

City of Portsmouth, New Hampshire
Department of Public Works
RFP #32-18

Request for Proposal
Mosquito Control Services

INVITATION

Sealed proposals, plainly marked, “RFP# 32-18: Mosquito Control Services” shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. **Proposals will be accepted until 2:00 PM February 13, 2018.**

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works invites sealed proposals from qualified firms for mosquito control services. Firm must be licensed with the New Hampshire Division of Pesticide Control.

The RFP is available on the City’s website at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Questions may be directed to the Finance/Purchasing Department.

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

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

I Introduction

The City of Portsmouth Public Works Department seeks a qualified and licensed contractor capable of meeting State of New Hampshire regulatory requirements to perform city- wide comprehensive mosquito control programs during Fiscal Year 2019 (July 1, 2018 to June 30, 2019). The selected contractor will perform mosquito control services using organic, non-toxic products when possible.

The General Requirements for the work to be performed are set forth in Section V below.

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

II Submittal Requirements

Contractor shall submit three (3) copies of a proposal for services. **Proposals will be accepted until 2:00 PM February 13, 2018.**

The following items shall be included in the proposal.

1. Introductory Letter (not to exceed two pages) – Identify primary contact and provide a brief description of the contractor including size, areas of specialization and location of office(s). Contractor will identify any anticipated subcontractors. The City reserves the right to approve subcontractors for this service.
2. Experience – Describe in narrative form Contractor’s experience administering and operating community- based mosquito control programs in municipalities, towns and/or private associations that are of sufficient size to demonstrate experience to perform the work required for this contract. Contractor’s experience in completing wetland restoration/ maintenance projects associated with mosquito control. This includes grant applications, wetland permit applications, regulatory compliance, ecological monitoring, and actual project implementation.
3. References - Provide the name, title, locations, and phone number of persons who can substantiate the contractor’s experience.
4. License Requirements - Identify whether contractor is licensed (Supervisory and Operational level) with the New Hampshire Division of Pesticide Control in any or all of the following

categories: B (Right of Way); D (Aquatic); F1 (Pest Control); F2 (Mosquito and Black Fly); G1 (Ornamental), and G2 (Turf). Verify licensing status by submitting copies of licensing documents.

5. Price Proposal – Complete the applicable sections of the price proposal form which is included with this Request for Proposal.
6. Proposed Mosquito Control Products – Contractor shall provide the proposed product for weed control including MSDS sheet, dilution, and frequency of application.

III Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each contractor shall be evaluated based on the following criteria:

- Contractor’s qualifications including experienced personnel, reputation for timeliness, sufficient equipment, and other resources for the work, licensing status as well as having the specific skill sets and abilities to perform the requirements of the work;
- Contractor’s experience with mosquito control programs in communities;
- Contractor’s licensure status and experience applying for and obtaining state permits for mosquito control;
- Contractor’s experience completing wetland restoration/ maintenance projects associated with mosquito control including grant applications, wetland permit applications, regulatory compliance, ecological monitoring, and actual project implementation;
- Price; and
- Responsiveness and completeness of the proposal.

Upon review of the proposals, and if necessary after conducting interviews, the City will enter into negotiations with the top-rated firm or firms and attempt to reach a satisfactory contract and payment schedule. Final scope, term and budget will be negotiated. If the City is unsuccessful in reaching a satisfactory contract with a firm, it may terminate the negotiations without prejudice and commence negotiations with a lower-rated firm capable of doing the work.

The contract will be for one fiscal year (FY 2019), commencing July 1, 2018 and ending June 30, 2019. Upon mutual agreement of both parties, the contract may be renewed in one fiscal year increments at the rates submitted in the proposal for a total period not to exceed four (4) fiscal years.

IV Reservation of Rights

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be 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.

