

**TOWN OF GORHAM, NEW HAMPSHIRE
REQUEST FOR PROPOSALS PACKAGE**

**SHIM AND OVERLAY STREET PROJECT
FOR SPRING 2019**

This is a check list for any RFQ's/Bids that the Town might be placing. The full package should consist of the following information and forms.

- 1- Notice of RFQ/Bid process and purpose with a sample ad for placement with deadlines and summary of the Town's needs
- 2- Required information from any vendor/contractor
- 3- Quantities and specifications form (if any)
- 4- General contract and/or sample contract form intended for the specific project
- 5- Other attachments:
 - Town Policies and standards:
 - Equal Opportunity Employer
 - Conflicts of Interest
 - Awarding of Proposals/Contracts

Ad
Street Shim and Overlay Project
Town of Gorham

The Town of Gorham is accepting proposals for the shim and overlaying of up to four (4) local street. Interested and qualified contractors may obtain the full proposal package by going to the Town's website: WWW.gorhamnh.org or at the Gorham Town Office at 20 Park Street, Gorham N.H. 03581. All proposals must be received by the Town Manager's office no later than Monday, October 29, 2018 at noon. The actual contracted work will start in the spring of 2019 and must be completed by June 30, 2019. The Town of Gorham is an equal opportunity employer.

Mitchell A. Berkowitz
Interim Town Manager

NOTICE OF RFQ/PROPOSALS

TOWN OF GORHAM NEW HAMPSHIRE

The Town of Gorham, New Hampshire is soliciting proposals from qualified vendors/contractors for specific work as outlined below. The Town intends on acquiring such goods or services for the improvement of operations (or other purposes) to benefit the Town. Interested companies must provide a completed response that includes the Company's products or services that meet the specifications, information about the company and their price quotes. All responses must be received by the Town Manager's office no later than Noon, Monday October 29, 2018 at the Town Offices located at 20 Park Street, Gorham New Hampshire, 03581.

The Town intends on acquiring the necessary (goods or services) to shim and overlay the following streets in the Town. This list is not in priority order and therefor all proposals must provide a lump sum price for each street. The Town shall select one or more of the four streets pending available funds.

Crestwood Drive- Apply liquid tack coat and shim with ½" (9mm) and overlay with 1" (19mm) compacted asphalt.

Clay Brook Road- Apply liquid tack coat and shim with 1" (9mm) and overlay with 1" (19mm) compacted asphalt.

Jimtown Road- Apply liquid tack coat and shim with ½" (9mm) and overlay with 1" (19mm) compacted asphalt.

Gorham Heights Road- Apply liquid tack coat and shim with ½" (9mm) and overlay with 1" (19mm) compacted asphalt.

In all streets above, the contractor must first clean road surfaces of excess debris.

Note that the streets are not listed in the order of priority and the Town reserves the right to limit the amount of work based upon the available funding. Work is intended to start at the time the local asphalt plant opens in the Spring of 2019 with an expected completion by June 30, 2019. The Town expects the successful contractor to enter into a formal contract with the Town no later than November 13, 2018 with fixed prices. There is no cost of living applied to the lump sum prices quoted. All proposals must be accompanied with a bid bond or a bank certified check in the amount of \$2500. The town shall return all bonds to the unsuccessful proposers. The successful contractor may replace the proposal bond with a performance bond, irrevocable bank certified letter of credit or performance bond (their choice) which shall be forfeited if the contractor does not complete the work contract for by the June 30, 2019 deadline.

The Town of Gorham retains the sole right to select or reject any proposal not deemed in the best interest of the Town. Because this is a proposal approach, the Town may negotiate with any contractor/vendor as it deems necessary to insure the Town obtains a contractor who can complete the work within the time frames and expectations. It is the contractors' responsibility to inspect the project streets in advance of any proposal.

To obtain information about the project, please go to the Town's Website www.gorhamnh.org or contact the Town Office at 603.466.3322.

