Post Information

Posted At: Thu, Nov 19, 2026 8:00 AM
Sealed Bid Process: Yes (Bids Sealed / Pricing Sealed)
Private Bid: No

1. Introduction

The City of Lebanon reserves the right to reject any and all Bids and to waive any irregularity in Bidding. The successful Bidder will be required to furnish the necessary Bonds and Insurance Certificates. The City will award this project based on the City's discretion and may or may not include any or all bid alternatives. All work included in this bid is dependent upon the bid amounts and available funding. Actual quantities are subject to change and will be based upon actual field measurements taken during construction.

1.1. Summary

The City of Lebanon, New Hampshire (the CITY) Recreation, Arts, and Parks Department (the DEPARTMENT), invites qualified contractors (the Contractor) to participate in the renovation of the Storrs Hill Ski Lodge building located at 60 Spring Street, Lebanon, NH. This exciting project will provide: additional conditioned interior gathering and instructional space; new toilet rooms; upgrades to the kitchen, ski-patrol, and office spaces; replacement of exterior decks and entries, and; upgrades to the building mechanical and electrical and communications systems. The CITY is pleased to accept proposals that include donations in kind from Contractors who wish to contribute to the continuing success of Storrs Hill's community sponsored ski programs, including: free public ski program that has resulted in record attendance in recent years; ski and ride lessons that have afforded the opportunity for thousands of kids from all over the Upper Valley to learn to ski inexpensively and properly, guided by hundreds of volunteers; ski race and ski jumping programs that serve youth and high school teams. Epilog Building Services is currently offering project management services at a discount rate, and two other vendors have indicated an interest in making a donation of in-kind services.

This specific Request for Proposals (RFP) solicits qualified Contractors to offer Design-Build proposals for evaluating, replacing, and upgrading the mechanical (heating, air cooling, and ventilation) systems, the electrical & communications (electrical, fire alarm, phone, and wifi) systems, and the plumbing systems at the lodge.

If a Contractor does not have in house resources to complete all of the MEP work, the Contractor may subcontract with another contractor who can provided the licensed expertise, but the prime Contractor must be responsible in every way for the work of the subcontractor. The Contract will be with the prime Contractor.

Note 1: Due to constraints within the OpenGov software, we were unable to change the words Bid and Bidder to Proposal and Proposer/Contractor in all instances. Contractors are directed to infer and interpret the words Bid and Bidder to mean Proposal and Proposer or Contractor.

Note 2: Due to constraints within the OpenGove software, we were unable to remove references and provisions related to transportation construction. Contractors may ignore the following sections: 4.5, 4.17, 4.18, 4.20, and references to a Bid Bond in section 4.16.

1.2. Background

The Storrs Hill Ski Lodge was built in 1996 and financed with donations, primarily from within the Upper Valley community.

Over the intervening years the lodge building was modified and added onto to accommodate changing needs, most of this work being done by volunteers. The building has substandard MEP systems, is showing its age, and now needs a complete refurbishment. Furthermore, ski and summer programming requires additional interior, conditioned space, and the kitchen and toilet rooms are inadequate for the current level of use.

1.3. Contact Information

Project Contact:
Paul Coats
Recreation Director
51 N. Park St
Lebanon, NH 03766
Email: paul.coats@lebanonnh.gov
Phone: (603) 448-5121

Department:
Recreation, Arts, and Parks

Department Head:
Paul Coats
Director

Procurement Contact:
Paul Coats
Recreation Director
51 N. Park St
Lebanon, NH 03766
Email: paul.coats@lebanonnh.gov
Phone: (603) 448-5121

1.4. Timeline

Release Project Date:
November 19, 2026

Question Submission Deadline:
December 4, 2026, 12:00pm

Question Response Deadline:
December 11, 2026, 4:00pm

Proposal Submission Deadline:
December 17, 2026, 11:55pm

Bid Opening (Non-Mandatory):
December 18, 2026, 9:00am

https://teams.microsoft.com/meet/2214190812551757?p=QOOUUO4Q642LR6AvNb

Contractor Selection Date:
On or about

Substantial Completion:
July 30, 2027

Final Completion and Acceptance:
August 27, 2027

2. Instructions

2.1. Guidelines

All Bids must be submitted through the City of Lebanon eProcurement Portal located at LebanonNH.gov/Bids. The “Bid Proposal” should give a unit price in figures for each item which will yield a total price for each item and must be entered by a company representative authorized to commit the company.

