



June 5, 2020
B20-144

SUBJECT: INVITATION FOR SEALED BID

The Town of Derry, NH, is soliciting bids from qualified firms to thatch and crown ½ of the practice football field referred to going forward in this RFP as the “Landing Strip”.

INSTRUCTIONS TO BIDDERS:

Sealed Bids must be submitted no later than **Friday, June 19, 2020 by 4pm**, to the Town of Derry, Public Works Department, 14 Manning Street, Derry, NH 03038. Bids must be original and are not accepted via email or fax. Due to COVID-19, the Derry Municipal Center is closed to the public. A drop box is located at the main entrance of the Municipal Center (Monday – Friday from 7am to 4pm). The drop box is not available after hours.

Bids must be submitted in the format provided and address the items specified in the bid package.

The Town of Derry may reject any or all the bids on any basis and without disclosure of a reason, as in compliance with all Administrative Regulation #15 governing purchasing. Sealed bids / estimates are required for review and selection for the Hood Park Repairs contract as outlined in the attached detailed specification / bid sheet.

The Town of Derry reserves the right to accept or reject any/and or all bids, to waive any formalities and informalities in the bids received, and to accept any bid, which in its opinion, may be in the best interest of the Town. The Town also reserves the right to ask any potential bidder for a resume / overview of the company’s accomplishments, previous/current clients and/or references.

Bidders who require any additional information upon which to base their bid should contact the Parks & Recreation Director, at (603) 432-6136.

The Town of Derry encourages prospective bidders and other interested parties to check the website periodically for addendums and bid results. Due to the volume of inquiries, the Town of Derry will not be responding directly to inquiries from internet-based bid consolidation companies

Scope of Services

The Town of Derry, New Hampshire is accepting sealed bids / proposals for thatching and crowning ½ of the Landing Strip in accordance with the specifications below.

1. Approximate dimensions of ½ of the field is 370 feet long by 200 feet wide. This field is also irrigated.
2. Remove rotors and cap while maintenance is taking place. Rotors will then need to be replaced at the completion of the project.
3. Grind top inch of thatch layer and remove thatch.
4. Spread product/sports sand to create a crown to help with drainage.
5. Laser grade the ½ field and create a slight crown in the middle.
6. Re-install the rotors, fertilize and lime.
7. Provide a complete list of recommended materials, manufacturer and specifications.

Insurance Requirements

As part of the bid process, the contractor shall furnish an insurance certificate showing the certificate holder as the Town of Derry, 14 Manning Street, Derry, NH. The certificate must also clearly and specifically name the Town of Derry as an additionally insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of New Hampshire and any applicable laws.
- Comprehensive General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain the certificate of insurance is subject to the following minimums: \$1,000,000.00 liability insurance with a general aggregate of \$2,000,000.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of New Hampshire and be acceptable to the Town.
- The Contractor/vendor shall not cause any insurance to be canceled, limits reduced or permit any insurance to lapse.
- The information described above sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Contractor's liability.

Proposal / Bid Inclusions

All proposals must include the following:

- A resume / overview of the company's accomplishments, previous/current clients and corresponding projects.
- A detailed outline of services to be rendered, materials and manufacturers.
- Certificate of liability insurance as coverage as stipulated / mandated by the RFP.
- Include any additional supplemental information that demonstrates your qualification for this work/project.

Estimated Total for Scope of Services = \$ _____
Cost in words _____

Company Name: _____

Address: _____

Email address: _____

Phone Number _____ Fax Number _____

Signature of Principal _____

Acceptance by the Town of Derry _____

All bids must be sealed and returned by Friday, June 19, 2020 to:

**Town of Derry – Department of Public Works
14 Manning Street
Derry, NH 03038**

**TOWN OF DERRY, NEW HAMPSHIRE
Parks & Recreation Department
(603) 432-6136**