



# TOWN OF WINCHESTER

INCORPORATED JULY 2<sup>ND</sup> 1753

1 Richmond Road • Winchester, New Hampshire 03470  
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[www.winchester-nh.gov](http://www.winchester-nh.gov)



## Request for Proposals

### Town of Winchester – Winchester Wastewater Treatment Plant

Proposals due: **October 13, 2020 at 4:00 p.m.**

The Town of Winchester (the Town) is soliciting proposals from qualified firms (Contractors) for stump, remove & regrade approx. 2 acres of land @ the Winchester Wastewater Treatment Plant located at 64 Duso Road, Winchester, NH 03470. For more information Prospective Bidders may examine the land at Wastewater Treatment Plant by appointment.

The Town anticipates selecting the successful Contractor on or before October 21, 2020 with work to be started this fall 2020.

The proposal pricing shall include all labor, insurance, materials, equipment and all other such costs that the Contractor will incur in order to offer the Town a complete fixed price proposal fee to complete the work in a satisfactory workman-like manner.

If any additional work above and beyond what is outlined in this proposal is identified by the Contractor, the Town shall be notified immediately and prior to any additional work being done. Additional work may be done by the Contractor on a cost-plus materials basis or by the Town, as determined by the Town.

All work to be completed to the satisfaction of the Town.

Scope of work:

1. Stump approximately 2 acres of land.
2. Remove and haul stumps away.
3. Regrade the area using materials onsite.
4. Install silt fence where needed.
5. All debris needs to be cleaned up around the project area.

## General Information

**Award of Contract** – It is the policy of the Town of Winchester that contracts are awarded only to responsible vendors. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request: have adequate financial resources for performance or have the ability to obtain such resources as required during performance; have the necessary experience,

organization, technical and professional qualifications, skills and facilities; be able to comply with the proposed or required time of completion or performance schedule; and have a demonstrated satisfactory record of performance.

**Selection** – The Town of Winchester to select vendors based on the best overall value to the Town. Some of the factors considered when determining the best overall value are: Price, Quality, Warranty, Service, Availability, Past Performance with the Town of Winchester, and References.

**Pricing** – All prices should include all labor and material costs, and any discounts offered. Prices should also list option costs for alternate materials or labor requirements that may differ from the listed scope of work.

**Governing law** – All contracts entered into by the Town shall be governed by the laws of the State of New Hampshire. Any claims arising out of the contract shall be brought only in the Cheshire County Superior Court.

**Insurance** – The successful Contractor, prior to the execution of the contract, must produce a certificate of insurance, naming the Town an Additionally Named Insured, for the following types and levels of coverage:

- |                            |             |
|----------------------------|-------------|
| • Workers Compensation     | Statutory   |
| • Automobile and Equipment | \$1 Million |
| • Property Damage          | \$1 Million |
| • General Liability        | \$1 Million |

## Submission Information

Proposals must be received at the Winchester Town Hall, 1 Richmond Road, Winchester, NH 03470 no later than 4:00 p.m. on October 13, 2020 in order to be eligible for consideration. Bids will be opened on October 14, 2020 @ 7pm during the Selectmen's Meeting. Each proposal must be submitted in a sealed envelope clearly marked: "Winchester Wastewater Treatment Plant".

The Town of Winchester reserves the right to reject any or all proposals or accept the proposal the Town deems to be in Winchester its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

Any questions regarding this project should be directed to Karey Miner 239-4951 x1 or [kminer@winchester.nh.gov](mailto:kminer@winchester.nh.gov).

# TOWN OF WINCHESTER

Winchester Wastewater Treatment Plant

## Cost Proposal

### CONTRACTOR INFORMATION

Contractor's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Proposal:**

Inspect, repair and/or replace as outlined in Scope of Work: \$ \_\_\_\_\_

Hourly Rate for additional labor: \$ \_\_\_\_\_ per hour

Proposed sub-contractors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By signing below, you certify the rates above and a full understanding of the project as proposed and outlined in the scope of work and the project's timeline.

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_