

TOWN OF LISBON

Notice to Bidders

***WATER WASTE WATER SERVICE CONTRACT
Request for Proposal (RFP)***

The Town of Lisbon will be accepting sealed Proposals for the purpose of obtaining a qualified Water and Waste Water Service to perform all Water Treatment and Waste Water functions for the Town and its related component units as outlined in this proposal.

Proposals must be received by the Town Administrator of the Town of Lisbon no later than *November 2, 2018 @ 11AM*. Failure to deliver Proposal on time will result in rejection of the Proposal.

Inquiries regarding this Proposal may be directed in writing to:

Krystle Dow
Administrative Assistant
Town of Lisbon
45 School Street
Lisbon, NH 03585

adminassistant@lisbonnh.org

603.838.6376

GENERAL TERMS AND CONDITIONS OF PROPOSALS

(These items apply to and become a part of the proposal.)

1. Proposals must be submitted, including a signature of authorized agent. Be sure envelope is completely and properly identified and sealed.
2. No Proposer may withdraw his/her proposal for a period of twenty (20) days after the date and hour set for the opening of proposals.
3. The Proposer shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
4. Any exceptions or deviations from written specifications shall be shown in writing and attached to the Proposal form.
5. **The Town of Lisbon reserves the right to reject any and all Proposals and to waive any technicalities in the Proposal.**
6. Proposal price shall be valid for a period of thirty (60) days after the opening date.

AWARD OF PROPOSAL

This Proposal shall be awarded to the company whose proposal is judged most responsive to the Proposal and is most advantageous to the Town of Lisbon, considering the factors identified in the Proposal.

1. The Board of Selectmen shall have the authority to award the contract.
2. The contract shall be awarded to the lowest secure Proposer meeting specifications. In determining “lowest secure proposer”, in addition to price, the following factors shall be considered:
 - The ability, capacity, skill and experience of the Proposer to fulfill the terms of the contract or provide the service required.
 - Whether the Proposer can fulfill the terms of the contract or provide the service promptly or within the time specified without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the Proposer.
 - The quality of fulfillment of the terms of previous contracts or services.
 - The previous and present compliance of the Proposer with laws and ordinances relating to the contract or service.
 - The sufficiency of the financial resources and ability of the Proposer to fulfill the terms of the contract or provide the services required.
 - The quality, availability and adaptability of the contractual services to the particular use required.
 - The number and scope of the conditions attached to the Proposer.

WATER AND WASTE WATER SERVICE CONTRACT

Specifications

REQUEST FOR PROPOSAL (RFP)

SECTION I – GENERAL SPECIFICATIONS

The Town of Lisbon is incorporated under the applicable laws of the State of New Hampshire and operates under a Board of Selectmen form of government. The Town provides municipal services necessary for the health and well being of its citizens, including police and fire protection, comprehensive land use planning and zoning services, code enforcement; streets and drainage, recreation and parks, cultural and nature services, sanitation services, water and wastewater services, and necessary administrative services to support these activities.

SECTION II – SERVICES REQUIRED

A. General

The Town of Lisbon, NH wishes to engage the services of a qualified private firm to provide as needed maintenance, repair and installation for its wastewater and water treatment facilities, mechanical process equipment and systems. The Towns Board of Selectmen cannot bind future governing bodies; however, it is anticipated that the Contractor/ Proposer selected to serve as the Town's independent Water and Wastewater contractor will be retained for some years to follow, with annual evaluations made of the contractor's services.

Scope of Work

The Town desires the Following requirements

1. A certified Water Treatment and Distribution Operator Class 1 as required under NH DES
2. Hire, Train and employ a sufficient number of employees to staff and operate the Lisbon Water and Wastewater treatment facilities. Provide a list of employees to

the Town of Lisbon with all contact information. Provide Prosper employees all W/C and Liability insurance to protect the Town of Lisbon.

