



Request for Proposals
For Transfer Station Scale Replacement
#B2024-DPW-11

Town of Seabrook, New Hampshire
Department of Public Works



REQUEST FOR PROPOSALS #B2024-DPW-11

Qualified companies are invited to submit a proposal to supply, install, and satisfactorily replace the existing Transfer Station Scale in agreement with the attached specifications, terms, and conditions. 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 #B2024-DPW-11
Transfer Station Scale
Town of Seabrook
C/o Shaylia Wood
Chief Procurement Officer
99 Lafayette Road
Seabrook, N.H. 03874*

*All Proposals/bids must be received by May 2, 2024, at 2:00 pm EST
and will be opened publicly at such time.
Optional Site Walk-through April 23, 2024, at 10am EST*



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PURPOSE OF PROPOSAL

This RFP aims to obtain competitive sealed proposals from qualified Proposers interested in providing the Town of Seabrook with a new Transfer Station scale located at 70 Rocks Road.

SCOPE OF WORK

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

- A. Conduct all construction & installation in accordance with all State and Federal regulations.
- B. Analyze environmental conditions to determine appropriate, effective, and efficient dewatering during existing scale removal and construction and installation of new scale.
- C. Furnish and install one Active electronic vehicle scale 40x10x3/8" steel deck, utilizing a 12-inch I-beam structure only (no tube or any enclosed steel structure allowed, no pre-stress allowed)
- D. The scale must be built to fit into an existing pit foundation with proper gaps on the sides and ends.
- E. The scale shall have fully analog shear beam load cells that use a parallel link suspension system on the load cell stand assembly (no digital load cells, canister load cells, or bolt download cells are allowed).
- F. Scale weighbridge shall have no less than a 110,000lb CLC rating.
- G. The scale platform shall be 3/8" steel diamond plating (no pre-stress or concrete allowed).
- H. The scale shall have two maintenance holes.
- I. Scale project shall take at most seven business days to complete.
- J. The scale clearance from the top of the pier to the bottom of the scale shall be at least 10 inches.
- K. The scale shall be NTEP-certified.
- L. The scale shall have at least six load cells with a minimum capacity of 75k each, with stainless steel armored braiding rodent protection on the cabling (no quick-disconnect cables allowed).
- M. Scale shall have a cardinal model 225 weight indicator.
- N. Scale shall have a Lifetime Warranty on the load cells for the life of the scale, which shall include water & lightning damage.
- O. Scale shall have final installation and State certification included in the bid.
- P. Scale foundation piers must be modified to fit the new scale profile (no riser plates allowed).
- Q. The scale must be compatible with Creative Information Services software.
- R. The scale must be tested and be satisfactory to the Weighmaster and the Solid Waste Foreman.



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PROPOSAL TERMS

The Town of Seabrook reserves the right to accept or reject any 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 best meet the Town's specifications and needs. 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 May 2, 2024, 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. Submissions received after the deadline will not be accepted and will be returned unopened.

PERFORMANCE REQUIREMENTS

It is the contractor's responsibility to adhere to and comply with all federal, state, and local laws, regulations, and codes, as well as all standards and practices relating to the work being performed or services delivered. In addition, the contractor is responsible for procuring and keeping in effect any 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 and construction 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 the company name, person to contact, address, and telephone number. Preferred references include other local government agencies.

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 the (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 and shall provide a certificate to the Town indicating such insurance coverage before engaging in any work. 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.



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SUB-CONTRACTING

No portion of the work may be subcontracted or subleased by the successful bidder without the written consent of the Town of Seabrook. Any approval to sublease or subcontract any portion of the work requires any subcontractor or sublesser 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 receipt or within any discount period, provided such period is at least ten (10) days from 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 April 11, 2024, 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 can withdraw their Proposal unopened after it has been deposited if such a request is received in writing before 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 all parties execute such Contract without any liability against the Town. The Town may terminate the Contract at any time by giving thirty (30) days' written notice.

EXTRAS

Except as otherwise provided herein, no charge for extra work or material will be allowed unless the Town Manager has ordered it 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 the Town of Seabrook legal counsel and will be awarded upon signing a commitment or Contract that outlines terms, scope, budget, and other necessary items.

