



Town of Salem, New Hampshire

Purchasing Department

33 Geremonty Drive

Salem, New Hampshire 03079

(603) 890-2090 FAX (603) 890-2091

www.townofsalemnh.org

Request for Sealed Bids

Wet Well/Back Wash Tank Cleaning

Prepared for, and in coordination with the
Town of Salem, NH
Water Treatment Plant
Request for Competitive Sealed Bids
Notice to Vendors
Specifications/Scope of Work
Specifications Exception Form
Form for General Bid
Insurance Requirements
No-Bid Questionnaire
General Terms and Conditions
Enclosed

Company: _____

Reference: Bid-235

The bid for this item/service(s) will be opened and publicly read,

April 16th 2009 @ 11:00 am



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Request for Competitive Sealed Bids

It is the intent of the Town of Salem, New Hampshire to engage the services of a qualified firm to provide the Town with the following product(s) or services to be purchased Wet-Well/ Backwash Tank Cleaning specifications are provided within this Sealed Bid

Bids must be received no later than April 16th 2009 @ 11:00am to be eligible for consideration by the Town. Each bid must be submitted in a sealed envelope plainly marked indicating, "Wet-Well/Backwash Bid"

All sealed bids will remain confidential until a public review has been made and an award has been presented.

Bids shall be submitted on the enclosed bid sheet (if applicable) to the listed minimum specifications. If you find these specifications to be unreasonably restrictive, please contact the Purchasing Coordinator immediately for clarification or alternate specifications. If no exception is noted, the specifications as written will be considered acceptable.

The Town reserves the right to reject any or all bids or any part thereof, to waive any informality in the bidding, and to accept the bid considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may disqualify a bid.

Stephen C. Artemis
Purchasing Coordinator



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Notice To Vendors

****Do not alter bid documents in any way***

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

- _____
- _____
- _____
- _____

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to bid.

Please don't hesitate to call me if you need any additional information.
Stephen Artemis, Purchasing Coordinator (603) 890-2090

For questions related to specifications please contact
MaryBeth Wiser, Water Treatment Plant (603) 890-2179

The Town of Salem reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.

DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.



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Specifications /Scope of work:

Task 1: Wetwell Cleaning

The Town operates ten (10) sewer lift stations with wet-wells of different sizes at various locations in Salem. The contractor will dewater each wet well; remove all solids including oils, grease, sediments, floatable, etc. The contractor will then wash the wet well by flushing it with copious amounts of potable water until the walls and floor are visibly clean. The vendor will be responsible for disposal of all liquids and solids removed. This work is to be scheduled in a two day period acceptable to the **Town, vendor and a third contractor** who will be on hand for the cleaning to stop and restart pumps. In the past, this work has typically been completed in about 12 hours. **Hours are 7:00AM to 3:30PM.M-F unless other arrangements are made in advance with the Utilities Manager.**

Task 2: Cleaning of Backwash Tank at Canobie Lake Water Treatment Plant

The tank will be partially dewatered by Town staff. The vendor will be responsible for removal of up to two feet of water (typically 24,000 gallons or less) and whatever sediment (mostly filter sand and carbon fines) is present in the backwash tank. A new unused suction hose provided by the contractor and acceptable to Town staff will be used to connect between the suction source and backwash tank. Any and all hose fittings used inside the tank will be pre-cleaned before being immersed in a 15%-17% solution of sodium hypochlorite for a minimum of one (1) hour before use. The walls and floor of the backwash tank will be flushed with potable water and that water will be removed. After completion of the cleaning and flushing, all interior tank surfaces will be sprayed with a 100mg/L chlorine solution (calcium hypochlorite or sodium hypochlorite) which will remain in contact with the tank surfaces before being thoroughly flushed and removed by the contractor. In the past cleaning of this tank has typically required 4-6 hours to complete. The work on the backwash tank does not necessarily need to be completed on the same days that task #1 is completed.

To be considered responsive the prospective vendor will provide the Town a minimum of five examples of similar projects. The examples will include a project description and customer reference and contact information. The prospective vendor will also provide a full listing of personnel and equipment to be used to complete this project.



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Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Salem to ferret out information concerning the materials, which you intend to furnish.

If your bid/quotation does not meet all our specifications you must state it in the space provided below.

Bids on equipment, vehicles, computers, supplies, service and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed _____

I DO meet specifications

Signed _____

I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

The undersigned hereby states that all specifications have been met or have been addressed in the spaces provided. Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.



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Form for General Bid

In compliance with all specifications enclosed the Bidder hereby proposes to provide services in strict accordance with the contract documents provided. These services must be supplied at the prices stated below.

Wet-Well Cleaning

Lump Sum Price _____

Cleaning of Backwash Tank at Canobie Lake Water Treatment Plant

Lump Sum Price _____

- Proposal Submitted by (Company Name) _____
- Title _____
- Authorized Signature _____
- Printed Name _____
- Contact Phone _____
- Address _____
- Date _____
- Email _____



Insurance Requirements

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability Combined single limit	\$ 1,000,000.00
Workmen’s Compensation & Employers Legal Liability	\$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen’s Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

Non-Collusion Statement

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the “PERSON” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title _____
Signature _____
Company _____



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No Bid Questionnaire

Reference: Bid-235

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank You.

* * * * No Bid Questionnaire * * * *

A no bid is submitted in reply to the Town of Salem, NH invitation for bids for (enter requirement description):

Dated _____, for the following reasons:

- _____ Item not supplied by our company.
- _____ Bid Specification (Give reason(s) e.g., too restricted, not clear etc.)
- _____ Profit Margin too low
- _____ Past experience with the Town of Salem (give specific's e.g. payment delay, bid process, admin problems, etc. _____)
- _____ Insufficient time allowed to prepare and respond to bid request.
- _____ Bid requirements too large ____ or too small ____ for our company.
- _____ Priority of other business opportunities limits time.
- _____ Other reason(s) Please Specify: _____
- _____
- _____

Company Name _____
Address _____
Phone _____

(Signature)

(Name & Title)



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General Terms and Conditions

Preparation of Bids. Bids shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the bid shall initial any corrections to entries made on the bid forms.

Bidders must quote on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to quote on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Request for Bids due date to be considered. Any changes to the Request for Bids will be provided to all bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

Submitting Bids. Bids must be submitted as directed in the Bid Sheet, and on the forms provided unless otherwise specified. Bids must be typewritten or printed in ink.

Withdrawal of Bids. Bids may be withdrawn prior to the opening date and time upon written request of the bidder. Negligence on the part of the bidder in preparing his bid shall not constitute a right to withdraw bid subsequent to the bid opening.

Defaulting on a Bid, If during the contract period, the successful vendor fails to supply the Town of Salem, New Hampshire with the products/service (s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

Award of Contract, It is the policy of the Town of Salem, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule; and
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this bid and provide all documentation required of this bid.

Pricing, Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

Delivery, Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Guarantees & Warranty, All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the City, in writing, prior to the delivery of an item or any work being performed.

Force Majeure, Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.



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INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, it's officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company _____
- Taxpayer Identification Number _____
- Authorized Signature _____
- Contact Phone _____
- Address _____
- Date _____
- Email _____