It is the policy of the CITY that Contracts be awarded only to responsible CONTRACTORS. In order to qualify as responsible, a prospective CONTRACTOR must meet the following standards as they relate to this request:

- Have adequate financial resources for performance, or have the ability to obtain such resources, as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills, equipment, and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a satisfactory record of performance and documented successful completion of similar projects.

2.2. Contract Documents and Definitions

The Contract Documents that will form the Contract are as defined in the General Conditions. Bidders must examine each of the Contract Documents, visit the location of the work, and inform themselves of the difficulties attending the execution of the work prior to the submission of their Proposals. The successful Contractor shall give attention to the definitions included in the Contract Documents.

3. Scope of Work

3.1. Summary

In addition to the scope of work described in the plans, specifications, and general conditions documents, the MEP (Contractor) shall be responsible for the:

- Evaluation of existing building MEP systems for code compliance, to include: heating, ventilation, and plumbing systems, and; electrical, fire alarm, and communications systems.
- Design and installation of upgrades and replacements to MEP systems to meet code, provide air cooling, and to accommodate new rooms, equipment, fixtures, and appliances.

3.2. In-Kind Donations

Several contractors have indicated to the DEPARTMENT that if selected to perform the work they will make an in-kind donation to the project, such as reduced labor rates, provision of materials at cost, or other monetary or physical donation that can be quantified and applied to the base pricing in the Contractor's proposal. Contractors desiring to make such donations should quantify the value of the in-kind donation but keep such value separate from the base pricing.

3.3. General

a. Evaluate existing MEP systems for code compliance, condition, and suitability for re-use.

b. Evaluate plans for new rooms, equipment, fixtures, and appliances.

c. Provide the owner with options for upgrades and replacements to MEP systems that will meet the Owner’s goals at the least cost, both in up-front installation and ongoing operations costs.

d. Once Owner decisions on specific upgrades and replacements are made, provide the Owner with a detailed Cost Not to Exceed quote for the chosen work.

e. Upon notice to proceed, secure and pay for required trades permits.

f. Upgrade and replace MEP systems per plan.

3.4. Schedule

The Contractor will work closely with the CITY’s Project Manager (PM) to develop a construction schedule that leads to the efficient prosecution of the overall project, to include providing for other contractors to complete their work in a sequenced, timely and efficient manner. Once the schedule has been agreed to by the Contractor, the Contractor shall do everything within the Contractor’s ability to keep to the schedule. Any expected delays or schedule changes must be communicated to and coordinate with the PM as soon as such delays or changes become apparent.

3.5. Trades Coordination

The Contractor will communicate and coordinate with all other trades who may need to be performing work either at the same time as the Contractor, or whose work is dependent upon the Contractor finishing or partially finishing the Contractor's own work.

3.6. Electrical, Alarm, and Communications Systems

Systems included:

i. Electrical.

ii. Fire detection, alarm, and notification.

iii. Internet

- Hard wired jacks
- Wi-Fi point/s jacks and power.
- TV power receptacles.

iv. Security cameras and alarms. Coordinate with Owner's security contractor and supply power where needed to accommodate new security systems.

3.7. Mechanical Systems

a. Heating System.

- Given the capacity and condition of the existing heating furnace, can it be reused to supply heat to the new spaces?
- The owner desires air cooling for all spaces to support summer programing. Given this need, what would be the most cost-effective method, both short and long term, to accomplish this?

b. Bathroom and Kitchen Ventilation.

- Upgrade to meet code.

3.8. Plumbing System

a. Upgrade to meet code.

b. Alter existing supply, drains, and vents to accommodate new bathroom and kitchen arrangements.

c. Provide and install new fixtures.

