

**City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Request for Proposals # 27-11**

GREASE TRAP INSPECTION, PUMPING, HAULING & DISPOSAL (RECYCLING) A PILOT PROJECT
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The City of Portsmouth is requesting written proposals from qualified applicants to assist with the disposal (recycling) of Fats, Oils and Grease (FOG) from select restaurants within the City. Disposal includes inspecting and servicing restaurant grease traps and hauling as well as disposal of restaurant grease. This will be a six (6) month pilot project with the intent of establishing a regular means of reducing FOG from the City's sanitary sewer system. Based on the results and review of this pilot project, the City may negotiate for the final contract to allow for an extension by mutual agreement.

Sealed proposals, plainly marked, RFP # 27-11 "GREASE TRAP INSPECTION, PUMPING, HAULING & DISPOSAL (RECYCLING) - PILOT PROJECT" addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **March 22, 2011 at 2:00 p.m. PROPOSALS RECEIVED AFTER 2:00 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED.**

Proposal specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, or at www.cityofportsmouth.com. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal process, please contact the Finance/Purchasing Department at the following number: 603-610-7227.

For additional information regarding present restaurant grease issues, contractors may also contact Jared Sheehan (603-610-7497) or Kim McNamara (603-610-7273) with the City of Portsmouth.

In consideration to all proposers, no oral interpretations will be given to any proposers as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Fax inquiries to Silke Psula at the Public Works Department, 603-766-1447, or email Silke Psula at spsula@cityofportsmouth.com by March 7, 2011. Based upon such inquiry, the City may choose to issue an Addendum.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a proposal should check the web site daily for addenda and updates after the release

date. Contractors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

The City of Portsmouth will host a mandatory pre-bid meeting at the Department of Public Works on March 8, 2011 at 11:00 AM. The purpose of the meeting is to provide a list of restaurants participating in the pilot project, specify the types and location of the grease traps, outline and discuss the inspection schedule and address any question contractors may have at that time. Attendance at the pre-bid meeting is required in order to submit a proposal.

I. INTENT OF SOLICITATION AND OBJECTIVES

The City of Portsmouth (City) is soliciting competitive proposals from qualified applicants to assist with inspecting, servicing (pumping) restaurant grease traps and the hauling and disposal (recycling) of Fats, Oils and Grease (FOG) from select restaurants within the City. This will be a six (6) month pilot project with the intent of reducing FOG from the City's sanitary sewer system. Based on the results and review of this pilot project, the City may negotiate for the final contract to allow for an extension by mutual agreement.

The City seeks a contractor who will work cooperatively with the City to meet the City's objective to reduce restaurant FOG from the City's sanitary sewer system. Up to ten (10) restaurants, with the potential to add an additional three (3) restaurants will be participating in the pilot project. The City's objectives also include food service / customer satisfaction and a seamless operation, which if successful, will include expanded restaurant participation.

II. BACKGROUND

The City of Portsmouth, located on the Piscataqua River, has a population of approximately 21,000 and consists of approximately 17 square miles. More than 270 restaurants or food establishments conduct business in Portsmouth. Approximately 165 of these restaurants/food establishments have grease traps of one form or another.

Restaurant FOG is a significant problem in a municipal sanitary system, impacting sewer lines, pump/lift stations and treatment plants. Most wastewater collection system blockages can be traced to FOG. Often it is after the grease enters the public sanitary system that the grease clings to the pipes at the flowing water level. The grease will continue to accumulate until the flow in the collection system is restricted enough to cause sewer back ups and overflows. These overflows may discharge directly up through manholes, into wetlands, lakes, rivers, streams, or ocean indirectly through storm drains. The back ups can cause back flow of wastewater into the restaurants (and other businesses and homes).

