

Rockingham County Engineering & Maintenance Services  
116 North Road  
Brentwood, NH 03833  
Jude Gates/Director of Facilities, Planning & IT  
603-679-9375  
[jgates@co.rockingham.nh.us](mailto:jgates@co.rockingham.nh.us)

Proposal Submission Deadline:

**Monday 05/22/2023 at 5:00pm**

Proposal Opening:

**Thursday, 05/25/23 at 8:30am**

Site Visit:

**Please call to request a visit: Not**

**Mandatory**

**Engineering & Maintenance Office**

**116 North Rd., Brentwood, NH 03833**

**603 679-2256 x9148**

**REQUEST FOR PROPOSAL  
Waste Disposal  
05 May 2023**

**You are hereby invited to submit proposals as specified in this Request for Proposal. The information necessary to complete the proposal is contained within this document.**

**Rockingham County, New Hampshire (Rockingham County) is a public entity composed of general administrative offices, nursing home, assisted living, correctional facility, engineering and maintenance services, and offices from Elected Officials: Commissioners, Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.**

Questions on the technical specifications of the Request for Proposal should be directed to the contact listed above. Questions on bidding procedures can be directed to [rpf@co.rockingham.nh.us](mailto:rpf@co.rockingham.nh.us).

**1. Proposal Instructions (3 ways to submit)**

- a) Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a sealed envelope marked "RFP – Waste Disposal" addressed and delivered to:

**Rockingham County Commissioners  
119 North Road, Brentwood, NH 03833**

- b) Submit your bid as a PDF to: [rpf@co.rockingham.nh.us](mailto:rpf@co.rockingham.nh.us). ***DO NOT*** send your bid to any other Rockingham County email address. Doing so may result in disqualification. You will receive a confirmation email within 1 business day. If you do not receive your confirmation email, you may inquire with the contact person listed at the top of this document.
- c) You may submit your Proposal online through Public Purchase, which is free to sign up and submit. Please visit [Public Purchase: Rockingham County Home Page](#), or [www.rockinghamcountynh.org/rfpbidding](http://www.rockinghamcountynh.org/rfpbidding) for the link to our Public Purchase page.

**2. Submission must include:**

- Organization legal name with DBA if applicable.
- Tax ID.
- Physical address and mailing address (if different).
- Organization representative name and contact information (phone, fax, and email).
- An itemized price proposal including shipping or freight is required with submission.
- Items presented as "equivalent" must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Complete cut sheets and specifications for all products quoted, if applicable.

- All pertinent information regarding warranty and service availability.
- Anticipated start time after receipt of order and anticipated time to perform the scope of services.
- Insurance requirements, non-appropriations, and indemnification obligations.

**Attachments must be uploaded in PDF format. Any agreements or contracts that require our signature need to be in Microsoft Word format for review and tracking purposes.**

3. **Proposal Openings:** Authorization to open proposals will be given at a regular scheduled meeting of the Board of Rockingham County Commissioners. Proposals will be distributed after the meeting and will be awarded or rejected as soon as a complete review and comparison of the proposals received has been made by Rockingham County.
  - a. Meetings are held in the Maureen Barrows Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH through the following online Zoom meeting: <https://us02web.zoom.us/j/5808918771> or by telephone: 646-558-8656, Meeting ID: 580 891 8771.
  - b. Scheduled meetings are subject to change and information may be found here: [www.rockinghamcountynh.org/events](http://www.rockinghamcountynh.org/events).
4. **Proposal Award:** The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Maureen Barrows Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH through the following online Zoom meeting: <https://us02web.zoom.us/j/5808918771> or by telephone: 646-558-8656, Meeting ID: 580 891 8771. Formal notification of proposal award will occur thereafter. Information on the award will also be available on the RFP/Bidding section of our website: [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).
5. **Pricing:** Proposal prices are to remain in effect for a period of **(60)** days from opening date of the proposal and are to remain firm once proposal is awarded to the successful Organization(s).
  - a. Vendors awarded a state bid/contract should offer that pricing.
  - b. Should you have any variations (discounts and/or penalty clauses) that may affect the price, please specify in proposal.
6. **Additional Materials:** Following the review and screening of all proposals, Organization may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham County.
7. **Performance Clause:** In the event that the successful awarded Organization/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and such default is not corrected within 30 days of written notice from either party, the successful awarded Organization/Rockingham County shall have the option of canceling the proposal.
8. **Contractual Obligations:** In the event that contracts for the supply of materials, equipment, or services are required under the proposal, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.
  - a. **Non-Appropriation**  
  
Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County

agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

**b. Indemnification**

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

**9. Insurance Requirements:** The Organization shall always maintain during the life of this proposal insurance coverage. The Organization must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal and will be evaluated accordingly.

- a. **Coverage:** The Organization shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 for each occurrence. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.
- b. **Workers Compensation Insurance:** The Organization shall carry workers compensation insurance as required by the State of New Hampshire.
- c. **Comprehensive General Liability Insurance:** The Organization shall maintain a comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.
- d. **Motor Vehicle Insurance:** The Organization shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist coverage in an amount of no less than \$1,000,000 combined single limit per accident.
- e. **Insurance Certificate:** The Organization shall provide an insurance certificate confirming the above insurance coverage.
  - i. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. Include with proposal submission and use mail to: Rockingham County, attn. Commissioners Office, 119 North Road, Brentwood, NH 03833.
  - ii. 30-day notice is required for cancellation and /or material change of coverage and sent directly to the above mail to address.

**10. NOTICE:**

- a. The Board of Rockingham County Commissioners reserves the right to accept or reject all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.
- b. Proposals are subject to public review and cannot be honored with proprietary, confidential, do not disclose, or any other restriction that conflicts with the New Hampshire Right To Know law.
- c. Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each Organization will read these specifications with care. Failure to meet certain conditions may invalidate proposals.
- d. The information contained herein is believed to be accurate but should not be considered as warranted in any way.
- e. Rockingham County may award multiple providers.
- f. Any changes to the specifications shall meet the approval of Rockingham County.
- g. Any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal.
- h. Upon satisfactory completion of the work and or receipt of the product, payment is subject to standard accounts payable process at Rockingham County.

Sincerely,



Jude Gates, