

**TOWN OF SUNAPEE
REQUEST FOR PROPOSAL
2016 CATCH BASIN CLEANING & CULVERT FLUSHING PROGRAM**

The Town of Sunapee (Town), New Hampshire is accepting Bid Proposals for their annual catch basin cleaning & culvert flushing program.

PROJECT LOCATIONS: Town wide.

PROJECT DESCRIPTION & REQUIREMENTS: The contractor selected for this work will be responsible for furnishing the necessary equipment and labor that is capable of vacuuming and removing silt, sediment and miscellaneous debris from yard drains (6" – 2' diameter), drop inlets (2' – 3' diameter and up to 5' depth), catch basins and drain manholes (greater than 3' diameter and varying depths), and will be responsible for furnishing the necessary equipment and labor that is capable of flushing silt, sediment and miscellaneous debris from culvert pipes ranging in size up to 24" diameter. The majority of the Town's drainage structures and drainage pipes were cleaned in November/December 2015. The Highway Department will provide one staff member to accompany the contractor to all locations of the aforementioned drainage structures and pipes throughout the completion of the project, and will assist the contractor with removing all metal grates and metal covers from the drainage structures. The Highway Department will be responsible for removing all concrete covers, will provide a location for the contractor to get water that will be necessary to flush existing culvert pipes, and will provide specific locations and/or a six-wheel dump truck for the contractor to dump all material that are removed and/or flushed from the aforementioned drainage components.

PROPOSAL SUBMISSION REQUIREMENTS: The following information shall be provided with each contractor's proposal in order to be considered for the project:

1. The contractor shall provide the name of his/her company, the company's mailing address, the name of the individual that will be responsible for overseeing the completion of the project, the telephone and cell phone number of the individual that will oversee the project, and e-mail addresses for all project contacts and/or persons directly in charge of the project.
2. The contractor shall provide one all-inclusive hourly rate (to include all associated equipment and labor costs) to vacuum and remove silt, sediment and miscellaneous debris from the following drainage components:
 - Concrete and plastic yard drains with diameters ranging from 6" – 2' diameter and varying depths.
 - Concrete drop inlets with diameters greater than 2' and up to 3' and varying depths.
 - Concrete catch basins and drain manholes with diameters greater than 3' and varying depths.
3. Contractor shall provide one all-inclusive (to include all associated equipment and labor costs) hourly rate to flush silt, sediment and miscellaneous debris from the following drainage pipes of all pipe material types:
 - Cross-culverts and/or driveway culverts, if necessary, with diameters ranging from 8" to 24", and having varying lengths and depths.

ADDITIONAL INFORMATION & PROJECT REQUIREMENTS:

1. No pre-bid meeting will be conducted for this project. However, contractors are encouraged to visit the Town of Sunapee's website and go to the Assessing Department's webpage to view the Town's GIS Map. The GIS map has the majority of the Town's drainage components on it. (NOTE: To view the drainage components in the GIS map click on "map layers" on the left side of the map, then click on "Sunapee

Maps”, then click on “Sunapee Public Works Maps”, then click on “Drainage Structures” and “Drainage Pipes”. At this point all of the Town’s drainage structures and drainage pipes should be depicted on the GIS map. The Highway Department will determine which drainage structures and drainage pipe shall cleaned for the project.

2. The project shall be completed between June and September 2016 and is anticipated to take approximately 80 hours.
3. The contractor is required to carry a minimum of one million dollars (\$1,000,000) of insurance coverage throughout the duration of the project. The Town shall be named as additionally insured on the contractor’s insurance certificate.
4. The contractor shall **sign and date** his/her proposal. By doing so, he/she acknowledges that they have the equipment and labor that is capable and qualified to provide the services for the completion of the project, and that they can complete the services within the specified time frame.
5. Proposals must be mailed or hand delivered to the Town Offices, Attn: Highway Director, 23 Edgemont Road Sunapee, NH 03782. All proposals must be **sealed** in an envelope clearly marked “**2016 CATCH BASIN CLEANING & CULVERT FLUSHING PROGRAM**”, and they must be received by 1:00 p.m. May 9, 2016.
6. A **public bid opening** will be conducted at 1:15PM on May 9, 2016, in the meeting room that is located down stairs in the Town Offices. At that time, all proposals will be opened and read aloud by the Town Manager and Highway Director to anyone who wishes to attend the bid opening.
7. The Town will review all bid proposals following the public bid opening, and upon determining the most responsive and responsible bidder, the Town reserves the right to select the proposal that is determined to be in its best interest.
8. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town.
9. The Town reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and/or minor irregularities in proposal responses.
10. Any questions should be directed to Scott A. Hazelton, Highway Director, in writing at: scott@town.sunapee.nh.us . Questions must be received on or before May 5, 2016. Response to questions will be provided in writing to all bidders via e-mail on or before May 6, 2016.