CONTRACTOR INFORMATION

TOWN OF GORHAM, NEW HAMPSHIRE

Name of Business: _____ Phone Number: _____

Mailing Address: _____

Name of principal owner(s) of the Business: _____

Primary contact for this Contract: _____

Business Registration ID Number: _____

Previous contract work in the past five (5) years similar to the proposed work:

Type of Contract work: _____ Contact Name & #: _____

Type of Contract work: _____ Contact Name & #: _____

Type of Contract work: _____ Contact Name & #: _____

Type of Contract work: _____ Contact Name & #: _____

Type of Contract work: _____ Contact Name & #: _____

Type of Contract work: _____ Contact Name & #: _____

Who will be the primary on the site supervisor for this contract? _____

Prior Supervisory Experience?_ Explain: _____

Has this firm ever defaulted on a contracted in the past 10 years? Please explain: _____

Signature of Person completing this form: _____

Title: _____

QUANTITY AND COST SHEET

TOWN OF GORHAM, NEW HAMPSHIRE

Street Name: _____

Item	Est. Quantity	Unit Price	Adjustments	Total Price
Shim Material/tn				
Overlay/tn				
Labor				
Other Materials				
List other costs:				
			TOTAL PROPOSED LUMP SUM PRICE	

QUANTITY AND COST SHEET

TOWN OF GORHAM, NEW HAMPSHIRE

Street Name: _____

Item	Est. Quantity	Unit Price	Adjustments	Total Price
Shim Material/tn				
Overlay/tn				
Labor				
Other Materials				
List other costs:				
			TOTAL PROPOSED LUMP SUM PRICE	

Street Name: _____

Item	Est. Quantity	Unit Price	Adjustments	Total Price
Shim Material/tn				
Overlay/tn				
Labor				
Other Materials				
List other costs:				
			TOTAL PROPOSED LUMP SUM PRICE	

Street Name: _____

Item	Est. Quantity	Unit Price	Adjustments	Total Price
Shim Material/tn				
Overlay/tn				
Labor				
Other Materials				
List other costs:				
			TOTAL PROPOSED LUMP SUM PRICE	

NOTICES TO ALL INTERESTED PARTIES:

The Award of the Contract shall be contingent upon the Contractor executing a contract no later than November 30, 2018 and provide the necessary documentation including but not limited to the necessary performance bond or an Irrevocable Bank Certified Letter of Credit that the Town may execute for failure by the Contractor to complete the work on time. Additional documentation includes a certificate of insurance covering the Contractor, its sub-contractors and material suppliers in the event that the work or the product is determined to be faulty or that the actions of the Contractor or any of the above parties working with the Contractor create an exposure of liability for which they shall Indemnify and hold harmless the Town of Gorham New Hampshire, its Select Board, administrators and personnel.

For further clarifications contact the Town Manager’s Office at 1.603-466-3322 Ext. #3

RELEVANT TOWN POLICIES AND PROCEDURES**Affirmative Action and an Equal Opportunity Employer:**

It is the policy of the Town of Gorham to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, status, sexual orientation, genetic information or any other protected characteristic under applicable law. By extension, the Town of Gorham applies this policy to the award of all contracts utilizing public funds.

Conflicts of Interest:

It is the policy of the Town of Gorham to require its elected and appointed officials to declare those circumstances that may present the appearance of a conflict of interest or to the circumstances in which there is a conflict between those interests of the approving party and that of any business, enterprise or organization that may be doing business with the municipality including but not limited to providing any goods or services for which any government funds shall be used for payment. Such conflicts may also include benefits that may inure to an individual representing the government agency beyond the goods or services being contracted for.

In such circumstances the individual(s) must disclose and then recuse themselves from any discussions and approval actions and assign responsibility for resolving actual and potential conflicts.

Award of a contract:

The Town of Gorham utilizes the standard of awarding a contract based upon the principle of “lowest responsible proposal” and not based solely upon the lowest proposed lump sum cost. The Town reserves the right to base its decisions on previous contractual experiences with the particular contractor, business or commercial enterprise and where prior problems occurred and/or unsatisfactory outcomes resulted that were attributed to that particular contractor, the Town may choose to deny that same contractor/vendor any further consideration and award the contract to another proposer.