

**TOWN OF WINDHAM
Invitation to Bid**

Basin Cleaning

The Town of Windham is currently inviting bids from qualified individuals or companies, acting singularly or in consortium, for *basin cleaning* on town roads. This is a request for a per basin cost, as the Town cleans basins by sections of town each year; versus a general town-wide cleaning.

Specifications may be obtained at the Administrative Offices, 4 North Lowell Rd, Windham, NH or at WindhamNH.gov. Bids are due **no later than 2:00 PM on August 19, 2016**, and will be awarded by the Board of Selectmen at a future meeting. Bidders are invited to have a representative present at said Board of Selectmen's meeting, if possible.

The Town reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or informalities, and to accept any bid deemed to be in the best interest of the Town of Windham.

BID SPECIFICATIONS
BASIN CLEANING

SECTION I: GENERAL REQUIREMENTS:

A) Bids for basin cleaning must be submitted to the Highway Agent, Town of Windham, NH, 3 North Lowell Road Windham, NH 03087, **no later than 2:00 PM on August 19, 2016**. Bids are to be submitted in a sealed envelope, clearly marked *Basin Cleaning*. A bidder may attach any explanatory materials, brochures, or other documents, which it may feel of use in the presentation of its bid.

Bids will be publicly opened and read at this time by the Highway Agent or designee, and will be publicly awarded at a future, regularly scheduled Board of Selectmen meeting.

The Town of Windham will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. Neither emailed nor faxed bids will be accepted. Any unopened bids will be returned to the vendor. All inquiries relative to this bid shall be directed to:

Jack McCartney, Highway Agent
3 North Lowell Road
Windham, NH 03087
(603) 216-5676

The Town is a tax exempt organization.

- B) All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Town may request additional information after the bid opening.
- C) The Town is seeking a single turnkey bid. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system.
- D) Vendors may submit multiple bids. Each bid will be evaluated separately.
- E) The Town of Windham reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each bid being reviewed by the Highway Agent and/or Town Administrator. The final recommendation(s) will be submitted to the Board of Selectmen for their approval.

Vendors' bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who cannot satisfy the Board of Selectmen that they have sufficient ability and experience in this class of work and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. Each Board's respective decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III: SCOPE OF WORK:

The Town is seeking to enter into a contract with a vendor who shall be responsible for supplying adequate fuel, manpower, proper equipment and equipment maintenance, traffic control, and safety equipment necessary to clean basins as directed by the Highway Agent and to complete the terms of the contract, as follows:

- It is estimated that approximately 1,000 basins will be cleaned during the current season.
- Vendor shall be responsible for the proper disposal of waste products to a site outside of the Town of Windham, in accordance with all applicable laws and regulations. The Town does not currently have a facility that can accommodate disposal of waste products using a vacuum system due to the water content.
- Vendor shall be responsible for keeping track of all basins cleaned both by marking the basins afterwards and listing them on invoices presented to the Town for payment. Any problems should also be noted on invoices (i.e. loose or missing mortar or bricks, sink holes around basin, damaged or rotted rings and or grates). The Highway Agent should be notified immediately of any problems that may pose a safety concern.
- Vendors shall note on the bid form the type of system that will be used.

The Town is seeking a one (1) year contract for the services with options to extend for a second and third year should the Town elect to exercise same. All vendors need to be specific in identifying the cost for each year of the contract on the bid forms, as the Town operates on an annual budget requiring separate approval processes.

SECTION IV: PAYMENT TERMS: The successful bidder will be paid within 30 days of submission of invoices or other mutually agreed upon payment schedule. A taxpayer identification form (W-9) will be required at the time of bid award.

SECTION V – INSURANCE:

1. **WORKER’S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker’s compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter’s employees to be engaged in such work.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Town from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.
3. **CERTIFICATES** - The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Board of Selectmen.

SECTION VI: REFERENCES:

Bidders may be requested to provide a list of references to the Town for similar projects performed. Bidders may be requested to also provide information regarding the offsite disposal facility to which waste products will be delivered, and are encouraged to include such information in their bid submission.

SECTION VII: NON COLLUSION CLAUSE:

“The undersigned certifies under penalties of perjury 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. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: _____ SIGNATURE: _____

_____ NAME (PRINT): _____

_____ TITLE: _____

TELEPHONE: _____ DATE: _____

BID FORM

Year One:

Type of System Utilized: _____

Bid price for services per "Scope of Work" (\$/per basin): \$_____

Additional charges beyond cost per basin, if any: \$_____

Please clarify additional charges: _____

Year Two (at Town option):

Type of System Utilized: _____

Bid price for services per "Scope of Work" (\$/per basin): \$_____

Additional charges beyond cost per basin, if any: \$_____

Please clarify additional charges: _____

Year Three (at Town option):

Type of System Utilized: _____

Bid price for services per "Scope of Work" (\$/per basin): \$_____

Additional charges beyond cost per basin, if any: \$_____

Please clarify additional charges: _____