By submitting a proposal the contractor consents to the City undertaking such investigation as it deems necessary to investigate and verify contractor's qualifications, reputation and experience. Contractor may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

V Scope of Work General Requirements

- All treatments will be scheduled and notification made to the Public Works Director or his/her designee prior to the application of any products.

Municipal Mosquito Control Program

- Contractor must apply for and obtain a current “Special Permit” for mosquito control from the NH Division of Pesticide Control for the City of Portsmouth. This includes state mandated GIS mapping of the entire city depicting mosquito breeding areas.
- Completing a community- wide larviciding program including the Pease International Tradeport. This will include responding to resident requests for identifying mosquito breeding areas and applying controls.
- Conduct a comprehensive catch basin larviciding program with a continuous catch basin surveillance program. Catch basin surveillance will be completed annually, July 1st through October 15th.
- Completing a street adulticiding program with truck- mounted ULV sprayers from July, 1st to June 30th of the contract year(s) as needed or directed by the State.
- Completing a comprehensive mosquito trapping and testing program for submission of mosquitoes for testing at the state health laboratory. Mosquito specimens will be submitted weekly from July 1st through October 15th and from June 1st until June 30th of the contract year(s)
- Contractor must complete microscopic species identification of mosquito larvae and adults associated with West Nile Virus and Eastern Equine Encephalitis.
- Contractor must maintain no spray zones and comply with no spray requests (on file with Dispatch at Public Works). Any new “no spray” requests received by the contractor shall be forwarded to the Director of Public Works for inclusion in the “no spray” database.

VI Contractor Insurance Requirements

The Contractor shall purchase and maintain insurance of the limits and types specified below from an insurance company approved to do business in the state of New Hampshire. 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.

A. Commercial General Liability:

Bodily injury or Property Damage - \$1,000,000/\$2,000,000
per occurrence/general aggregate

- Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

B. Automobile and Truck Liability:

Bodily Injury or Property Damage - \$1,000,000
Combined Single, Limit, per occurrence

Bodily injury and Property Damage Insurance covering the operation of all motor vehicles and equipment, whether or not owned by the contractor, being operated in connection with the prosecution of the work under this contract.
Coverage amounts may be met with umbrella/excess policies.

C. Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire

D. Commercial Herbicide and Pesticide endorsement or policy in the minimum amount of \$1,000,000.

ADDITIONAL INSURED

All liability policies shall include the City of Portsmouth as a named Additional Insured.

1. The contractor's insurance shall be primary in the event of a loss.

EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth at least (15) days prior to cancellation or non-renewal of such insurance coverage.

**CITY OF PORTMSOUTH – DEPARTMENT OF PUBLIC WORKS
MUNICIPAL MOSQUITO CONTROL PROGRAM**

PRICE PROPOSAL FORM

Contractor: _____

Address: _____

Phone: _____

Contact: _____

Item

Price

Community Wide Larviciding: \$ _____

Total in Writing: _____

Catch Basin Larviciding: \$ _____

Total in Writing: _____

Street Adulticiding: \$ _____

Total in Writing: _____

Mosquito Trapping & Testing: \$ _____

Total in Writing: _____

Species Identification: \$ _____

Total in Writing: _____

TOTAL \$ _____

Total in Writing: _____

Please provide rate sheet for labor and equipment for work beyond scope

**CITY OF PORTMSOUTH – DEPARTMENT OF PUBLIC WORKS
MUNICIPAL MOSQUITO CONTROL PROGRAM**

PRICE PROPOSAL FORM

The undersigned agrees that he/she on behalf of Bidder has read the request for proposal documents and instruction to bidders and agrees to the terms and conditions set forth herein. The Bidder specifically understands that the City is under no obligation to purchase a particular quantity of the products listed. Bidder also understands that bid prices shall include delivery FOB to the address identified in the bid documents.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

In order to follow the City’s sustainability practices, future bid invitations/specifications may be sent electronically. Please provide an email address as to where I could email future bid invitations/specifications of this type. Thank you in advance for your cooperation.