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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

REQUEST FOR BID

Snow Plowing/Hauling Services for City Streets and Parking Lots and School Parking Lots

You are cordially invited to submit a Bid for Snow Plowing/Hauling Services in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Two (2) copies of the Proposal/Bids must be submitted in a sealed envelope, plainly marked:

RFB Snowplowing/Hauling Services for City Streets and Parking Lots and School Parking Lots.

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

All proposals/bids must be received by **October 25, 2018 at 2:00 p.m. EST** at which time they will be publicly opened and read aloud at the Somersworth City Hall.

Optional Pre-Bid Meeting: October 18, 2018, 10a.m. Somersworth City Hall, City Council Chambers, One Government Way, Somersworth, New Hampshire

****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 Finance 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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INTRODUCTION

The City of Somersworth, New Hampshire is *seeking proposals and contractor availability to supplement City operations for snow plowing/hauling services for City Parking Lots, City Streets and School Parking Lots during the 2018-2019 winter seasons.* General information and specifications are as follows.

GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this RFB. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The City of Somersworth reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

*The City has several school lots and municipal parking for which it is requesting snow plowing and/or removal services. Certain lots require front-end loader work. The City lots include the Somersworth Plaza Parking area. The Somersworth School Department has several lots including Idlehurst Elementary School, Maplewood Elementary School, Somersworth Middle School and Somersworth High School, faculty and student parking lots. Additional information about the municipal and school parking lots will be discussed at an optional pre-bidders meeting to be held on October 18, 2018, 10am at the Somersworth City Hall Council Chambers. **The City is requesting per hour rates.***

Price quotes are to be based upon providing the requested snow plowing/ hauling services from November 1, 2018 to May 1, 2019. *No General contractors that sub out will be accepted without first approval in writing from the City of Somersworth.*

Questions regarding this solicitation should be directed to Scott A. Smith, Finance Director, at (603) 692-9504 or sasmith@somersworth.com.

SPECIFICATIONS

1. Provide the cost on the attached bid sheet.
2. Each bidder must submit a detailed listing of equipment owned by the bidder that will be used to meet the scope of services as described.

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3. Each bidder must submit at least three (3) customer accounts preferably municipal, to serve as references, including the name, address, telephone number, and contact person.
4. Each bidder must provide a description of their business, including size of the business, the number of employees, and the services provided.
5. The successful vendor will be required to submit a certificate of insurance, naming the City **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
6. By submitting a proposal, each bidder is indicating they understand and have the ability to supply all labor, materials, supplies, tools, and equipment necessary to perform the services as detailed. In addition, any contract award is made on an as needed basis with the understanding that the City of Somersworth reserves the right to provide equipment and labor from its own workforce. Furthermore, each bidder is indicating they agree that it is their responsibility to understand and will comply with all O.S.H.A. regulations.

PROJECT REQUIREMENTS

The City is interested in contracting snow plowing services on an on-call/per hour basis to supplement City crews during winter storms. It is the intent of this request to develop a list of contractors that will be called in order of the equipment available and the hourly rate submitted with this response. In general, the City will establish the order based on cost from lowest to highest and will progress through the list based on the severity of the storm event. The City reserves the right to call in contractors in any order that is determined to be in the best interest of the City.

Equipment shall be either a 6 wheel or a 10 wheel dump truck with or without plow, or plow and wing, or road grader with wing, *or loader with push box.*

The City may seek assistance with snow removal and clean-up of City sidewalks. For this please provide a quote for mini-loaders (bobcat) or similar equipment. Front bucket and machine cannot be wider than 5.5 wide.

Sanding quotes will also be considered. The City will supply the salt and sand.

All contractor(s) shall comply with all CDL Licensing and Drug and Alcohol Testing requirements.

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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

Submitted by:		FOB Information:	
Address:		Date:	
		Availability:	
Warranty/guarantee:		Price holds for:	
Email:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

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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BID REFERENCES

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

1. _____

2. _____

3. _____

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BID PRICING

<u>Equipment</u>	<u>Plow Size</u>	<u>Hourly Rate</u>
6 Wheel Dump Truck with Plow		\$
6 Wheel Dump Truck without Plow		\$
10 Wheel Dump Truck with Plow		\$
10 Wheel Dump Truck without Plow		\$
Road Grader with Wing		\$
Front End Loader with Push Box		\$
Skid Steer Loader with Bucket		\$
		\$
Other – As Noted by Proposer		\$
		\$

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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.

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.

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.

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.

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.

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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

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.

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.