FOG also hampers effective treatment at the wastewater treatment plant. Grease is the number one cause of foaming and bulking. Grease in a warm liquid may not appear harmful. But, as the liquid cools, the grease or fat congeals and causes nauseous mats on the surface of settling tanks, digesters, and the interior of pipes and other surfaces which may cause a shutdown of wastewater treatment units. Grease can harden and cause floating "turtles" in the lift station that are hard to break down. These can easily clog pipe openings and cause serious problems if they make their way through the system.

The FOG in restaurant kitchens is an unavoidable by-product from food preparation and food service areas. However, by using Best Management Practices (BMPs), these problematic

quantities of FOG that discharge to the sanitary sewer system can be significantly reduced. The use of and proper maintenance of grease traps is one BMP.

Grease traps are designed to intercept and remove FOG, which interferes with the proper drainage and treatment of municipal wastewater. These devices may be small or large, above or below ground, indoor or out depending on the type of food establishment.

With regard to this pilot project, the City's Wastewater Treatment Plant would not be an acceptable disposal / recycling outlet.

Any recyclable product generated from grease traps may be subject, and the hauling of grease waste is subject to DES regulation through NH Code Admin. Rule Env-WQ 1600 (Septage Management Rules) www.des.nh.gov/rules/desadmin_list.htm#waterq

For a more complete description of service requirements refer to **SECTION III, SCOPE OF SERVICES.**

III. SCOPE OF SERVICES

Inspect grease trap and affiliated equipment, pump (as needed), haul and dispose (recycle) grease.

INSPECTION

Inspection shall include the contractor providing the following services:

- The contractor's completion of the required City of Portsmouth manifest forms, which will be furnished by the City.
- Contractor's documenting condition of the grease trap; amount and/or accumulation rate of grease; and activity subsequent to the inspection (i.e. pumping of the grease trap).

As requested, contractor shall provide photographs and written reports outlining problems or unusual occurrences.

A general inspection schedule, based on the number of restaurants participating in the pilot project and the size of the trap, has been established. The inspection schedule will be outlined at the mandatory pre-bid meeting. A final inspection schedule will be coordinated between the City and vendor selected. A member of the Health Dept and/or Water/Sewer Depart will accompany inspections.

TRAPS (QUANTITY AND FREQUENCY)

The traps to be pumped will be those located on the City's wastewater system. A list of restaurants participating in the program and the size and types of traps, as known, will be provided at the mandatory pre-bid meeting.

FOG COLLECTION

Collection shall include: Pumping and cleaning, as needed, and inspecting of all traps. Work shall be completed in a professional manner. There may be time constraints and method constraints, for example; no pumping between 11:00 AM and 1:00 PM and/or pumping of certain locations will require specific materials. Such details will be coordinated with the food service establishment and negotiated during the final contact.

Collection and cleaning will initially be coordinated between contractor, the food service customer and the City of Portsmouth. Once an acceptable routine has been established, slight adjustments to the pumping schedule may be coordinated between the contractor and the food service customer.

Maintenance items observed as a matter of course while collecting FOG shall be reported to the Department of Public Works, Engineering Technician, Jared Sheehan using written, verbal or digital photography as requested by the City. Maintenance repairs are not part of this pilot project.

No subcontracting of this work will be allowed.

RECORD KEEPING

Record keeping shall include: The completion of the required City of Portsmouth manifest forms which will be furnished by the City. A copy of the manifest form is to be kept on file by the contractor for a minimum of one year. A completed manifest form will include one copy left with the trap owner, one copy kept by the contractor, one copy left at the disposal site and one copy returned to the City with the monthly invoice. A detailed monthly invoice will be furnished to the City before the 5th of each month.

TRANSPORTATION OF GREASE

Contractor is to operate in compliance with all Federal, State and local laws. The hauling of grease waste is subject to DES regulation through NH Code Admin. Rule Env-WQ 1600 (Septage Management Rules) www.des.nh.gov/rules/desadmin_list.htm#waterq

Contractor is to maintain all tanks and hoses used to pump and transport grease so as no to create unreasonable malodors or a public health hazard.

