

**TOWN OF WINDHAM  
Invitation to Bid**

**Winter Sand**

The Town of Windham is currently inviting bids from qualified individuals or companies, acting singularly or in consortium, for **winter sand**.

Specifications may be obtained at the Administrative Offices, 4 North Lowell Road, Windham, NH or at [www.windhamnewhampshire.com](http://www.windhamnewhampshire.com). Bids are due by Friday August 22, 2008 at 2:00 PM, and will be awarded by the Board of Selectmen at their next regularly scheduled meeting.

The Town reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or informalities, and to accept any bid deemed to be in the best interest of the Town of Windham.

# **BID SPECIFICATIONS**

## **WINTER SAND**

### **SECTION I : GENERAL REQUIREMENTS:**

A) Bids for the sand must be submitted to the Asst Town Administrator, Town of Windham, NH, 4 North Lowell Road, Post Office Box 120, Windham, NH 03087, NO LATER THAN 2:00 PM on August 22, 2008. Bids are to be submitted in a sealed envelope, clearly marked *winter sand*. A bidder may attach any explanatory materials, brochures, or other documents, which it may feel of use in the presentation of its bid.

Bids will be publicly opened and read at this time by the Asst Town Administrator or designee, and will be publicly awarded at the next regularly scheduled Board of Selectmen meeting.

The Town of Windham will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No facsimile bids will be accepted. Any unopened bids will be returned to the vendor. All inquiries relative to the bid shall be directed to:

Jack McCartney, Highway Agent  
4 North Lowell Road, P.O. Box 120  
Windham, NH 03087  
(603) 965-1211

The Town is a tax exempt organization.

- B) All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Town may request additional information after the bid opening.
- C) The Town is seeking a single turnkey bid. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system.
- D) Vendors may submit multiple bids. Each bid will be evaluated separately.
- E) The Town of Windham reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.

## **SECTION II : EVALUATION PROCESS:**

The evaluation process will include each bid being reviewed by the Highway Agent. The final recommendations will be submitted to the Town Administrator and Board of Selectmen for their approval.

Vendors' bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who can not satisfy the Board of Selectmen that they have sufficient ability and experience in this class of work and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

**SECTION III : SCOPE OF WORK: Sand shall be either a dry screened product, minus 3/8" in size, or a coarse manufactured product free of silt and high moisture, as well as large frost chunks if deliveries are made during winter months. Price should include both picked up and delivered cost per ton. Approximately 2,400 tons to 3,000 tons will be required for the 2008 – 2009 winter season. Delivery will be to the Windham Depot Road storage facility.**

**SECTION IV : PAYMENT TERMS:** The successful bidder will be paid within thirty days of product delivery.

**SECTION V – PENALTY:** If, for any reason, the vendor fails to fulfill the terms of bid, he forfeits his claim to continue work with the Town.

## **SECTION VI – INSURANCE:**

1. **WORKER'S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Town from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.

3. CERTIFICATES - The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Board of Selectmen.

**SECTION VII : NON COLLUSION CLAUSE:**

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

FIRM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ NAME (PRINT): \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**BID FORM**

Winter Sand Delivered \_\_\_\_\_ \$ \_\_\_\_\_ Per Ton

Winter Sand Picked-up \_\_\_\_\_ \$ \_\_\_\_\_ Per Ton