3.9. Manufacturer's Technical Information

The Contractor shall provide to the CITY one (1) hard copy and one (1) .pdf formatted digital copy of all installation and operating and maintenance manuals for equipment and fixtures installed in the project.

3.10. As-Built Record Drawings

The Contractor shall provide to the CITY one (1) hard copy of a marked-up floor plan showing:

a. Electrical: all new and old circuits, indicating fixtures and devices.

b. Mechanical and plumbing: general routing of all piping, showing operable valves, fixtures, and appurtenances.

4. Terms and Conditions

4.1. Limitations, Omissions, Discrepancies, Addenda and Revisions

This Request for Bids does not commit the CITY to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The CITY reserves the right to accept or reject any or all Bids received as a result of this request, or to cancel in part or in its entirety this Request for Bids, if in the best interest of the CITY to do so. The quantities that will be awarded would depend on final bid pricing and budget limitations.

Should a Bidder find discrepancies in or omissions from the Contract Documents or is in doubt as to their meaning, the Bidder should at once notify the Owner. In general, no answer will be given to the prospective Bidders in reply to an oral question if the question involves the equality or use of products or methods other than those specifically designated or described on the Drawings or in the Specifications. All information given to Bidders by means other than set forth in the Contract Documents is given informally and shall not be used as the basis of a claim against the Owner.

Omissions, discrepancies, and questions must be submitted via the eProcurement Questions portal by the designated date and time on the timeline. If a question involves the equality or use of products or methods not specifically designated or described on the Drawings or in the Specifications, it must be accompanied by Drawings, Specification, or other data in sufficient detail to enable the Owner to determine the equality or suitability of the product or method. In general, the Owner will neither approve nor disapprove particular products prior to the opening of the bids; such products will generally be considered only when offered by the Contractor for incorporation into the work after the award and signing of the Contract.

The Owner will prepare Addenda to address all pertinent questions received and answers shall be provided by the designated date and time on the timeline. Addenda will be sent to each Bidder/Follower who has downloaded the Contract Documents.

4.2. Bid Date Postponement

The Owner reserves the right to postpone the date for presentation and opening of Proposals and will give email notice of such postponement to each prospective Bidder/Follower.

4.3. Pricing Discrepancies

In the event of discrepancies between the price totals quoted in the Bids and the unit price figures, the unit price figures shall control. The price is to include the furnishing of all material, plant, equipment, tools, labor, and other facilities required for the completion of the work except as may be otherwise expressly provided in the Contract Documents. The Contractor shall prepare his prices for the Bids based on the equipment named in the Specifications. After the award of the Contract, if the Contractor desires to use equipment or methods other than those specified or shown in these documents, the Contractor shall submit data to prove equality, submit reason for change, submit the amount of credit (if any) to the Contract Price, provide Owner documentation for any changes required to arrive at a decision as to the suitability of the substitution.

4.4. Insurance

The Contractor shall, at its sole expense, obtain and maintain the following types of insurance, with an insurance company licensed to do business in the State of New Hampshire with a financial rating of A- or better in “Best’s Insurance Guide”, and for the following minimum amounts:

Type of Insurance Limits

A. Workers’ Compensation Per New Hampshire Statute

B. Employer’s Liability Insurance $1,000,000

C. Comprehensive General Liability* $1,000,000 per occurrence / $2,000,000 in the aggregate / $1,000,000 Project Aggregate

Comprehensive General Liability Insurance shall include coverage for all claims of personal injury, bodily injury, sickness, disease, or death (including coverage for acts of Consultant’s officials and employees), and broad form property damage (including loss of use resulting therefrom) and for completed operations.

