



REQUEST FOR PROPOSAL

Purchase and Installation of a Commercial Drive-In Freezer with Storage Racking

Community Action Program Belknap-Merrimack Counties, Inc. (CAPBM)

Release Date: June 30,2022

BACKGROUND

The Community Action Program Belknap-Merrimack Counties, Inc. (CAPBM) is a New Hampshire based 501(c)(3) private, nonprofit organization. The agency was established in 1965 under the provisions of the Equal Opportunity Act of 1964. Under this Act over twelve hundred Community Action Agencies (CAA) were established nationwide.

The primary mission of the organization is to work with low-income families, the elderly, and individuals with disabilities to assist them in their efforts to become or remain financially and socially independent. The Agency accomplishes this task by providing a broad array of services that are locally defined, planned, and managed.

The agency sponsors and manages over seventy (70) programs and services designed to meet the needs of children, families, single parents, and the elderly. Without the services provided by our agency, many residents would be without a means to provide for their basic needs including food and shelter.

The agency is funded by Federal, State, county, and local funds (37 cities and towns in Belknap and Merrimack Counties). The agency also receives foundation and charitable grant funds, fees for service, private business and individual donations.

PURPOSE OF THE RFP

CAPBM is looking for bid proposals to engineer and install a commercial freezer for our Concord, NH warehouse. This freezer will be utilized to store frozen palletized foods for redistribution to all 10 Counties of New Hampshire.

REQUIREMENTS

LOCATION

- Freezer will be located at 172 Pembroke Rd. Concord, NH 03301.
- Freezer will be located inside existing warehouse space.

GENERAL REQUIREMENTS

- Freezer box will be approximately 30 feet long by 30 feet wide by 16 feet high. Any variation must be approved by CAPBM in advance.
- Clear span construction preferred.
- Include interior pallet racking as follows: (See attached drawing) 6 sections 2 pallets deep x 2 pallets high x 7' height on each racked pallet position on each side of freezer (12 sections 2 pallets deep and 2 pallets high in all). Must fit 40" w x 48" d x 7' h pallets. Each pallet position shall hold at least 3000 lbs. Appropriate air flow space shall be maintained around the exterior walls. Any variations must be approved by CAPBM in advance.
- With pallet racking and open floor space, the intent is to store a minimum of 60 pallets of frozen food.

Mailing Address P.O. Box 1016, Concord, NH 03302 **Administrative Office** 2 Industrial Park Drive, Concord, NH

Phone: 603 225-3295 | 1 800 856-5525 **TTY/TDD** 1 800 735-2964 **Fax:** 603 228-1898

Website: capbm.org

- Commercial Freezer- Must be engineered to sustain -10 degrees Fahrenheit during all seasons in NH
- Enclosure to be manufactured by a nationally recognized manufacturer and must be installed to manufacturers specifications.
- Provide insulation R values of walls, door, ceiling and floor.
- Any openings and pass throughs created in the construction process must be repaired / sealed to prevent air leaks.
- Freezer entrance will have an 8' x 8' sliding barn door.
- (4) approved balusters shall be placed to protect vertical opening of door.
- Door opening shall have curtain to limit air draft.
- The exterior front of the freezer box shall be lined with 3/16" aluminum tread plate to a height of 48".
- Include an 8" tall curb or guard installed at floor level around the inside perimeter 12" from walls of the freezer to protect walls from damage.
- Lighting- Adequate Lighting shall be provided and spaced out evenly throughout area. Lights are to be mounted to the ceiling.
- Any variations must be approved by CAPBM in advance.

SLAB/RAMP/EXISTING FLOOR

- Freezer slab must be set on top of existing concrete floor.
- Expansion joints shall be designed into slab. Joints shall be filled with appropriate flexible resin.
- Slab must withstand the weight of existing racking, product and forklifts.
- Precautions shall be taken to prevent heaving of existing floor.
- If Freezer slab is to be heated the attached ramp shall be heated and have same vapor barrier as floor.
- Include freezer entrance ramp to be integrated into floor slab.
- Floor and ramp shall be finished with an anti-slip coating capable of a constant -10 -degree Fahrenheit temperature. (Selected Coating to be approved by CAPBM).
- Provide any construction design used to mitigate freezing and slipping on ramp.
- Ramp shall not exceed 20% grade. Must accommodate the use of existing forklifts.
- Any variations must be approved by CAPBM in advance.

COMPRESSORS AND REFRIGERATION

- Refrigeration Unit- Must be engineered to sustain -10 degrees Fahrenheit during all seasons in NH.
- Refrigeration units shall be manufactured by a nationally recognized manufacturer.
- Refrigeration unit(s) shall be factory matched and installed to factory specifications.
- Refrigeration units shall be 3 phase. All electrical connections to existing power are to be included in the proposal. If existing electrical service is insufficient, it is the bidder's responsibility to point this out in the proposal.
- Compressor unit(s) must be mounted outside of the building.
- If redundant refrigeration units are used, they must be capable of at least 75% of the load each.
- Specifications shall be provided with the proposal on the Compressor unit the evaporation unit and control unit to include: Physical dimensions, HP, electrical rating, etc.
- Refrigeration unit must meet EPA regulations.
- Any variation must be approved by CAPBM in advance.

WARRANTIES AND MAINTENANCE

- Standard warranties shall be explained in proposal.
- Bid should include any extended warranty options.
- Bid should include an optional 3-year maintenance plan.

OTHER

- Questions are welcome.
- Anyone wishing to bid is encouraged to visit the proposed construction location prior to submitting bid.
- Please contact us to schedule a site visit.
- It will be the responsibility of the successful bidder to obtain all permits.
- Project must meet all federal, state, and local - building, electrical, mechanical and fire codes and ordinances.

SCOPE OF SERVICES

Please provide the following:

- Description of your company, including number of years in business, size of your organization and core values and services.
- Provide examples of your work and references.
- Provide a timeline.

PRICING AND CONTRACT TERMS

- Copy of your Terms and Conditions.
- Proof of Insurance.

RFP SUBMITTAL AND DEADLINE

Submit RFP no later than August 1, 2022 by 12:00 pm

Any questions to be directed to:

Freezer@CAPBM.org or (603) 225-3295