



Request for Proposals
For Mosquito Control Services
#B2023-DPW-10

Town of Seabrook, New Hampshire

Department of Public Works



REQUEST FOR PROPOSAL # B2023-DPW-10

Qualified companies are invited to submit a proposal to perform mosquito & tick control services in agreement with the attached specifications, terms, and conditions for a three-year contract. Prospective respondents are advised to read this information over carefully before submitting a proposal.

Three (3) copies of the Proposal must be submitted in a sealed envelope plainly marked:

***RFP# B2023-DPW-10
Mosquito Control Services
Town of Seabrook
C/o Shaylia Wood
Chief Procurement Officer
99 Lafayette Road
Seabrook, NH 03874***

All proposals/bids must be received by November 2nd, 2023, at 2:00 pm EST and will be opened publicly at such time.



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PURPOSE OF PROPOSAL

This RFP aims to obtain competitive sealed proposals from qualified Proposers interested in providing a comprehensive mosquito and tick control program for the Town of Seabrook for a three-year period, concluding after the 2026 season.

PROJECT DESCRIPTION

It is the responsibility of the contractor to adhere to and comply with all Federal, State and local laws, regulations and codes as well as to all standards and practices relating to the work being performed or services delivered. In addition, it is the contractor's responsibility to procure and keep in effect any and all licenses, permits, notifications or other regulatory requirements relating to the work to be performed or the services delivered.

A proposer must hold the certifications and licenses necessary from the State of New Hampshire to perform the services outlined in this agreement. Each proposal must include a list of at least three current references for whom comparable work has been performed. This list shall include company name, person to contact, address and telephone number. Preferred references include other local government agencies.

SCOPE OF WORK

This Proposal shall include the following services to be performed by the successful contractor.

- A. Prepare and submit the yearly Special Permit Application to the New Hampshire Division of Pesticide Control (DPC), starting with the 2024 season, and respond to any inquiries resulting from such a submittal or the performance of this agreement.
- B. Conduct all control operations in accordance with all State and Federal regulations and consistent with the Special Permit Application referred to in item A.
- C. Compose, distribute, and record State-mandated notices.
- D. Provide and supervise mosquito control personnel.
- E. Provide all necessary vehicles to conduct the work herein delineated.
- F. Provide all necessary insecticides and spraying equipment to carry out the provisions of this agreement.
- G. Analyze environmental conditions and scientific data to determine appropriate, effective, and efficient control measures.
- H. Apply larvicides to a variety of mosquito habitats, including, but not limited to, salt marshes, storm drains, and catch basins, to control mosquito larvae and pupae.



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- I. Conduct surveillance and trapping of adult mosquitoes with weekly traps set and collected from June into October yearly. Sort, pack, and ship mosquitoes to the State lab for disease testing every week from early July to October annually.
- J. Maintain an updated No-Spray list for residents who request no street spraying of adulticide on their property.
- K. Maintain and place existing greenhead fly traps owned by the Town of Seabrook on salt marshes by June 15th and remove all traps by September 30th. Store traps at the Seabrook Transfer Station Recycle Center. Monitor and maintain the traps through the season as needed. All new traps will be painted blue.
- L. Build new traps as needed for 2024, 2025 & 2026, as agreed to by the DPW Manager.
- M. Apply adulticide along roadways on a limited emergency basis, if necessary, when EEE or WNV-carrying mosquitoes are found within the Town when a State emergency is declared or at other times as mutually agreed by the Seabrook DPW Manager, the Seabrook Health Officer, and the contractor.
- N. Conduct emergency adulticide at schools, recreation areas, Veteran's Park, and Governor Weare Park upon Seabrook DPW Manager and Seabrook Health Officer concurrence. Pre-treatment notification is required for all locations prior to every treatment.
- O. Spring and fall treatments of Veteran's Park & Governor Weare Park to control mosquitos and ticks.
- P. Perform public outreach as needed in response to resident complaints and health advisories.
- Q. Compose all paperwork, including the year-end State report and the monthly progress report. The monthly progress report shall include, but not be limited to, date, site number, location, habitat, survey average/dip count, type of treatment, if any, number of catch basins treated, total pounds of pesticide used, name of pesticide, name of active ingredient (A.I.) and % of A.I.; and all surveillance data. At season's end, the contractor shall provide the Seabrook DPW Manager a report of the amount and type of control agents used by the contractor and for what purpose.
- R. Assist the Town in collecting data that may be used in marsh management strategies to control mosquito populations, increase species diversity, and reduce dependency on pesticide applications. Monthly activity reports must be submitted before payment on monthly invoices. Monthly activity reports will include but are not limited to, larval surveys, larval treatments, post-treatment mortality surveys, larval surveys (light trapping), catch basin surveys/treatment, and labor reports.
- S. Provide data required by the State for any reimbursement programs offered to towns.



