



REQUEST FOR PROPOSAL

2019 ASPHALT PAVING SERVICES

RELEASE DATE: Tuesday, June 25, 2019

DEADLINE: Monday August 5, 2019 at 1:30 pm EST

BID Review: Vendor Encouraged to Attend Bid Opening

Monday August 5, 2019 at 6:30 pm Board Meeting

WALK-THROUGH MEETING: Monday July 1, 2019 3:00pm

(meet at the parking lot across from the Town Hall- 95 Amesbury Road)

Town of Kensington
Board of Selectmen
95 Amesbury Road
Kensington, NH 03833
(603) 772-5423

Issue Date: June 25, 2019

Response Deadline: August 5, 2019@ 1:30 pm EST

Town Contact: David Buxton, Road Manager

Phone: 603.396.4587

Email: assessor@kensingtontown.com

The Town of Kensington is requesting responses to this Request for Proposal (RFP) to enter into a contract with contractors to provide asphalt paving services for various Town owned roads. Said services will include the removal of the current surfaces, proper prep, and the installation of a new asphalt surface as designated.

A copy of this RFP can be obtained from the town of Kensington's website at www.town.kensington.nh.us until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addendums. Copies of this RFP can also be obtained from the Town Offices 95 Amesbury Road, Kensington, NH 03833 in the assessor's office. If you have any questions, please call the contact identified above as it relates to your concern.

Responses are due by the deadline indicated above. All bids must be sealed and contain vendors certificate of insurance, a completed original copy of this RFP and delivered to Town of Kensington Board of Selectmen's Office located at 95 Amesbury Road, Kensington, NH 03833 no later than the deadline referenced herein. Late responses will not be accepted.

I. PURPOSE AND GENERAL INFORMATION

It is the intent of this Request for Proposal to solicit bids for professional asphalt services for Town of Kensington, through its Road Manager. Town of Kensington is inviting proposals from State of New Hampshire licensed Contractors to provide construction and reconstruction of the designated properties within the Town of Kensington. The work is scheduled to be performed from July 1, 2019 – October 31, 2019. The project must be completed by November 15, 2019.

II. SCOPE OF SERVICES

2.1 Services will include the reconstruction of various town owned roads within Town of Kensington from July 1, 2019 – October 31, 2019. Refer to attached specification sheet for scope of work.

Contractor shall be subject to the Town of Kensington's policies and procedures related to road details, road trucking routes and equipment and material staging.

2.2 Contractors will be responsible for any and all damage to the properties identified.

2.3 Town of Kensington reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well as its educational and service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of Town of Kensington.

III. COMPLIANCE WITH APPLICABLE LAWS

The Respondent must comply with all federal, state, and local laws and ordinances.

IV. PREPARATION OF THE PROPOSAL

4.1 Proposals should provide a straight forward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by Town of Kensington.

4.2 One (1) entire original Response must be submitted to the Town of Kensington Board of Selectmen's office by the date listed on page 1. The original must be marked as an original in a sealed envelope.

4.3 At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business' experience with federal, state or municipal programs pertaining to asphalt paving projects. If applicable, also identify other services performed for federal, state or municipal programs.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in New Hampshire.
- Management Summary - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services.
- Qualifications - Please indicate completed projects of similar size and scope. Also indicate a contact person for each reference cited.
- References - References from at least three (3) clients for whom your company has completed asphalt services within the last two (2) years. The references should include the name, address and telephone number of a contact person for each reference cited.
- List of firm's insurance policies, the insurer, policy numbers and amount pertaining to required services.

V. INSURANCE REQUIREMENTS

5.1 The selected service provider shall agree to indemnify and hold harmless Town of Kensington and its officers, agents, and employees from any and all claims, causes, or actions, and damages of every kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of Town of Kensington or its officers, agents, or employees in connection with said contract.

5.2 Town of Kensington will require proof of professional liability insurance with errors and omissions coverage, workers compensation insurance, general liability and automobile insurance with companies authorized to do business in Rockingham County, New Hampshire, and in amounts satisfactory to the Town.

5.3 The successful Contractor, within five (5) days after the contract award, shall furnish Town of Kensington with proof of insurance.

5.4 Town of Kensington shall be named as additional insured on all policies. Should any insurance required by this contract lapse, the Contractor shall immediately cease any operations until authorized in writing by Town of Kensington. If the lapse period extends fifteen (15) days, the contract shall automatically terminate and the Contractor shall be in breach of this contract.

VI. AGREEMENT/EXCEPTIONS

6.1 Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP.

6.2 Exceptions presented in a proposal are not to be considered incorporated into the contract between Town of Kensington and the selected Contractor unless and until Town of Kensington agrees to accept such exceptions.

6.3 The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by Town of Kensington) which is acceptable to Town of Kensington and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by Town of Kensington and selected Contractor.

6.4 No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract.

6.5 A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by Town of Kensington.

6.6 The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by Town of Kensington, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality.

The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

VII. PROPOSAL SUBMITTAL

One entire original Response must be submitted to the Town of Kensington Board of Selectmen in a SEALED envelope as follows:

Town of Kensington
Road Reconstruction Bid
Attn: Board of Selectmen
95 Amesbury Road
Kensington, NH 03833

All proposals must be received prior to the deadline listed on Page 1. Sealed Proposals may be mailed or dropped off at the Town of Kensington Town Hall. Proposals must be received in the Selectmen's Office by 1:30 pm EST for it to be considered in the RFP review process.

VIII. EVALUATION OF PROPOSALS

8.1 Only proposals meeting minimum qualifications will be evaluated. Contractor must be State of New Hampshire licensed.

8.2 Town of Kensington will evaluate proposals based on, but not limited to, the following criteria at their August 5, 2019 Board of Selectmen's meeting:

- Experience in asphalt paving and rehabilitation
- Capability of contractor and/or personnel
- Ability to meet the requirements and scope of RFP
- References
- Price

8.3 Town of Kensington reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of Town of Kensington.

8.4 Town of Kensington reserves the right to reject the proposal of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees.

8.5 Town of Kensington reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to Town of Kensington, not necessarily on the basis of lowest price.

8.6 All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of Town of Kensington unless otherwise requested by the contractor at the time of submission.

Please provide a list references:

Name	Municipality/Commercial Client	Phone	Email