



## **Town of Raymond, NH Department of Public Works Request for Proposals 2024 STREET SWEEPING SERVICES**

The Town of Raymond, New Hampshire is soliciting proposals from Contractors interested in providing street sweeping of town roads, and parking lots.

The Town has approximately 140 lane miles of Town owned paved road and approximately 9 side streets or municipal parking areas. In typical years past, approximately 40-50 yards of material has been removed and disposed of.

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 completed and executed BID FORM.

It is anticipated that the sweeping will begin no later than April 22, 2024 and be completed no later than May 22, 2024.

All proposals must be provided in hard copy enclosed within a sealed envelope and clearly labeled "**2024 Street Sweeping Services**", **ATTN: Stacey Grella, DPW Director**, by the deadline noted below:

**Deadline for receipt of proposals is 2:00 p.m. on Tuesday, April 2, 2024**  
***(Bids will be opened at that time at the DPW Office at 4 Epping Street, Raymond, NH)***

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 snow melt conditions.

### **Read Important Bidder Information**

# Important Bidder Information

Contractors are requested to visit the job sites and/or review the scope of work with the DPW Director or Senior Highway Foreman prior to bidding. The Bidders shall identify in writing, any areas which they feel should be omitted from the scope of the work due to the likelihood that damage would occur to their equipment.

Each **Bid shall be submitted on the Bid Form** furnished by the Town of Raymond and attached to this Request for Proposals package.

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

## **Scope of Work:**

- The Town may provide trucks for the sweepers to dump into and transport the collected material to a mutually agreed upon site, however, the awarded contractor shall be responsible for removing and disposing of the collected material.
- The Town will provide water.
- The Town will work in advance of the sweeping operation to sweep sidewalks into the gutter.
- All work shall occur on Town owned roads and parking areas. All work shall be coordinated through the office of the Senior Highway Foreman.
- Unless otherwise agreed to by the parties, sweeping activities are to occur between 7:30 am and 3:30 pm Monday through Friday, other hours may be modified upon mutual agreement of the parties.

## **Contractor Performance Criteria:**

1. Sweeping shall mean to clean streets or parking areas to the following standards:

Upon successful completion of the sweeping operation, the paved areas will be free from leaves, papers, glass, cans, wood, and other light materials. It is the contractor's responsibility for full cleanup of the streets and parking areas.

Prior to moving sweeping equipment on to the next set of streets or parking lot, the paved areas shall be reviewed by the Senior Highway Foreman or his designee and shall not contain any sweeping residue, ridges or pockets of sand, small stones, or other heavy material by volume, within the width of the sweeping path.

Parking Area shall mean the full paved area from curb to curb or the full paved area between edges of pavement on uncurbed lots. Sidewalks are not within the scope of this work.

The Contractor must dump sweepings into trucks supplied by the Town or trucks supplied by the Contractor for the collection of the material which will then be transported to a mutually agreed upon location.

2. Should the Contractor's equipment or operator fail to maintain an effective level of performance, the Town of Raymond reserves the right to terminate the contract without notice.
3. The Contractor shall determine the number of sweepers necessary to meet this standard and achieve completion within the schedule constraints.
4. The Contractor shall have ready access to sufficient back-up equipment that can be utilized within 2 hours in the event of equipment breakdown.
5. The Contractor shall have an on-site supervisor or foreman available to direct operations. This supervisor or foreman will 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.
6. The interruptions for severe weather or other such events will be at the discretion of the DPW Director or his designee.
7. Regarding debris to be disposed of, the term debris shall mean all materials picked up by a Mechanical or Air Type sweeper such as sand, salt, small stones, glass, paper, cans, etc.
8. Operating hours shall be 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 Contractor may invoice for the approved hours accrued during active sweeping operations at the All-Inclusive Hourly Rate identified on the Bid Form.
2. The Contractor will not be paid for:
  - Time consumed addressing equipment issues.
  - Time demobilizing, standing by or remobilizing 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. All hours shall be reviewed at the end of each day. The Senior Highway Foreman or his designee must acknowledge and approve daily time slips for payment.
4. Work performed on Town owned roads and parking areas shall be invoiced to the Town of Raymond Attn: Stacey Grella, Director, Public Works Department.

**Safety:**

All activities under this Contract shall be executed in accordance with all applicable Federal, State and Local safety regulations. All workers of the awarded 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 awarded 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.

**Town of Raymond Contact Information:**

Rich Nunziato, Sr. Highway Foreman  
603-244-0854  
[rnunziato@raymondnh.gov](mailto:rnunziato@raymondnh.gov)

Stacey Grella, DPW Director  
603-895-7035  
[sgrella@raymondnh.gov](mailto:sgrella@raymondnh.gov)

Ken Robichaud, Town Manager  
603-895-7006  
[townmanager@raymondnh.gov](mailto:townmanager@raymondnh.gov)

# Bid Form

The Contractor shall provide an **all-inclusive hourly rate** that includes all elements of the street sweeping service to address costs associated with mobilization, daily travel, equipment maintenance, fuel and other non-sweeping tasks or materials as these items will not be paid for separately.

All-inclusive Hourly Rate: \$ \_\_\_\_\_ per sweeping machine

Material Disposal Contractor Trucks: \$ \_\_\_\_\_ Material Disposal Town Trucks: \$ \_\_\_\_\_

Estimated Total Hrs: \_\_\_\_\_ (Disposal Contractor) Estimated Total Hrs: \_\_\_\_\_ (Disposal Town)

Estimated Overall Total Contract Value: \$ \_\_\_\_\_ (Disposal Contractor Trucks)

Estimated Overall Total Contract Value: \$ \_\_\_\_\_ (Disposal Town Trucks)

*Actual contract value and payment will be based on actual approved hours of active sweeping operations.*

**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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

By signing, I attest that on behalf of \_\_\_\_\_ I have read and I  
*Company name*

understand the "Important Bidder Information" provided and further, that I have visited a sampling of the Town of Raymond roads prior to preparing this Bid.

**ATTACH ADDITIONAL SHEETS AS NECESSARY TO EXPERIENCE, REFERENCES, EQUIPMENT TO BE USED AND A LISTING OF ANY STREETS AND/OR PARKING AREAS THAT YOU AS THE BIDDER FEEL SHOULD NOT BE INCLUDED IN THE SCOPE OF WORK.**