D. Comprehensive Automobile Liability*

Bodily Injury $1,000,000 per occurrence/

Property Damage $2,000,000 in the aggregate

E. *Comprehensive Liability $5,000,000 in the aggregate

Umbrella Coverage in the amount of $2,000,000

Prior to the start of Work, the Consultant shall provide Certificates of Insurance to the City showing policy coverage of all of the above types of insurance with the coverage and limits as indicated above and, thereafter, on an annual basis for the duration of this Agreement and also at the termination of the Agreement, as evidence that policies providing the required coverage, conditions and limits are in full force and effect for the required period of time. Such Certificates shall identify this Agreement and contain provisions that coverage will not be cancelled or materially altered until at least thirty (30) days prior written notice has been given to the City. The City, to include its officers, agents, and employees, shall be named as an additional insured on all insurance required under this Agreement except for Professional Liability and Workers' Compensation.

4.5. Installation Floater

Contractor shall provide an installation floater In the amount of the estimated cost of materials necessary to complete the contract. Should include temporary location, job site, and in transit coverage.

4.6. Payment Schedule

Invoices are due and payable monthly by the third Friday of the following month. Invoices are to be for the actual dollar value of the services provided. Unless otherwise stated, payment will be net thirty (30) days after the receipt of a correct invoice for reasonable work allocable to the contract or after date of acceptance of work that meets contract requirements.

4.7. Arbitration

Any controversy arising out of or relating to this Contract or the breach hereof shall be settled by arbitration. The parties shall select an arbitrator. The arbitrator shall adopt appropriate arbitration rules similar to the American Arbitration Association or any other arbitration procedure. The place of arbitration shall be in Lebanon, New Hampshire. The arbitration hearing shall be held within thirty (30) days after the notice of arbitration is delivered by one party to the other party. In the event the parties are unable to agree on an arbitrator, application can be made to the Grafton County Superior Court under RSA Chapter 542. The arbitrator shall have the power to determine the interpretation of any provision of the Contract contained herein.

4.8. Termination of contract by the City for Cause

In the event the CONTRACTOR shall fail to perform as required under this Contract, the CITY shall then give notice to the CONTRACTOR in writing describing the default, the action to cure the default and the time within which the default is to be cured. If the CONTRACTOR does not cure the default within the time prescribed by the CITY, then the CITY shall have the right to terminate this Contract by giving written notice to the CONTRACTOR of the termination and specifying the effective date. In the event of the termination, all finished or unfinished documents, data, programs and reports prepared by the CONTRACTOR shall, at the option of the CITY, become its property. If the contract is terminated by the CITY, the CONTRACTOR will be paid an amount which bears the same ratio to the total compensation as the services covered by the Contract, less payments previously made and less payments made by the CITY to another contractor to complete the Contract

4.9. Termination of contract by the City for Convenience

The CITY may terminate the Contract at any time by giving written notice to the CONTRACTOR of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, all finished or unfinished documents and materials, at the option of the CITY become its property. If the Contract is terminated by the CITY as provided herein, the CONTRACTOR will be paid an amount which bears the same ratio to the total compensation as the services covered by the Contract, less payments previously made by the CITY.

4.10. Indemnification

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the CITY and its agents or employees, from any kind or character, either direct or indirect, at law or in equity, including but not limited to attorney’s fees, arising out of or resulting from the performance of this Contract, regardless of negligence. None of the foregoing provisions shall deprive the CITY of any action, right or remedy otherwise available to it under law. In the event that the CONTRACTOR is requested but refuses to honor the indemnity obligations hereunder, then the CONTRACTOR shall, in addition to all other obligations, pay to the CITY the cost of bringing any action at law or in equity, including but not limited to attorney’s fees, to enforce this indemnity

4.11. Contract

The Contract between the City of Lebanon and the CONTRACTOR shall consist of (1) the Request for Bids (RFB) and any amendments thereto, and (2) the CONTRACTOR’s bid submitted in response to the RFB. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and referenced in the request for bids shall govern. However, the City of Lebanon reserves the right to clarify any contractual relationship in writing with the concurrence of the CONTRACTOR, and such written clarification shall

govern in case of conflict with the applicable requirements stated in the RFB or the CONTRACTOR'S bid. In all other matters not affected by the written clarification, if any, the request for bid shall govern. The CONTRACTOR is cautioned that his bid shall be subject to acceptance without further clarification.

