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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

REQUEST FOR BID

CATCH BASIN CLEANING

The City of Somersworth, New Hampshire is requesting bids from qualified contractors for catch basin cleaning and inspection services. The work will be scheduled with approval of the City and must be completed prior to December 31, 2018.

All Bids must be submitted with the attached bid certificate, in a sealed envelope, plainly marked "Bid for Catch Basin Cleaning", addressed as follows:

Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All proposals/bids must be received by **November 1, 2018 at 2:30 p.m. EST** at which time they will be publicly opened and read aloud at the Somersworth City Hall.

****IMPORTANT:*** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

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GENERAL INFORMATION:

The City of Somersworth, NH has approximately 1,500 catch basins in its storm water drainage system. The Public Works and Utilities Department is responsible for the operation and maintenance of the storm water system.

Cleaning operations shall begin no later than November 15, 2018 unless authorized in advance by the City of Somersworth and be completed on or before the end of December 31, 2018. Hours of operation will be Monday through Friday, 7:00 a.m. to 3:00 p.m. The City will provide the selected contractor with a map of the storm water system and indicate which structures are to be cleaned. The successful vendor will be provided a parking space and be allowed to leave his equipment overnight at the Somersworth Public Works Facility at 18 Lilac Lane to help facilitate timely daily operational activities.

SCOPE OF SERVICES:

Interested vendors shall provide a rate per catch basin for cleaning services to include all labor and equipment to perform the requested work. The vendor is responsible for supplying its own safety markings, signage, etc. Rates quoted must be firm through December 31, 2018. The vendor selected will be responsible for transporting catch basin debris to said dump site specified by Somersworth Public Works Foreman for proper treatment and disposal. The City will provide one Highway employee for assistance with locating basins, removing basin covers, and providing backup for documentation.

SPECIFICATIONS:

While there are a myriad of catch basin types, configurations, and sizes within the work area, pricing should be based on a catch basin that is eight feet deep from rim to the bottom of the basin. The bidder should assume that the standard catch basin has a two foot sump, is four feet in diameter and the sump is filled with debris to the invert. All basins will likely deviate from that standard in terms of depth, construction, and quantity of debris in the basin. Some may have very little debris and others may be filled to the pipes and even to the rim of the basin. However, the bidder should build a price based on the standard size described, making allowances for all sorts of deviations on the standard basin.

It is the intent of the City to pay a single price per basin no matter how full or empty the basin is. Some basins have more than a two-foot sump and others may have no sump at all. The City of Somersworth will specify which basins are to be cleaned in the field and will focus on those that are more likely to have a significant amount of debris in them.

The contractor will be expected to remove all debris in the basin. The contractor will be responsible for cleaning catch basins within the City of Somersworth with the use of a “vactor” type catch basin cleaner. Due to the inability to completely empty a sump of liquid and solids for inspection, clamshell style catch basin cleaners will not be considered for this bid.

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If it is found that the removal effort is damaging or degrading the integrity of the structure from which the material is being removed, the contractor shall stop immediately and bring it to the attention of the Public Works Official accompanying the contractor for guidance. The contractor will be paid for debris removal from the damaged basin, if active removal of material occurred.

All intact structures shall be cleaned thoroughly so that the bottom of all sumps can be seen and all inverts will allow water to flow freely. No residual solids or liquids shall remain in a cleaned structure and shall be cleaned to the satisfaction of the Public Works Official accompanying the contractor.

All collected material will be deposited in a location specified by the Director of Public Works designee. The contractor will not be responsible for testing or ultimate disposal of such material.

MISCELLANEOUS:

Information shall be provided by the respondent specifying the methodology used for cleaning catch basins, the number of employees to be used in this activity, the type of equipment, general condition of same along with the year of manufacture.

The vendor selected **may** be required to execute an Agreement for Professional Services, depending on the scope of services requested.

The successful vendor will be required to submit a certificate of insurance, naming the City of Somersworth as additional insured, showing the following limits:

- a. Workmen's Compensation Insurance
- b. Commercial General Liability
 - Limits of Liability
 - Bodily Injury: \$2,000,000 per occurrence \$2,000,000 aggregate
 - Property Damage: \$500,000 per occurrence \$500,000 aggregate
- c. Combined Single Limit, Bodily Injury and Property Damage \$1,500,000 per occurrence - \$1,500,000 aggregate

The Contractor is responsible to comply with all Federal, State and local laws and ordinances relating to Social Security, Unemployment Insurance, Pensions, etc.