Contractor to provide a copy of the State of New Hampshire Septage hauling permit.

DISPOSAL (RECYCLING)

With regard to this pilot project the City's Wastewater Treatment Plant would not be an acceptable disposal / recycling outlet. Contractor will need to identify an appropriate disposal / recycling facility.

REIMBURSEMENTS

Payment to contractor will be made based on the completed manifest and invoice submitted to the City. Payments will be made within 30 days of receipt of the monthly invoice.

IV. INSURANCE AND BONDING REQUIREMENTS

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$2,000,000/\$2,000,000
Per occurrence and general aggregate

- B) Automobile and Truck Liability:
Bodily Injury or Property Damage \$2,000,000/\$2,000,000
Per occurrence and general aggregate

(As to items A and B above, 1 million per occurrence is acceptable if combined with sufficient excess policy.)

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. Insurance coverage shall at a minimum be \$500,000 per accident or meet the requirements of the most current laws of the State of New Hampshire, whichever is greater.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

ADDITIONAL INSURED

All liability policies (including any excess policies used to meet coverage requirements) shall include the City of Portsmouth, New Hampshire as named Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth
Attn: Legal Department
1 Junkins Avenue
Portsmouth, NH 03801

V. SUBMITTAL REQUIREMENTS

Each applicant shall submit six (6) copies of its proposal. Proposals shall include:

- Transmittal letter
Introduce the company and summarize the services as they relate to this RFP and how they are being offered.
- Contractor Description
Provide a description and history of the Contractor emphasizing the Contractor's resources, equipment and experience (specify experience with indoor, outdoor, passive and automatic grease traps) relevant to this RFP.

Identify the person(s) who will be the primary contact person with the City and the Operations Manager overseeing the day-to-day hauling of material, etc.

Provide copies of all operating permits to include a copy of the State of NH Septage hauling permit.

- Services

Details of the service and how they will be provided (not to exceed 15 pages).
Reference Section III this RFP.

Clearly indicate where the grease shall be hauled and/or delivered to.

- Price Proposal Form
Reference p. 7 of this RFP.
- References
Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.

VI. SELECTION CRITERIA AND CONTRACT(S)

The City will review and evaluate the written responses to this Request for Proposals. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered. The City reserves the right to interview and request additional information from proposers.

The City will evaluate each proposal based on the following criteria:

1. Understanding of and responsiveness to the City's objectives;
2. Price;
3. Experience;
4. List of Equipment, including capacities and age;
5. Manifest Quality History. (It is recommended that the contractor provide any examples as well as documentation of the above-mentioned categories.);
6. Contractor's qualifications including history of performance and company compliance history with OSHA, DOT and applicable Federal and State environmental regulations;
7. Emergency Response Time; and
8. Such other criteria as is in the best interest of the City.

Using the criteria, the City will identify the top ranking firm and attempt to negotiate a contract(s) with that company. If negotiations are not successful, the City may proceed to enter into negotiations with the next highest ranked firm for services.

The City anticipates execution of a contract within 90 days of RFP opening.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

VII. PRICE PROPOSAL FORM

This form shall be filled in by the qualified applicant. Prices shall be written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern**.

Project involving City of Portsmouth's **“Grease Trap Pumping, Hauling and Disposal”**, in accordance with the Scope of Services, the following:

Service	Unit Price (Words and Numbers)
Inspection Fee per Restaurant	
Per Gallon Fee for Tanks Located Outside	
Per Gallon Fee for Tanks Located Inside*	

* May be listed as a flat fee/rate, if that is how the service is provided for tanks located inside a restaurant.

Provide name, address, point of contact and phone number of disposal location / grease waste receiving company:

ADDITIONAL COST

Due to unanticipated line blockage, additional work and costs may be incurred, i.e. jetting private lines. Provide fee schedule for additional services.

Submitted by:.....
(Name of Firm)

Signature:

Print Name:.....

Title: