



Request for Proposal Woodchipper

General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for the replacement of the Town’s Chipper (hereafter referred to as the “CONTRACTOR”). Details of the project will be covered in the scope of work section of this document.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, January 4, 2023. Envelope must be clearly marked “Chipper 2023” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

James L. Taylor
Public Works Director
PO Box 373
74 Lockehaven Rd.
Enfield NH 03748.
(603) 632-4605

Bids can also be submitted electronically to jtaylor@enfield.nh.us

Questions can be submitted to the contact above.

Proposal specifications are available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:

The Town of Enfield is seeking proposals for the replacement of a wood and brush chipper with the following minimum specifications:

- 15” disc style
- 40-gallon steel fuel tank with magnetic drain plug, lockable filler cap and sight gauge
- 13-gallon steel hydraulic tank with magnetic drain plug, lockable filler cap and sight gauge
- Hydraulic lift cylinder to raise and/or provide down pressure for the top feed wheel
- 360° hand crank swivel discharge, height adjustable w/ 12” adjustable chip deflector
- 33.5”X 64” tapered infeed hopper with 30” fold down hopper tray
- Safety towing chains with spring loaded latch hooks
- Forward/Stop/Reverse infeed capability
- Fenders and mud flaps
- Locking aluminum toolbox
- LED taillights, clearance lights, work lights
- Weatherproof machine manual and weather resistant manual container
- 6.2L, 165 HP gas engine without clutch, 3 year/3,500 hr. warranty on engine and chipper machine
- Spark arrestor muffler, tachometer
- 1,000 CCA battery with box
- NACD spring loaded clutch
- Winch line with docking station and manual push button feed assist, 5/16” X 200’ cable with 12” loop and manual rear stabilizer
- Tandem 7K LB Torflex axels w/ electric brakes and 16” tires
- 2.5” pintle hitch
- Nonskid coating on tongue and deck areas
- 50” tongue
- 10K lb. capacity tongue jack with spring return pad

Bid Review and Selection Criteria:

The Town of Enfield will select the “lowest and responsible bidder.” This does not mean that the vendor submitting the lowest priced proposal will automatically be awarded the bid. In addition to the purchase price, the Town of Enfield will consider criteria such as quality of the commodity, service reputation, suitability of the product for meeting the performance needs of the Town, and other factors that are relevant and appropriate in connection with the vehicle or material being procured.

Proposals will be accepted that deviate from the Scope of Work, but all such submissions must specifically state exceptions to the Scope of Work on their own page labeled “Exceptions.”

Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Qualification of Bidders:

Staff will review, analyze and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR’s reputation based on past work experience with the TOWN and other references.

- Quality of workmanship or equipment provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposal.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

Proposals shall include a summary of similar projects or equipment provided (at least 3), including:

- The date (s) of project or equipment provided.
- The point of contact with name and telephone number of such clients.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references, or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday December 28, 2022, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will involve, at a minimum, the terms and conditions set forth in this RFP including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Proposal Form

Project Title: **Enfield Chipper Replacement**

Proposal from _____ (hereinafter called "CONTRACTOR") a corporation organized and existing under the laws of the State of _____, as a partnership or an individual doing business as _____.

To the: Town of Enfield (hereinafter called "TOWN").

Cost Breakdown:

Chipper: \$ _____

Misc: \$ _____

Total Cost: \$ _____

The CONTRACTOR agrees that this proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving proposals.

The CONTRACTOR understands that the TOWN reserves the right to reject any or all proposals and to waive any informality in the proposals.

Submitted by: _____ Title: _____

(Business Address)

(Phone #)

(Email Address)

(Authorized Representatives Signature)

Please list any exceptions to the Bid Specifications separately.

Please supply three (3) references including a name, contact information, type of job completed, and date of job completion.