It is the responsibility of the successful vendor to ensure that each and every piece of equipment used in the City of Somersworth is inspected by the Somersworth Water Department for back-flow prevention equipment. The point of contact is Scott McGlynn, Water Distribution Supervisor, who can be reached at 603-692-6718.

It is the responsibility of the successful vendor to obtain a water hydrant permit from the Somersworth Water Department before the start of work within the city. This permit may be acquired at the City Hall from the Water Department. The Department of Public Works and Utilities will hold a pre operations meeting with the successful contractor to review operational procedures, schedules, safety standards, and other logistics.

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Deviations to the “approved” work schedule require written consent of the Director of Public Works and Utilities. Questions should be directed to Scott Smith, Finance Director at 603-692-9504.

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BID SHEET

PRICING:

Cost per Catch Basin \$ _____

PROCESS & EQUIPMENT:

Methodology used in cleaning catch basins: _____

Number of employees used: _____

Equipment utilized: _____

Year of manufacture & general condition: _____

REFERENCES:

At least three (3) references of other municipalities for whom similar services have been provided shall be included with the bid response:

1. _____

2. _____

3. _____

Submitted by:		FOB Information:	
Address:			
		Availability:	
Warranty/guarantee:			
Date:		SSN or EIN:	
Telephone #:		Fax #:	
E-mail address:			
Signature:		Title:	

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BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offers to provide to the City of Somersworth the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,

The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Signature/Title

Company

Date

Phone Number

Check here if appropriate : _____(X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective o/these deviations

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GENERAL TERMS AND CONDITIONS

Preparation of Bids/Proposals

Bids shall be submitted on the forms provided and must be signed by the bidder or the bidder's authorized representative. The person signing the bid shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Bid/Proposal, the bidder agrees that the bid shall be open for acceptance for sixty (60) calendar days from the date of submittal to the City of Somersworth.

The contractor certifies that bid submitted, if accepted and a contract consummated, will be considered by the City as a **not to exceed price**. If it is determined or discovered that there are changed conditions or additional work is needed to arrive at a satisfactory conclusion, all work must cease and a change order shall be negotiated, agreed to in writing, and signed by both the City Manager and the Contractor's authorized representative, before work can begin and/or resume.

Acceptance or Rejection of Bids/Proposals

The City of Somersworth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that is determined to be in the best interest of the City.

The City of Somersworth also reserves the right to reject the bid of a bidder that has failed to perform properly or complete on time contracts of a similar nature.

Delivery of Bids/Proposals

Bids must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the bid documents. All bids must be submitted prior to the specified date and time. Any bids received after the specified date and time will not be considered and will not be opened. Bids delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Withdrawal of Bids/Proposals

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

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Public Opening of Bid/Proposals

Bids will be publicly opened and read aloud at the time and place as indicated in the bid documents. Any bidder, authorized agent, or other interested party may be present.

Bid/Proposal Ownership and Costs

Upon submission, bids become the property of the City of Somersworth. The cost of preparing and submitting a bid is the sole responsibility of the bidder and shall not be chargeable in any manner to the City. The City will not reimburse any bidder for any costs associated with the preparation and submission of a bid.

Examination of Proposed Materials

The submission of a bid shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the bid shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Quantities

Quantities of materials, whether to be used on projects, or purchased directly by the City, are provided for informational purposes only unless otherwise specifically stated. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate. Bidders are responsible to verify the accuracy of these estimates.

Buy Local

The City of Somersworth reserves the right to award any bid to local vendors, as determined by the City, even in the event they may not be the lowest qualified vendor, if it is determined to be in the best interest of the City. The City will consider such factors as overall cost, prior service, and any other pertinent information available when making such decisions.

Insurance Requirements

The successful bidder shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the bidder's sole expense. The successful bidder shall be required to present to the City of Somersworth a certificate of insurance in the amounts required naming the City of Somersworth as an additional insured.

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Bid Results

After the bids are opened and read, the bid results will be available for the public. Bidders that desire a comprehensive list of the bid results may do so by attending the bid opening, or requesting such, in writing, to the Director of Finance and Administration.

The award of a bid shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Somersworth. No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

Pre-Operations Meeting

The successful contractor will be required to participate in a pre-operations meeting organized by staff from the Department of Public Works & Utilities. The purpose of the meeting will be to review operational procedures, schedules, points of contact, and other logistics.