3. Maintain the day to day operations of the facilities with onsite operator for a minimum of five hours a day (Monday through Friday) Holidays and weekends two hours if needed
4. A on call operator available 24 hours a day seven days a week (If pager is used Number to be available to Town and Highway Department.
5. The Facilities will be checked and inspected daily. Facilities must be kept clean and uncluttered in appearance. To include the Wastewater Treatment Facility, Well house and secondary Well, Chemical Feed Building, and Pump Stations owned by the Town of Lisbon, NH.
6. Chemicals will be added and adjusted as needed
7. Collection and transportation of routine or emergency samples per the Safe Drinking Water Act or required by NH DES to include Daily, monthly, quarterly and annual Lab testing.
8. Water Confidence Reports will be prepared and distributed to Town users with the required copies submitted to the NH DES or any other required agency. (Expenses will be covered by the Towns Water and Wastewater annual Budget)
9. Collect Monthly bacteria (water) and nitrite, TKN and ammonia (wastewater) samples and transport to certified lab.
10. Prepare a Weekly Report for the BOS (Sampling results, Water usage, work that has been accomplished)
11. Prepare any and all Notices that are required by NH DES and or the EPA
12. Provide assistance and contact weekly the Lisbon Highway Supervisor for preventative maintenance on the Distribution system.
13. Provide assistance to the Town and propose projects, quotes, repairs and replacement of equipment.
14. Review and approve invoices WEEKLY for any purchases and provide the required paperwork to the Administrative Assistance or other Town employee at the Town Offices in their absence. Purchases over \$1,000 dollars need prior approval by the BOS.

15. Operator or Prosper personnel must be available for public meetings if so warranted by the BOS
16. Assist, the Lisbon Highway Department, if required, with the Grinder Pumps at the Highway Garage (420 Bath Road), Clough residence (456 Bath Road) and the wastewater lab at (660 Bath Road) and hydrant flushing operations.

THE TOWN OF LISBON- SCOPE

1. Maintain all existing easements, warranties and licenses
2. Reading/Install/ Replace all Water Meters and reporting any unusual usage to Operator
3. Provide for Operator, Town owned equipment and if necessary Town personnel that could supplement a project to include liability coverage.
4. Keeping updated in compliance with Backflow Testing and reporting
5. Repair all Water breaks, sewer issues, and Hydrant repairs and report any incident to the appropriate Agency or Operator as required by law or contract. Operator/Prosper will provide assist, if needed, for repairs, clogs or cleanup.
6. Maintain current expenses associated with Facilities such as electricity/power/heat, fuel, chemicals, materials, supplies and equipment required to continue the operation of the Facilities.
7. Provide access to facilities and provide snow removal, lawn mowing and road maintenance to Facilities.
8. Weekly contact with Highway Supervisor for exchange of Systems functions
9. Operator will be notified weekly of any water complaints

III. THE SELECTION PROCESS

The Board of Selectmen will review all proposals and score each contractors proposal using the Proposal Evaluation Form Check List (see Exhibit 1). Town staff may contact selected references provided by the contractor.

After the proposals have been scored and ranked based on qualifications and the Proposal Evaluation Form, the rankings will then be compared and a Contractor will be recommended to the Selectmen.

IV. INSTRUCTIONS FOR PROPOSAL SUBMITTAL

Two (2) copies of your proposal, including *sealed* cost information, must be submitted to:

Krystle Dow, Administrative Assistant
Town of Lisbon
45 School Street
Lisbon, NH 03585

No later than November 2, 2018 at 11AM. Failure to deliver Proposal on time will result in rejection of the Proposal.

The Town of Lisbon reserves the right to reject any and/or all Proposals.

EXHIBIT I

PROPOSAL EVALUATION FORM

FIRM: _____ DATE: _____

PROJECT: WWF & WATER MAINT, REPAIR & INSTALLATION SERVICES

DEPARTMENT/DIVISION: GENERAL SERVICES/WW & WATER

RATING CATEGORY	WEIGHT	RATING	SCORE
<u>Proposal:</u>			
Submitted Required Documents	5		
Ability to Meet Required Response Times	10		
Cost	15		
<u>Firm/Staff:</u>			
Relevant Experience	10		
Professional Capabilities	10		
Reputation and Record of Satisfactory Past Performance	10		
Total:			

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.