4.12. Bid Acceptance

The Owner reserves the right to reject any or all Bids for any reason, or to accept any Bid which it deems to be in its best interest. Any Bid which is incomplete, obscure, or irregular may be rejected; any Bid having erasures or corrections in the price sheet may be rejected; any Bid which omits a bid on any one or more required items may be rejected; and any Bid accompanied by an insufficient or irregular certified check or Bid Bond may be rejected. The use of unbalanced bids is prohibited.

The project description is for illustrative purposes only and does not commit the City of Lebanon to perform the work described or to limit work performed under the terms, conditions, and specifications contained in this document to only those projects described below. The City reserves the right to change project scopes prior to the issuance of Purchase Orders against this Contract. It is the proposer's responsibility to review and confirm estimated quantities.

If the Bidder submits a Proposal before the deadline time for submission, the Bidder may withdraw its submission and modify the original Proposal for submission and re-submit prior to the deadline time. No verbal, telephone, or elelectronic communication methods will be considered.

4.13. Protest Solicitations and Awards

Right to Protest. Any actual or prospective bidder who is allegedly aggrieved in connection with the solicitation or pending award of a contract may protest to the City Manager.

Notice. A notice of protest must be submitted no later than 5:00 p.m., on the fifth full business day after posting of the award recommendation. The protest must be in writing and must identify the protesting party and the project number and title and shall include a factual summary of the basis of the protest.

The formal written protest shall; identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

A formal written protest is considered filed with the City when it is received by the City Manager's Office. Accordingly, a protest is not timely filed unless it is received within the times specified above. Failure to file a formal written protest within the time period specified shall result in relinquishment of all rights of protest by the vendor and abrogation of any further bid protest proceedings.

These procedures shall be the sole remedy for challenging an award of bid. Bidders are prohibited from attempts to influence, persuade or promote through any other channels or means.

The time limits in which protests must be filed as specified herein may be altered by specific provisions in the RFx.

Authority to Resolve. The City Manager shall attempt to resolve the protest in a fair and equitable manner and shall render a written decision to the protestant.

Stay of procurement during protests. In the event of a timely protest, the City Manager shall not proceed further with the solicitation or with the pending award of the contract until a determination that the award of the contract without delay is necessary to protect substantial interests of the City.

4.14. Bidder's Qualifications

It is the purpose of the Owner not to award this Contract to any Bidder who does not furnish evidence satisfactory to the Owner that the Bidder has the ability, skill, integrity, and experience in this class of work and has sufficient capital and plant to enable the successful and complete execution of this contract within the specified time.

In determining the skill, ability, and integrity of the responsible and eligible Bidders the following elements will be considered: Whether the Bidder has (a) previously defaulted on, failed to perform properly, or failed to complete on time contracts of similar nature; (b) habitually and without just cause neglected payment for material or to employees; (c) a permanent place of business; (d) adequate plant and equipment to do the Work properly; (f) a suitable financial status to meet the obligations incident to the Work; (g) appropriate technical experience; (h) labor force that can work in harmony with all other elements of labor employed; (i) sufficient bonding capacity; and, (j) adequate superintendence.

4.15. Low Bidder and Acceptance of Proposal

Except where the City of Lebanon has exercised its right to reject any or all Bids, the Contract will be awarded to the lowest responsible and qualified Bidder.

Within seven (7) days after opening the Proposals, the City will prepare a Notice of Award signed by an authorized City representative. This Notice of Award shall bind the successful Bidder to execute the Contract approval.

Notice of Approval and formal acceptance of the Bid will be made in writing to the successful Bidder. The Notice of Approval will be signed by an authorized City representative.

The rights and obligations provided for in the Contract shall become effective and binding upon the Parties only with its formal execution by the City.

4.16. Execution of Contract & Failure Damages

Any Bidder whose Bid shall be accepted will be required to execute the Contract within five (5) days after notice that the Contract has been awarded to him. Failure or neglect to do so shall constitute a breach of the agreement affected by the acceptance of the Bid.

