award criteria, the town will also weigh service performance date in its final decision, with the town favoring sooner availability than later.

## **2. Background**

Wilton's Town Hall boasts a historic theatre on its second floor, but a number of fire code issues have been identified that need to be resolved in order to maintain its current level of assembly. One of the simpler projects is installing a code-compliant panic bar, closer, and on an internal rear exit door in the theatre (See **Attachment #2** for a floor plan.)

### **2.1 Process Description**

The Town of Wilton is seeking sealed bid proposals in compliance with the Town of Wilton's purchasing policy. An "Invitation to Bid" process was chosen specifically because equipment and labor needs are known. Therefore, the town seeks bids for the goods and services it identifies in this IFB. Overall, the town seeks the lowest priced bid from a vendor that can demonstrate best compliance with the town's needs.

### **2.2 Desired Outcome**

- The second-floor theatre has code compliant emergency egress equipment installed on the rear theatre door
- The Town has leads to receive replacement parts and specialty service as needed

## **3. Scope of Work**

### **3.1 Labor**

- Procure, stage, and deliver equipment
- Install panic bar, closer, and any associated mechanisms at the designated egress point door (see floor plan and images in **Attachment #2**)
- Clean work site post-installation

### **3.2 Equipment/material Component Specifications**

- Panic bar, closer, and any associated mechanisms must be code compliant with the latest NFPA standards adopted by the State of New Hampshire
- Town doesn't mandate a particular model or variant of panic bar or associated hardware, but the town prefers options that appear to blend with the historic environment (e.g. bronze coloring) and are more aesthetically pleasing than purely utilitarian.

### **3.4 Work Site**

(see **Attachment #2**). Installation of the panic bar will be installed on the theatre side.

### **3.5 Warranty**

Valid factory warranty must be guaranteed for the Town by the vendor.

## 4. Award Requirements

### 4.1 Pricing

Pricing must be inclusive, clear, and concise, including such other information as requested or required. The pricing to be listed on the bid sheet (**Attachment #1**) should represent the contractor's cost to furnish the requested equipment and services, and bid prices submitted must be guaranteed for a minimum of 60 days after formal award. Responses must be typed or legibly written in ink to be acceptable. If the respondent wishes to present multiple fixture types as options for the town to consider, the respondent must merely submit additional complete bid sheets that detail the costs of any alternatives presented (**e.g. two fixture options proposed would require submitting two completed bid sheets and their copies designated under Section 1.4 of this IFB.**)

### 4.2 Change Order

Equipment, material, or labor charges not anticipated by the town may be covered by a written change order signed by the Town Administrator if sufficient evidence is presented. No unanticipated costs may be incurred before the signed change order is received by the supplier from the Town of Wilton. Change to bid prices may be disqualifying and the town maintains its full rights to reject proposed price changes and go with another vendor

## 5. Mandatory Bid Components

Bid packages should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of this invitation for bids. Outside of the requested bid documents, the town doesn't mandate precise form for most requested information, but at a minimum, the following items must be addressed in a bid package:

- 5.1 Name, address, telephone number, fax number and e-mail address of the main respondent
- 5.2 A brief introductory statement signed by an authoritative officer able to commit the vendor to sell/furnish all requested products. If multiple distinct entities are involved in the bid, the participants' involvement should be briefly described and be similarly signed by authorized officers. At minimum, this statement should include:
  - 1. Acknowledgement that the main respondent is willing and capable to provide all proposed services and equipment, as well as adhere to mandatory award requirements and addendum instructions that may be issued
- 5.3 Provide at least three sales references (commercial, municipal, or non-profit preferred) that include contact information (e-mail and phone) for references
- 5.4 Answering the following question: Has the vendor disqualified from a state, local, or federal government bid in the last five years? If so, please explain under what circumstances this occurred.
- 5.6 Completed bid sheet(s) (**Attachment #1**)

**Attachment #1**  
**Bid Sheet**

**Town of Wilton  
Invitation for Bids #05-22  
Town Hall Theatre Rear Emergency Exit Project**

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

**Proposal Amount** \_\_\_\_\_

(Numerals)

**Proposal Amount** \_\_\_\_\_

(Write out in words)

**Proposed hardware:**

**Available Start Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Representative's Name and Title**

**Signature**

\_\_\_\_\_  
**Address-Street-City-Zip Code**

\_\_\_\_\_  
**Telephone Number and E-mail Address**

*The person signing the proposal must be a person in your company authorized to sign a contract with the Town of Wilton*

**Notes to Contractors**

- Pricing must be inclusive of all services/equipment requested by the town in the scope of work
- All work Included in this proposal is dependent upon the cost amounts and available funding
- Responses in pencil will be considered invalid
- Under "**Proposed hardware**": Please list proposed hardware details such as brand name, identifying product/model numbers, specifications, and color.

**Attachment #2**  
**Work Site Images**



Town Hall Theatre Site Map  
(2<sup>nd</sup> Floor; 42 Main Street

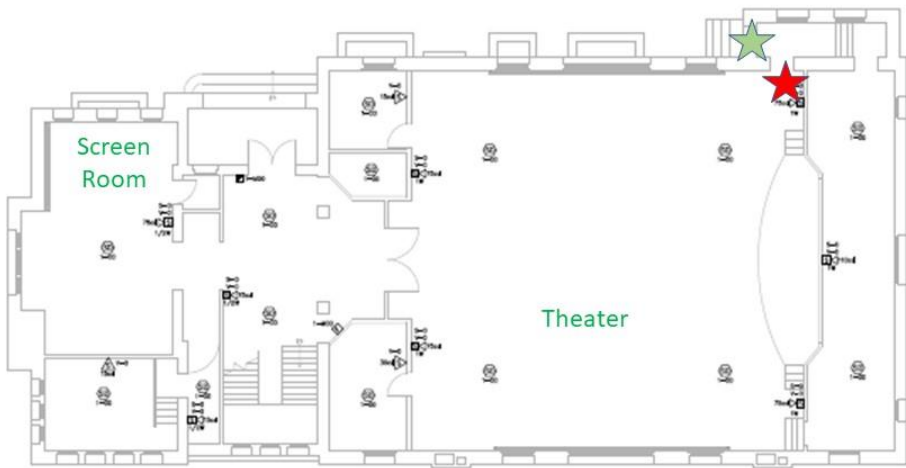


Desired Install Location; rear theatre exit



Rear building emergency theatre exit

MAPLE STREET



MAIN STREET



**Theatre Exit Doorway– Future panic bar  
location side shown**



