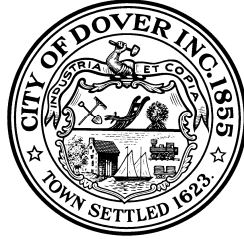


DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

December 28, 2010

REQUEST FOR PROPOSAL #B11040 **Compost Recycling Transport and Marketing Services**

You are cordially invited to submit a Proposal for **Compost Recycling Transport and Marketing Services** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Four (4) copies of the Proposal must be submitted in a sealed envelope, plainly marked:

RFP #B11040 - Compost Recycling Transport and Marketing Services

**Purchasing/Finance Office
City of Dover
288 Central Ave 2nd. Floor
Dover NH 03820**

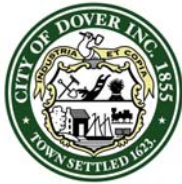
All proposals/bids must be received by **January 17, 2011 at 2:00 p.m. EST**

AML:kjn
Attachments

****IMPORTANT: IF you have not already,*** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. ***Under Contracted Services Code 46 Landscapers***

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Proposal	Number:	B11040
Title	Compost Recycling Transport and Marketing Services		
Date	December 27, 2010		

I. INTRODUCTION

The City of Dover, NH is requesting proposals from interested vendors or a combination of vendors willing to transport and market composted material from the City of Dover Wastewater Treatment Facility. The successful vendor will remove and recycle the composted material (known as biosolids) in accordance with the beneficial use guidelines and regulations of the State of New Hampshire and the US EPA and any other State in which this composted biosolids material is utilized.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

All proposals must be received and date/time stamped by the date and time listed on page one of this document by the office of the Purchasing Agent at:

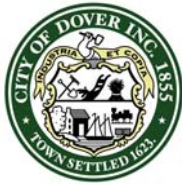
City of Dover Municipal Building
Finance Office 2nd. Floor
288 Central Avenue
Dover, NH 03820

Proposals must be plainly marked as indicated on page one of this document. The submittal package shall include four copies of the proposal as indicated on page one of this document.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

The City of Dover Wastewater Treatment Facility (WWTF) is located at 484 Middle Road in Dover, NH. The WWTF produces 690 dry tons of sludge per year, which is processed into biosolids compost, resulting in approximately 12,000 – 14,000 cubic yards of compost annually. The compost is produced by blending the dewatered sludge with a combination of wood ash and sawdust as amendments for the composting process. The finished biosolids compost meets NH and federal standards for beneficial use as a Class A product with



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Exceptional Quality designation due to compliance with pathogen and vector attraction reduction requirements and heavy metal limits.

The Dover biosolids compost has been successfully used by a topsoil manufacturing contractor for over ten years. At this juncture, the City is seeking to expand the number of outlets for the biosolids compost.

The City desires to secure a contract or contracts to manage the removal, recycling and selling of the composted material manufactured at the Dover WWTF. The City further desires to obtain revenue from the sale of the composted material, and will select the vendor or vendors who offers the most attractive proposal which addresses all aspects of biosolids management including meeting all applicable State and Federal regulations governing biosolids, transportation, utilization. In addition, the City seeks to generate revenue for the sale of the biosolids compost. The City's intends to enter into a contract with the successful vendor or vendors to provide these services for an initial term of one (1) year with an option to extend for two successive one (1) year periods, if both parties agree. Both parties will discuss renewal options 90 days prior to the end of each one (1) year period. The City of Dover and WWTF personnel will initiate those discussions.

III PROJECT REQUIREMENTS

1. Vendor or vendors shall remove and market all compost material made available to the vendor, in a timely manner so that finished compost inventory at the Dover WWTF produced during the term of this proposal shall not exceed 1,500 cubic yards at any given time. The facility has approximately 4,000 to 5,000 cubic yards of compost available on-site currently. Vendors shall include in their proposals an estimate of how long they will require removing the existing compost down to the 1,500 cubic yards maximum allowed.
2. The vendor or vendors shall maintain accurate records of quantities sold, end users receiving the compost product and any analytical results performed on the biosolids compost, and shall provide this information to the Dover WWTF personnel on an annual basis.
3. The City intends to make available to the vendor or vendors approximately 10,000-12,000 cubic yards of compost annually manufactured at the WWTF which is approved by the NH Department of Environmental Services (DES) for general unrestricted distribution and which meets the requirements for the US EPA 40 CFR Part 503 Regulations for Class A pathogen treatment. Proposed changes to the dewatering system may impact the quantities available and consistency of the end product. Compost will also meet the requirements for horticulture and landscape usage according to the minimum product quality standards listed in Appendix A. Successful vendor or vendors agree(s) to remove approximately 10,000-12,000 cubic yards per year or specified contract amounts of compost manufactured at the Dover WWTF as an annual contractual



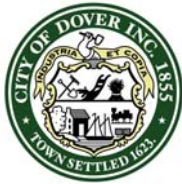
CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Proposal	Number:	B11040
Title	Compost Recycling Transport and Marketing Services		
Date	December 27, 2010		

obligation over the terms of the proposed agreement. Vendors interested in accepting less than the 10,000 to 12,000 cubic yards may submit a proposal indicating the volume desired.