The damages to the City of Lebanon for such a breach shall include loss from the interference with his construction program and other items. The amount of the certified check or Bid Bond accompanying the Bid of such Bidder will be retained by the Owner as liquidated damages for such breach. In the event any Bidder whose Bid shall be accepted shall fail or refuse to execute the Contract hereinbefore provided, the Owner may, at his option, determine that such Bidder has abandoned the Contract and thereupon his Bid and the acceptance thereof shall be null and void and the Owner will be entitled to liquidated damages as above provided.

4.17. Specifications Format

The Specifications are to be in full compliance with the current edition of NHDOT Roadway Standards.

4.18. Manufacturer's Experience

Wherever it may be written that an equipment manufacturer must have a specified period of experience with their product, equipment that does not meet the specified experience period may be considered if the equipment supplier or manufacturer is willing to provide a bond or cash deposit for the duration of the specified time period which will guarantee replacement of the equipment in the event of failure.

4.19. Safety and Health

This project is subject to all of the Safety and Health Regulations (29 CRF Part 1926 and all subsequent amendments) as promulgated by the U.S. Department of Labor on June 24, 1974. Contractors are urged to become familiar with the requirements of these regulations.

4.20. U.S.D.O.T. Compliance

The Contractor shall be in compliance with the U.S. Department of Transportation's Federal Motor Carrier Safety Regulations, Parts 49CFR382, and 49CFR383. The Contractor shall maintain compliance with these regulations from the date of the contact award to project completion.

5. Vendor Questionnaire

1. Proposer Information *

Please Provide:

• Name of Proproser:

• Authorized Representative's Name:

• Authorized Representative's Title:

• When Incorporated

• Where Incorporated

• Corporate Main Office Address:

Enter response

*Response required

2. How many years have you been engaged in the contracting business under your present firm name? *

Enter response

*Response required

3. General character of work performed by your company. *

Enter response

*Response required

4. If you have ever failed to complete work awarded to you, please explain when and why:*

Explain a failure to complete work or state: "Our firm has never failed to complete any work awarded"

Enter response

*Response required

5. If you have ever defaulted on a contract, please provide where and when:*

Provide details of contract default or state: "Our firm has never defaulted on a contract"

Enter response

*Response required

6. List relevant projects recently done by your company, stating approximate cost for each, primary owners contact / telephone number.*

Enter response

*Response required

7. If you want to offer an in-kind donation of reduced labor rates, provision of materials at cost, or other quantifiable monetary or physical donation, please explain and quantify the value of the donation here. The estimate you provide on the following Pricing Proposal Table should reflect your full base pricing.

Enter response

8. Proposal Affirmation*

In compliance with your Advertisement for Proposals, Proposer hereby proposes to perform all WORK for the Storrs Hill Lodge Renovation - MEP Project in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to his own organization, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED and fully complete before the date specified in this document. Proposer further agrees to pay as liquidated damages, the sum of $500.00 for each consecutive calendar day thereafter.

Proposer agrees to perform all WORK described in the CONTRACT DOCUMENTS per the lump sum and/or unit prices entered in the Pricing List.

- [ ] Please confirm

*Response required

9. I hereby certify that I am the Authorized Representative of the company, and further certify under penalty of perjury that the above statements are true*

- [ ] Please confirm

*Response required

10. Additional Information

Please provide any other information you would like to share regarding this project.

6. Pricing Proposal

Pricing:

Not to include any discounts or in-kind donation

Line Item	Description	Unit of Measure	Estimated Cost
1	Mechanical: Estimated cost based on the design you propose.	Mech total	
2	Electrical	Electrical total	
3	Plumbing	Plumbing Total	

Columns

7. Attachments

- A - Storrs Lodge MEP Scope of Work
- C - BID Binder_REV 11-18-26
- F - Agreement (Example)
- G - Lebanon GenCond Bldg Projects 11-13-26
- H - Lebanon Suppl GenCond 11-18-26
- I - 2026-11-19_VNews Storrs Hill