

**City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Request for Proposals # 44-11**

GRINDING, HAULING & DISPOSING (RECYCLING) OF BRUSH MATERIAL

The intent of this Request for Proposals is to provide a pricing schedule to supply brush grinding services for 2011. Qualified parties with requisite experience in similar work are invited to submit a Proposal outlining their experience, qualifications, and proposed work plan.

Sealed proposals, plainly marked, RFP # 44-11 "BRUSH GRINDING" shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **May 11, 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 yard waste grinding operations, contractors may contact Silke Psula (603-766-1454) 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. Submit inquiries to Silke Psula at the Public Works Department, fax: 603-766-1447, or email at spsula@cityofportsmouth.com by May 3, 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.

EXAMINATION OF SITE

Contractors may contact Silke Psula (603-766-1454 or spsula@cityofportsmouth.com) to schedule a time to view the proposed work site before submitting a proposal in order that the

Contractor is satisfied by personal examination as to the local conditions to be met while completing the specified work; and address any questions Contractors may have at that time. The Contractor shall not claim at any time after the submission of the RFP that there was any misunderstanding of the terms and conditions of the contract relating to site conditions.

I. INTENT OF SOLICITATION AND OBJECTIVES

The City of Portsmouth (City) is soliciting competitive proposals from qualified applicants to grind brush material at the City's Recycling Center; to haul and dispose/recycle the by-product of the grinding operations (the wood chips).

This will be a seasonal project dealing with brush waste generated from the 2010 Christmas holiday and landscape operations and residential activities in 2011. Grinding is generally expected to occur between April and October on an as needed basis. Based on the results and review of this project, the City may negotiate for a final contract that allows for an extension by mutual agreement up to three (3) years.

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.

The City's Department of Public Works (DPW) provides curbside collection of yard waste April 4 through December 2, 2011. The DPW also manages the City's Recycling Center, located at 680 Peverly Hill Road, where drop off services are available year-round. Attachment A provides a lay out of the Recycling Center.

The Recycling Center is a fenced in lot, with one entrance and one exit. Access to the lower level is restricted to commercial vehicles – no private residents allowed. There is a retaining wall, an average 5' high. Tractor trailers may be loaded via a Loader. Only yard waste, brush, and wood chips are stored on the paved surface. All other waste and recyclables are stored in containers.

The average tonnage of wood chips for the past three (3) fiscal years (July through June) is approximately 900 tons per year. Any quantities provided or described by the City do not constitute a warranty or guarantee as to the actual quantities available.

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

III. SCOPE OF SERVICES

The intent of this Proposal is to provide a pricing schedule to supply brush grinding services for 2011. This service shall include all labor, materials, tools, equipment and other items necessary for grinding of brush and stumps along with the hauling and disposal/recycling of the by-product (wood chips) stockpiled at the City of Portsmouth's Recycling Center, located at 680 Peverly Hill Road, Portsmouth, New Hampshire. It is anticipated that Proposers will submit a fee per each grinding operation performed. Any additional accumulation of material between the time of inspection and completion of each the grinding operation will be considered incidental to the job and no additional payment will be made.

On average the City requires grinding of its brush pile three (3) to four (4) times a year, commencing around early April and concluding before the first snow fall. Each past grinding operation was accomplished in under three (3) days. It is expected that the City and Contractor will coordinate to schedule the grinding operations in the best interest of the City within the limitations of the Contractor's schedule and other reasonable influences. However, the brush pile cannot be allowed to exceed 1/3 of the Recycling Center's foot print.

Working hours (for grinding) are Monday *and* Friday 7:30 AM to 3:30 PM, exclusively. Contractor is responsible for securing the site if working outside of these hours. Material shall be ground to a particle size: the largest material not more than six (6) inches on any side; the smallest material not less than one-eighth (1/8) of an inch on any side.

For safety reasons, tub grinders are not an acceptable piece of equipment for grinding operations at the City's Recycling Center.

