



**Town of Raymond, New Hampshire
Department of Public Works
Request for Proposals**

Catch Basin Cleaning Services 2023

The Town of Raymond, New Hampshire is soliciting proposals from Contractors interested in providing Catch Basin Cleaning Services for Town of Raymond basins.

The Town has approximately 304 catch basins that must be cleaned annually.

Interested Contractors shall provide the Town with written proposals outlining the firm's experience, references, equipment to be used and proposed schedule. The proposal shall also include a fully completed and executed BID FORM.

The Basin Cleaning operation will begin following the Street Sweeping Contract. The Street Sweeping is expected to be completed by late May 2023.

All proposals must be provided in hard copy enclosed within a sealed envelope and clearly labeled "**2023 Catch Basin Cleaning Services**" by the deadline noted below:

Deadline for receipt of proposals is **3:00 p.m. Wednesday, March 29, 2023**

Interested parties should contact:

Town of Raymond
Department of Public Works
4 Epping Street
Raymond, NH 03077

Call 603.895.7036 or email: sgrella@raymondnh.gov

The Town of Raymond reserves the right to contract with the Bidder that has been determined to be in the best interest of the Town after full consideration of cost, schedule, and overall value.

The Town also reserves the right to reject any or all Bids and the right to adjust the schedule as may be required due to weather and street conditions.

Read Important Bidder Information

Important Bidder Information

Contractors are requested to plan to visit the job sites and/or review the scope of work with the DPW Director or Highway Senior Foreman prior to bidding.

Each **Bid shall be submitted on the Bid Form** furnished by the Town of Raymond and attached to this Request for Proposals package. Proposals not submitted on the Bid Form will not be accepted.

The following will become a part of the Agreement for Services with the selected Contractor:

Scope of Work:

1. The Contractor will provide a vacuum truck in good working order for use in cleaning basins.
2. The Town will assign a DPW employee to provide direction to the various catch basins and to document activities, record basins in need of repair and confirm that the basin is sufficiently cleaned.
3. If water is required to facilitate the cleaning process, water will be provided by the Town at designated locations approved by the Water Department.
4. Unless otherwise agreed to by the parties, basin cleaning activities are to occur between 7:30 am and 3:30 pm Monday through Friday.

Schedule:

1. The basin cleaning work shall occur after the street sweeping contractor has completed their work near the basins to be cleaned. Street sweeping is currently planned to be completed by late May 2023.

Contractor Performance Criteria:

1. Basin cleaning shall be undertaken in an efficient manner. The DPW employee that has been assigned to this operation will determine when sufficient cleaning has occurred.
2. Should the Contractor fail to maintain an effective and reliable level of performance, the Town of Raymond reserves the right to terminate the contract.
3. The Contractor shall have ready access to sufficient back-up equipment that can be utilized within 24 hours in the event of equipment breakdown.
4. The Contractor shall report to the DPW Director or his designee regarding any problems encountered, resolution of corrective actions, provide daily progress reports and coordinate the next day's activities.
5. The interruptions for severe weather or other such events will be at the discretion of the DPW Director or his designee.
6. Regarding debris to be disposed of by the Town, the term debris shall mean all materials collected during vacuuming basins.
7. Operating hours shall mean from 7:30 am to 3:30 pm Monday thru Friday excluding holidays – other hours may be modified upon mutual agreement of the parties.

Invoicing for Hours Worked:

1. The method of billing, either per hour or per catch basin, will be established in the award letter.
2. The Contractor will not be paid for;
 - Time consumed addressing equipment issues.
 - Time demobilizing due to weather conditions.
 - Time associated with re-working an area in a repetitive manner due to issues within the control of the Contractor such as faulty equipment, unskilled equipment operators or Contractor decisions to proceed with operations during questionable weather conditions.
3. Work shall only be performed on Town owned roads and parking areas.
4. All work shall be invoiced to the Town of Raymond Attn: Stacey Grella, Department of Public Works.

Safety:

All activities under this Contract shall be executed in accordance with all applicable Federal, State and Local safety regulations. All workers of the selected Contractor shall be properly trained in safe operation of tools and equipment assigned to them for their use and shall be provided with proper safety and protective gear.

Insurance:

The selected Contractor shall be required to maintain general liability and other insurance as is appropriate for the work being performed. Excess Liability, Automotive Liability, Protective Liability, and General Liability coverage shall be a minimum of \$2,000,000 each. The Town of Raymond shall be named as additional insured on the policy.

BID FORM

Costs are being requested in two formats.

The Contractor shall provide an **all-inclusive Per Basin Rate** and an **all-inclusive Per Hour Rate**. The all-inclusive rate shall include all elements of the basin cleaning service.

The single rate shall be established to address costs associated with mobilization, daily travel, equipment maintenance, fuel and other non-basin cleaning tasks or materials as these items will not be paid for separately.

1. All-inclusive **Per BASIN Rate - Cleaning**: \$ _____ each

2. All-inclusive **Per BASIN Rate – Inspected but Cleaning not required**: \$ _____ each

3. All-inclusive **Per HOUR Rate** \$ _____ each
 - Estimated Total hours _____

EACH BIDDER MUST PROVIDE A COST FIGURE FOR EACH OF THE LINES ABOVE.

This Request for Proposal package and Bid Form, if accepted, will be considered a binding contract.

Company Name: _____

Mailing Address: _____

Name and Title of Authorized Signatory: _____

Date: _____

Signature: _____

Contact Person: _____

Cell Phone: _____

e-mail: _____

By signing, I attest that on behalf of _____ I have read and I
Company name

understand the "Important Bidder Information" provided prior to preparing this Bid.

ATTACH ADDITIONAL SHEETS AS NECESSARY TO EXPERIENCE, REFERENCES, EQUIPMENT TO BE USED AND YOUR PROPOSED SCHEDULE.