



Request for Proposal  
For Transfer Station Roof Repairs  
#B2024-DPW-12

**Town of Seabrook, New Hampshire**  
**Rubbish Department**



**REQUEST FOR PROPOSALS # B2024-DPW-12**

*Qualified candidates are invited to submit a sealed written bid proposal for the Repair of the Transfer Station Roof 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 Bid Proposal must be submitted in a sealed envelope plainly marked:*

*RFP# B2024-DPW-12  
Roof Repair  
Town of Seabrook  
C/o Shaylia Wood  
Chief Procurement Officer  
99 Lafayette Road  
Seabrook, NH 03874*

*Recommended Site Walk through July 9<sup>th</sup>, 2024, at 10:00 am EST at the Transfer Station located at 70 Rocks Rd, Seabrook*

*All proposals/bids must be received by July 18<sup>th</sup>, 2024, at 2:00 pm EST and will be opened publicly at such time.*



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**PURPOSE OF PROPOSAL**

The Town of Seabrook, NH, is soliciting bid proposals for the Repair of the Transfer Station Roof Located at 70 Rocks Road, Seabrook, NH.

**PROJECT DESCRIPTION**

The Contractor shall perform the work in a workman-like, professional manner in accordance with generally accepted industry principles and practices.

Bidders shall be fully qualified with at least three (3) years of experience. Bidders shall submit a statement of qualifications with their bid form. 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.

**SCOPE OF WORK**

This Proposal shall include the following services to be performed by the successful Contractor but are not necessarily all-encompassing:

This pitched roof is approximately 160'x 72' and is metal. The roof has several areas that are severely leaking. The Town seeks proposals to extend the life of the existing roof by addressing problem areas as well as evaluating and recommending work for the entire roof as needed. The Town will evaluate proposals based on both the price and efficacy of the proposed solution offered.

**PERFORMANCE REQUIREMENTS**

The Contractor will perform all tasks that meet the expectations of the Town. All work must comply with all Federal, State, and Local laws, ordinances, rules, and regulations.

The Town reserves the right to perform random and periodic inspections at any time to ascertain the Contractor's compliance with the work. Any deficiencies found during the performance of work will be the Contractor's responsibility and shall be corrected at the time of notice. There will be no cost to the Town for any re-works/corrections. Upon failure of the Contractor to correct the work, The Town shall withhold any amount necessary for the correction of work from payments due to correcting the deficiencies.

**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



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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 July 18<sup>th</sup>, 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. All submissions received after the deadline will not be accepted and will be returned unopened.

**INSURANCE REQUIREMENTS**

The successful bidder shall carry all insurance to protect the Town of Seabrook and its officials, agents, employees, and volunteers from any claims, demands, costs, damages, loss of service or consortium, expenses, compensation, and attorney's fees.

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 for any one person or accident and \$1 million for 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 subcontracted 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 requires any sub-contractor or sub-leaser to provide the same insurance certificates as required of the successful bidder.

**PAYMENT FOR SERVICES**

Invoices from the successful bidder will be paid in full within thirty (30) days of receipt. 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.

Invoicing instructions: All invoices shall include the following information:

1. Company name
2. Date work was completed
3. Brief description of services rendered



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**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](http://www.Seabrooknh.info/procurement). Completed Intention to Bid forms and questions may be emailed to the Chief Procurement Officer at [Swood@seabrooknh.org](mailto:Swood@seabrooknh.org).

All questions shall be submitted in writing to only the Chief Procurement Officer at the above address by July 11<sup>th</sup>, 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](http://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 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.

**CANCELLATION OF AWARD**

The Town reserves the right to cancel any contract award before executing such Contract by all parties 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 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.



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## **BID SUBMISSIONS**

Proposal Preparations: To facilitate the evaluation of the proposals, the Proposer is instructed to be concise and to follow the outline below when responding. Proposals that do not follow the outline or do not contain the required information may be considered invalid proposals. Additional detailed information may be annexed to the Proposal.

Format Proposal: Proposers are instructed to be concise, and proposals should include, in order, the following:

1. Proposal Summary- Discuss the Proposal's highlights, key features, and distinguishing points. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them.
2. Company Profile- Include a brief description of the Proposer firm size and the organization structure. Previous work summaries, including reference contact information for at least three (3) contracts (jobs), are similar in scope to the services described herein.
3. Work Plan or Schedule- Present a well-conceived service plan. Include a complete description of major tasks and subtasks. This section of the Proposal shall establish that the Proposer understands the Town's objectives and work requirements and the Proposer's ability to satisfy those objectives and requirements.
4. Proposed Innovations- The Proposer may also suggest technical or procedural innovations used successfully on other engagements and may provide the Town with better service delivery. In this section, discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would benefit the Town.
5. Project Staffing- This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project.
6. Proposal Exceptions- This section shall discuss any exceptions or requested changes that the Proposer has to the Town's RFP conditions and requirements. If no exceptions are noted, it is assumed the Proposer will accept all conditions and requirements identified. Items not excepted will not be open to later negotiation.
7. Cost Proposal - The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. The provision of this information assists the Town in determining the firm's understanding of the project and provides staff with tools to negotiate the cost. This section shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the Town.



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PLEASE NOTE: The Town of Seabrook does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

Bids must be signed by an official authorized to bind the Contractor to its provisions for at least 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 of a commitment or Contract, which outlines terms, scope, budget, and other necessary items.

**SITE-WALKTHROUGH**

There will be a Recommended Site Walk-through on July 9th, 2024, at 10:00 am EST at the Transfer Station at 70 Rocks Rd, Seabrook. Those interested should consider bringing their own ladders and/or binoculars. Physical access to the rooftop will not be allowed at this time for safety reasons.

