DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov

288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

March 3, 2014

Possible 2 City Combination RFP for
City of Dover & City of Somersworth NH

REQUEST FOR PROPOSAL #B14035
Long Line Reflectorized Pavement Markings

You are cordially invited to submit a Proposal for Reflectorized Pavement Markings in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

***Two (2) copies* of the each city's bid must be submitted in a sealed envelope, plainly marked:**

RFP #B14035 – Long Line Reflectorized Pavement Markings
Purchasing Office
City of Dover
288 Central Ave 2nd fl
Dover NH 03820

All bids must be received by March 25, 2014 at 11:30 a.m. EST

Ann M. Legere, CPPB
Purchasing Agent

AML:kjn
Attachments

IMPORTANT*: *If you haven't already In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database under Service Contractors #27 Paving-Stripping Services.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

I. INTRODUCTION

The City of Dover and the City of Somersworth NH are requesting bids for pavement line painting throughout both cities. Bidders must carefully read each city specifications outlined in attachment A and B and reply as stated in each. Vendors may submit a proposal for one or both cities and each city reserves the right to select separate vendors or select one vendor for both cities, whichever method is the most advantageous.

Contractors submitting proposals for servicing both municipalities must submit separate pricing & bonds as outlined in the specifications AND submit a detailed outline of the financial benefits for each municipality separately; showing the savings for both cities if one vendor is selected for both cities.

Each city will execute its own contracts and retain its own bonds.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

Questions should be directed in writing to Ann M. Legere, at a.legere@dover.nh.gov no later than 7 days prior to bid date and time on cover page of this document.

The vendor selected will be required to execute an Agreement for Professional Services, see Attachment C. City of Dover Sample Agreement.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

III PROJECT REQUIREMENTS

Attachment A – City of Dover Project Specifications & bid sheets

Attachment B – City of Somersworth Project Specifications & bid Sheets

IV SUBMITTAL REQUIREMENTS

Costs

Submit a cost proposals on forms provided for each city in specification section and details of savings if awarded both cities.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of $2,000,000.00 aggregate, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured.

Bonds Required for Projects over $25,000.00

Separate City Bid Price Bonds at minimum 10% of bid price **must be submitted with bid**.

Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract will be required from vendor awarded the contract.

Commitments

Provide a discussion of how the vendor will assure adequate and timely completion of this project. Submit a description of the vendors overall capability, resources and assurance that it can meet its' commitment to successfully complete this project within the specified time frame.

References

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.

Licenses and Permits (if Applicable)

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by city. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

V SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as cost.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		**FOB Information:**	
Address:			
City, State, Zip		**Availability:**	
Email address:		**State of Incorporation**	
Warranty/guarantee:		**Price holds for:**	
Date:		**SSN or EIN:**	
Telephone #:		**Fax #:**	
Signature:		**Title:**	

Check here if appropriate: _____ (X) NO BID

City of Dover Bid Protests

A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.

B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.

C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City

BID, RFP AND QUOTE DOVER TERMS AND CONDITIONS

1. BID ACCEPTANCE AND REJECTIONS**: The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids**.

2. FINAL BID PRICE**: Terms and FOB point are always part of the bid**. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER**. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.**

3. LATE PROPOSALS/BIDS**: Any bids received after specified date and time will not be considered, nor will late bids be opened.**

4. PAYMENT TERMS**: It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.**

5. BRAND NAMES**: When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.**

6. SUBCONTRACTORS**: Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.**

7. PROPER DOCUMENTATION**: Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.**

8. BID RESULTS**:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.