4. The City and the WWTF personnel shall provide compost to Dover residents at no cost, in pickup truck and smaller volumes for non-commercial use. The volume of material to be retained is approximately 2,000 cubic yards (over and above the 10,000 to 12,000 cubic yards available to the successful vendor or vendors).
5. The vendor or vendors shall describe vehicles to be used and frequency of trips to the plant. The vendor or vendors shall describe their proposed procedures for loading the composted materials into their vehicles. WWTF personnel will generally be available from 6:00 a.m. to 3:00 p.m. The facility front end loader can be utilized for loading vehicles used for hauling.
6. The City's WWTF operation shall continue testing compost as required by the NH DES, and shall provide to the successful vendor or vendors the compost data generated in this regulatory framework. Analysis prepared under the City's industrial pre-treatment program, as well as sludge analysis shall also be made available to the vendor by request. Any additional testing required by the vendor shall be at the vendors cost.
7. The City's WWTF operation shall notify the selected vendor or vendors of any changes in composting procedures or recipes which might affect compost characteristics or quantities.
8. The vendor's proposal shall describe the type and level of liability insurance provided to the City of Dover, NH, and shall include an indemnification clause, which holds the City harmless from any and all claims, losses and damages which occur as a result of the negligence of the vendor in the performance of this proposal.
9. Vendors shall submit four (4) copies of their proposal addressing all requirements within this Request for Proposals. Vendor shall clearly denote amounts of compost desired and the guaranteed revenue/cost per cubic yard to Ann M. Legere, Purchasing Agent, City of Dover, NH, 288 Central Avenue, Dover, NH 03820 as indicated on page one of this RFP.
10. Any questions, comments or concerns regarding this proposal solicitation may be directed to Raymond Vermette WWTF Supervisor (603) 516-6475 or Ann M. Legere Purchasing Agent a.legere@dover.nh.gov Vendors may view the composting facility and product at the WWTF by appointment.



CITY OF DOVER

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IV INFORMATION AVAILABLE

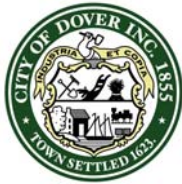
DOVER BIOSOLIDS COMPOST QUALITY

PARAMETER

SPECIFICATIONS

PH	7.0 – 9.0 SU
TKN	5,000 – 31,000 mg/kg , Avg. 15,575mg/kg
Total Organic Nitrogen	2,500 – 22,000 mg/kg, Avg. 10,025mg/kg
% Solids	Avg. 33 %
% Volatile Solids	Avg. 82 %
Metals & Contaminants	Meets state and federal requirements
Density	1,813 mg/kg
Particle Size	½ Inch
Horticultural Quality	Acceptable to market
Odor	Acceptable to market

* Note: Compliance with NH Dept. of Env. Services regulations for the unrestricted distribution of sludge compost and US EPA 40 CFR Part 503 Class a pathogen treatment according to sections 503.32(a), one of the Vector Attraction Reduction requirements in Section 503.33 (b) (1) through (b) (8) and Table 3 of 503.13 for Pollutant Concentrations. Compliance with Facility license.



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VI SUBMITTAL REQUIREMENTS

Statement of Project Requirements

State in succinct terms the vendors understanding of what is required by this Request for Proposal. The vendor shall demonstrate their knowledge of the project by documenting issues associated with this Project.

Scope of Services

Describe in narrative form the vendors approach and technical plan for accomplishing the work listed herein. Submit a schedule for completing the scope of work outlining the anticipated time frames and durations for the various services specified in the project approach.

Firm

Information on the firm shall be provided. Such information shall elaborate on the firm's size, areas of specialization, and list current projects underway. Provide similar information on all subcontractors that will be utilized.

Team

Include a Project Team or Organization Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

Costs

Submit a detailed cost proposal which clearly denotes amounts of compost desired and the guaranteed revenue/cost per cubic yard.

Insurance

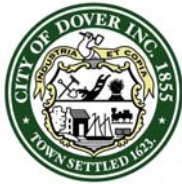
The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$2,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured. The City has the option to request increase in coverage requirements depending upon an analysis of the risk of activities of the vendor

Commitments

Provide a discussion of how the vendor will assure adequate and timely completion of this project. Submit a description of the vendors overall capability, resources and assurance that it can meet its' commitment.

References

Recent names, addresses and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.



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Licenses and Permits (if any)

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by city. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

VII SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as cost.

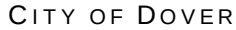
CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.

***IMPORTANT:** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. **..Under Contracted Services Code 46 Landscapers**



Request Type	Proposal	Number:	B11040
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1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.