

TOWN OF LONDONDERRY

Road Department
100 Old School Street
South Londonderry, 05155

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2018-5TS

PROJECT TITLE: Spreading of Lime, Tilling and Seeding of Transfer Station Septage Field

PROPOSAL DUE DATE: October 12, 2018, no later than 4 PM. Bids will be opened on October 15, 2018 and the winning bidder notified as soon as possible thereafter.

ESTIMATED TIME PERIOD FOR CONTRACT: This contract will cover a two phase project. **Phase I, the spreading of lime on two separate fields, must be completed by November 30, 2018. Phase II, the spreading of additional lime on one field and the tilling and seeding of two fields must be completed by August 15, 2019.**

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE RFP:

1. Introduction
2. General Information for Bidders
3. Proposal Contents
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1. INTRODUCTION

1.0 PURPOSE

Proposals are requested for the liming, tilling and seeding of the Town of Londonderry septage fields.

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1.1 SCOPE OF WORK

The Town of Londonderry is seeking a qualified contractor to spread pulverized lime on two fields (“lower” and “upper”) totaling 7.27 acres that have previously been used for the licensed spreading of treated solid and liquid septage waste. As part of Phase I, lime will be spread at a rate of one (1) ton per acre on the upper field and one and one half (1.5) tons per acre on the lower field. **Phase I spreading will commence as soon as possible following the execution of a contract and must be completed no later than November 30, 2018.**

As part of Phase II, pulverized lime will be spread on the lower field only a second time, at a rate of one and one half (1.5) tons per acre, the upper and lower fields will both be tilled to a depth of at least seven (7) inches and both fields will be seeded with an appropriate (viable within a PH range of 5.2 to 6.5) perennial cover crop in order to prevent soil erosion. **Phase II will commence as soon as both fields are dry enough to work without causing compaction or other soil damage in the late spring or early summer of 2019. Phase II must be completed no later than August 15, 2019.**

1.2 PRICING

Proposals will clearly define all costs associated with the services to be provided in Phase I and Phase II. All services must be offered on a fixed price basis. A single contract will be awarded for Phase I and Phase II, with payment schedules defined for each phase. Phase I and Phase II may be invoiced separately.

There is no expressed or implied obligation on the part of the Town of Londonderry to reimburse Bidders for any expenses incurred in preparing or presenting proposals in response to this request.

2. GENERAL INFORMATION FOR BIDDERS

2.1 RIGHT TO ACCEPT OR REJECT PROPOSALS

The Town of Londonderry reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all of the circumstances applicable to this project.

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2.2 RIGHT TO CANCEL, POSTPOSE OR RESCHEDULE PROJECT

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.3 RIGHT TO RETAIN AND/OR UTILIZE INFORMATION CONTAINED IN SUBMITTED PROPOSALS

The Town of Londonderry reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town of Londonderry and the selected firm.

2.4 RFP COORDINATOR

The following RFP Coordinator will serve as the single point of contact for this request:

Robert Nied
E-mail: townadmin@londonderryvt.org
Mailing Address:
Town of Londonderry
Att: RFP Coordinator
100 Old School Street
South Londonderry, VT 05155

Phone Number 802-824-3356

All communication between the bidder and the town upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders should rely on written statements issued by the RFP Coordinator. Potential bidders may request an inspection of the site by contacting the RFP Coordinator.

2.5 SUBMISSION OF HARD COPY PROPOSALS

Hard copy submissions are preferred. Bidders should submit two (2) copies of their proposal. The proposal, whether mailed or hand delivered, must arrive at town hall no later than the proposal deadline referenced on the cover page of this RFP.

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The envelope containing the proposal shall be clearly marked “**Bid- Liming, Tilling and Seeding of Septage Fields.**” Bidders mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Bidders assume the risk for the method of delivery chosen. The town assumes no responsibility for delays caused by the US Postal Service or any other delivery service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Town and will not be returned.

2.6 SUBMISSION OF ELECTRONIC PROPOSALS

Electronic proposals must be received by the RFP Coordinator no later than the proposal deadline referenced herein.

Electronic Proposals must be submitted electronically as an attachment to an email to the The RFP Coordinator, at the email address listed in Section 2.4.

Electronic proposals must have the following subject line “**Bid- Liming, Tilling and Seeding of Septage Fields.**” Proposal content must be in the form of a single email attachment, in PDF format. Bids should not be embedded in the body of an email.

The Town of Londonderry assumes no responsibility for problems with Bidder’s email. If for some reason the Town’s email is not functioning at any time during the bidding period, appropriate allowances will be made.

Bidders should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the town’s email is found to be at fault. All proposals and any accompanying documentation become the property of the town and will not be returned.

2.7 NO OBLIGATION TO CONTRACT

This RFP does not obligate the Town of Londonderry to contract for services specified herein.

2.8 REJECTION OF PROPOSALS

The Town of Londonderry reserves the right to reject any bid.

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2.9 COMMITMENT OF FUNDS

The Town of Londonderry Select Board is the only entity that may legally commit to the expenditures of funds for a contract resulting from this RFP. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

2.10 RIGHT TO EXTEND CONTRACTS

The Town reserves the right to extend a contract for ongoing services without reissuing an RFP.

2.11 INSURANCE REQUIREMENT

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed.

2.11.1 LIABILITY INSURANCE

Commercial General Liability Insurance (CGL): Contractor shall maintain CGL insurance and, if necessary, Commercial Umbrella Insurance, with a limit of not less than \$1,000,000 per each occurrence.

The Contractor's policies shall name the Town of Londonderry as an additional insured.

2.11.2 WORKERS' COMPENSATION COVERAGE

The Contractor will, at all times, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

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Sole proprietors without Workers' Compensation coverage that contract with the Town must sign a "Non-Employee Work Agreement" (waiver of Workers Compensation coverage). Sole proprietors without Workers' Compensation cannot hire a subcontractor who does not have Workers' Compensation coverage.

3. EVALUATION AND CONTRACT AWARD

3.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by the Select Board, which will determine the ranking of the proposals.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

If all other factors are equal, the Town of Londonderry will give preference to local bidders.

3.2 EVALUATION AND SELECTION OF PROPOSALS

The Town of Londonderry will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance
- Bidder's availability to provide future service and support
- Bidder's financial stability
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

3.3 NOTIFICATION TO PROPOSERS

The Town will notify the Winning Bidder as soon as possible after the bids are opened.