



Town of Derry, New Hampshire

REQUEST FOR PROPOSALS

April 23, 2019

The Town of Derry, New Hampshire Department of Public Works, seeks proposals for:

Cleaning and Inspection of 2 Community Water System Storage Tanks

RFP Process Coordinated by:
Thomas A Carrier, DPW Deputy Director
Email: tomcarrier@derrynh.org
(603) 432-6147

The Town of Derry, NH Department of Public Works invites proposals to clean and inspect one (1) 2,000 gallon hydropneumatic and one (1) 5,000 gallon atmospheric potable water storage tank each located at the Autumn Woods Community Water System and the Willow Bend Community Water System (total of 4 tanks).

Proposals must be submitted on or before 2:00 pm – Thursday, May 14, 2019 in a sealed envelop clearly marked as “Derry CWS Tank Inspection and Cleaning” and addressed to:

Town of Derry
Department of Public Works
14 Manning Street
Derry, New Hampshire 03038



B19-129

Town of Derry, New Hampshire

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Introduction:

The Town of Derry Public Works owns and operates two community water systems for which proposals are being sought to clean and inspect the water storage tanks. Each System is supplied by bedrock wells which pumps water into the atmospheric and hydropneumatic storage tanks prior to distribution. The tanks are described as follows:

Autumn Woods Community Water System

7 Applewood Drive, Derry, NH

30 residential service connections

System constructed 1994

(1) 2,000 gallon steel hydropneumatic pressure tank

(1) 5,000 gallon steel atmospheric storage tank

Willow Bend Community Water System

5 Willow Street, Derry, NH

29 residential service connections

System constructed 1998

(1) 2,000 gallon steel hydropneumatic pressure tank

(1) 5,000 gallon steel atmospheric storage tank

General Provisions:

1.1 Intent

The Town of Derry invites proposals for the cleaning and inspection of each of the described tanks.

The Derry Water Division business hours are Monday through Friday 7:00 AM to 3:30 PM. All work shall be performed during these hours unless otherwise approved by the Town.

It shall be the responsibility of the Town to maintain service or to provide notice to its customers of a service interruption. Any interruptions in service necessary to facilitate the cleaning and inspection work must be indicated in the proposal. Such requests shall be made to the Derry Primary Water System Operator no less than 3 days in advance. Interruptions shall last no longer than 8 hours in any one day and no more than 2 consecutive days.

Cleaning and Inspection Requirements: Each proposal shall include all work necessary to access and clean each tank of all accumulated sludge and tuberculin and to inspect and assess the structural integrity, corrosion and other factors related to water quality of the tanks. Inspections shall include both written assessment and video records of the tanks prior to and immediately after cleaning. Measurements of accumulated sludge shall also be recorded. All records shall be provided to the Town within 10 days of completion of the work. All work shall conform to NHDES Water Supply Engineering Bureau Regulations and NH Code of Administrative Rules including approved disinfection procedures as well as and other applicable Federal and State requirements governing the described work.

1.2 Product History and Contractor Reputation

The vendor shall provide a list of three (3) organizations where similar work has been performed. Include a contact person for each organization.

1.4 Financial Considerations

1. All applicable taxes shall be indicated in the proposal.
2. The cost for access, cleaning and inspection shall be included in the proposal price.
3. All costs for providing approved safe access in accordance with OSHA requirements shall be the responsibility of the contractor. The contractor shall provide proof of insurance coverage and shall be included in the proposal cost.
4. Proposals shall include costs for any travel, meals and accommodations.
5. Terms of Payment – The Town of Derry agrees to pay full invoiced amount within 30 days following completions of the work and receipt of all reports.

1.5 Vendor Response

1. Proposals must contain an Executive Summary, which shall contain:
 - A brief description of the means and methods of access, cleaning and inspection.
 - The name, title and address of the Contractor's representative responsible for the preparation of the proposal.
2. All prices quoted for goods and services must be specified. All proposals will be held to be valid for ninety (90) days following the proposal closing date.
3. Proposals must be received in full on or before the exact closing time and date indicated. Proposals received after that date may not be considered.
4. All costs relating to the work and materials supplied by the contractor in responding to this RFP must be borne by the Contractor.

1.6 Communication during preparation of the Proposal:

1. All communications with the Town of Derry will respect to this RFP must be directed to the following person:

Jan Wrona, Utility Assets Coordinator
Town of Derry – Public Works Department
14 Manning Street
Derry, New Hampshire 03038
(603) 432-6147 - phone
(603) 432-6130 – fax
janwrona@derrynh.org – email

2. The Town of Derry may, during assessment period, request meetings with the contractors to clarify points in the proposal. No changes by the Contractor will be permitted after the proposal closing date.
3. Faxed RFP responses will be accepted with the condition that the original proposal documents are received at the Derry Public Works Department no later than FIVE days following the RFP closing date.

1.7 Proposal Acceptance

1. Any agreements or acquisitions resultant from this Request for Proposal shall be subject to the approval by the Director of Public Works and Town Administrator.
2. Any proposal may be accepted in whole or in part. The lowest proposal may not necessarily be accepted and the Town of Derry reserves the right to cancel the RFP call. The Town of Derry shall not be held responsible or liable for the payment of any costs that are incurred by the bidder in preparing a proposal in response to this RFP.

1.8 Warranty

1. The contractor shall provide no less than a 1-year warranty on the work.