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- T. The Seabrook DPW has a communication protocol that requires advance notice to be given to the Seabrook Conservation Commission regarding all activities planned for properties under their control.

PROPOSAL TERMS

The Town of Seabrook reserves the right to accept or reject any and all proposals in whole or in part received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and the contractor's qualifications and capabilities to provide a particular service. The Town reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations would be undertaken with the contractor whose Proposal is deemed to meet the Town's specifications and needs best. There will be no reimbursement to any candidate if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the proposals.

All bids must be received by November 2, 2023, at 2:00 pm EST. The submittal package shall include three (3) copies of the Proposal. No telephone, email, or facsimile proposals will be accepted. All submissions received after the deadline will not be accepted and will be returned unopened.

QUALIFICATIONS OF BIDDER

Bidders shall be fully qualified with at least three (3) years of experience. Bidders shall submit a statement of qualification and experience and provide a list of three (3) representative projects with references.

INSURANCE REQUIREMENTS

The successful bidder shall provide Worker's Compensation Insurance as required under New Hampshire law for all employees engaged in the work hereunder and shall provide a certificate to the Town indicating such insurance coverage before engaging in any work hereunder.

The successful bidder shall also carry the following types of insurance with the Town named as an additional insured under each. The limits shall be at least \$1 million on account of any one person or accident and \$1 million on account of any additional person or accident.

Public Liability Insurance, Property Damage Insurance, Bodily Injury Insurance, Property Damage Insurance covering the operation of vehicles or equipment, bodily Injury Insurance covering the operation of vehicles or equipment, and Non-Ownership Automobile Liability Insurance.

SUB-CONTRACTING

No portion of the work may be sub-contracted or sub-leased by the successful bidder without the consent of the Town of Seabrook. Any approval to sub-lease or sub-contract any portion of the work



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requires any sub-contractor or sub-leaser to provide the same insurance certificates as required of the successful bidder.

PAYMENT TO VENDOR

Invoices from the successful bidder will be paid in full within thirty (30) days of the receipt thereof or within any discount period, provided such period is at least ten (10) days from the receipt of the invoices. Payments will be processed only for actual work accomplished to the invoice date, and the Town reserves the right to examine the work to ensure that it is sufficiently complete to tender payment.

INTENTION TO BID / ADDENDA

Bidders who want to participate in the RFP are urged to submit an Intention to Bid form to receive addendums and possibly additional information. Intention to Bid forms can be found on the town website at www.Seabrooknh.info/procurement. Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at Swood@seabrooknh.org.

All questions shall be submitted in writing to only the Chief Procurement Officer at the above address by October 26, 2023, at 2:00 pm EST. The Chief Procurement Officer will then forward the question and the Town's response to all prospective bidders. If it becomes necessary to revise any part of the RFP, addenda will be provided by email and on the Town website at www.Seabrooknh.info/procurement. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, original proposals with amendments must be submitted before the date and time specified.

WITHDRAWAL OF BID PROPOSAL

A bidder will be permitted to withdraw his/her Proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

CONSIDERATION OF PROPOSALS

Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of a discrepancy between prices written in words and those written in figures, the prices written in words shall govern. In the event of a discrepancy between the total shown in the Proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

AWARD OF CONTRACT

The successful bidder will be notified by mail to the address on their Proposal that their bid has been accepted and that they have been awarded the contract.



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CANCELLATION OF AWARD

The Town reserves the right to cancel any contract award at any time before the execution of such contract by all parties without any liability against the Town.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Town Manager has ordered the same, in writing.

*The Town of Seabrook is a Tax-Exempt Organization.

BID SUBMISSIONS

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity."

(Authorized Signature)

(Date)

(Company) & (Title)

CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget, and other necessary items.

Approved by:

William M. Manzi III
Town Manager

10/3/23



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BID FORM

Company

Monthly activity reports	\$ _____
Arbovirus surveillance	\$ _____
Emergency adulticide	\$ _____
Larvicide	\$ _____
Pre-Treatment larval surveys	\$ _____
Post-treatment larval mortality surveys	\$ _____
Greenhead trap repairs	\$ _____
Greenhead trap construction	\$ _____
Greenhead trap placement & retrieval	\$ _____
ULV Street spraying	\$ _____
Tick Treatment	\$ _____
Total Contract Amount Proposed	\$ _____