Working hours (for hauling) are Monday *through* Friday 7:30 AM to 3:30 PM. Previous grinding operations averaged 300 tons of brush with approximately 15 hauls by tractor trailer. It is expected that tractor trailers will be the primary means of hauling. Further, it is expected that each truck hauling material will be filled to the maximum extent possible.

Proposers may opt to include in the grinding fee, a hauling and disposal/recycling fee or Proposers may opt to provide a revenue share for the disposal/recycling of the wood chips.

It is the City's understanding that the pile is relatively free of metals and other contaminants. Clean up and recovery of metal from grinding activities is the responsibility of the Contractor. All metal recovered may be placed in the metal recycle bin or the Contractor may choose to recycle the material independent of the City.

For safety purposes Contractor shall ensure operations comply with:

1. IMIS. OSHA Integrated Management Information System, 1996-2005.
2. ANSI. American National Standard for Arboricultural Operations-Safety Requirements. Z133.1-2006. International Society of Arboriculture, P.O. Box 3129, Champaign, IL 61826-312929.
3. [29 CFR 1910.212](#), General Requirements for all Machines.
4. [29 CFR 1910.266](#), Logging Operations standard.
5. Subpart I - Personal Protective Equipment. [29 CFR 1910.132](#), General Requirements.
6. [29 CFR 1910.138](#), Hand Protection.
7. [29 CFR 1910.133](#), Eye and Face Protection.
8. [29 CFR 1910.135](#), Head Protection.
9. [29 CFR 1910.147](#), The Control of Hazardous Energy.

Contractor shall provide the Public Works Supervisor, Everett Kern or his designate, emergency contact numbers. The Contractor shall notify the Public Works Supervisor, Everett Kern or his designate, immediately of any spills, accidents, occurrences, incidents or violations that occur while providing the services described herein to the City.

The City recognizes that equipment can break and/or fail. Contractor shall provide provision for when equipment breaks or fails, to include recording of the time when equipment failed and work ceased and recording of the time when equipment was repaired and work commenced. This down time shall not be part of the grinding operations fee.

PROJECT EXPERIENCE

The Proposer must provide a list of professional references that can confirm relevant experience/qualifications as it relates to the proposed scope of work identified in this RFP document.

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/herself or by anyone directly or indirectly employed by him/her.

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

Qualified parties with requisite experience in similar work are invited to submit a Request for Proposal outlining their experience, qualifications, and proposed work plan.

Each applicant shall submit three (3) copies of its proposal. Proposals shall include:

- Contractor Description
Provide a description and history of the Contractor emphasizing the Contractor's resources, equipment and experience relevant to this RFP.

Identify the person(s) who will be the primary contact person with the City and the Operations Manager overseeing the grinding and hauling of material.

- Services
Details of the service and how they will be provided.

Reference Section III this RFP.

Clearly indicate the proposed work plan; the equipment to be used; the number of workers assigned to perform the operations; where the wood chips 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 & CONTRACTS

The City will review and evaluate the written responses to this Request for Proposals. Contractors 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;
5. Contractor's qualifications including history of performance and company compliance history with OSHA, DOT and applicable Federal and State environmental regulations; and
6. Such other criteria as is in the best interest of the City.

Using the criteria, the City will identify the top ranked 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 30 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 "**Brush Grinding, Hauling and Disposal/Recycling**", in accordance with the Scope of Services, the following:

Service*	Unit Price (Words and Numbers)
Brush Grinding (per 8 hour working day fee)	
Wood Chip Hauling (per tractor trailer haul fee)	
Wood Chip Disposal**	

* Mobilization to be included in the brush grinding fee.

** Historically, the City has not paid a disposal fee; Contractor's are invited to propose a revenue share of wood chips.

Provide name, address, point of contact and phone number of disposal/recycling location receiving the wood chips:

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

Signature:

Print Name:.....

Title:

