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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

REQUEST FOR BID WINTER SAND

The City of Somersworth is requesting Bids for Coarse Winter Sand for the 2018/2019 winter season. The sand will be delivered on as needed basis to the Public Works Department located at 18 Lilac Lane in Somersworth. Deliveries must be coordinated with the Highway General Foreman, and all deliveries will be inspected and approved by the City of Somersworth before acceptance.

All Bids must be submitted with the attached bid certificate, in a sealed envelope, plainly marked “Bids for Winter Sand” and 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, **at 3:00 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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	Title	Winter Sand	
	Due Date	November 1, 2018 at 3:00 PM	

The City of Somersworth, New Hampshire is requesting pricing information and availability on the purchase of screened winter sand to be used by the Public Works Department. General information and specifications are as follows.

General Information:

This is a blanket bid for the purchase of screened sand as needed, either to be used separately, or perhaps mixed with, winter road salt for spreading on roads during the winter months.

The average annual is approximately 1,200 yards. This year's needs may be greater or less than this figure depending upon the severity of winter conditions.

The vendor selected **must** guarantee prices for a one (1) year period of time. Material is to be priced delivered to the Somersworth Public Works Facility at 18 Lilac Lane, Somersworth, NH. The vendor will be selected based upon delivered price to the Somersworth Public Works Facility and the ability to meet the specifications listed below as depicted on an independent report of gradation.


If you have any questions or need any additional information, please contact Scott Smith in the Finance Office at (603) 692-9504.

Specifications:

The sand must meet the following specifications:

- ✦ 100% passing 3/8 screen
- ✦ Less than 10% passing #100 screen
- ✦ .05-1.0 passing #200 screen

The bidder must submit a gradation analysis representative of the sand that will be sold to the City as part of the bid. The gradation must be performed by an independent materials testing lab.

			
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The unit price should include delivery on a per yard basis. The City of Somersworth is expected to use 1,200 yards of sand this year. Estimated use is based on historical averages and is provided for information purposes only. The amount purchased will be on an as needed basis and may be more or less than this quantity depending on the severity of winter weather.

All bids must include the price per yard delivered to the Somersworth Public Works Facility located at 18 Lilac Lane in Somersworth, New Hampshire, during regular working hours of 7:00 am – 3:00 pm Monday through Friday. The City reserves the right to reject loads that are of a lesser quality and or possessing rocks, frost or any other material not suitable for road sand application.


Winter Sand \$_____per yard delivered x 1,200 yds

Total: \$_____

Name: _____

Company: _____

Address: _____

			
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Town: _____ St: _____ Zp: _____


Phone: _____ Cell : _____

e-mail address: _____

Signature: _____

Name of Lab who Tested Material Gradation: _____

Bid Date Due: _____ Time: _____

			
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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.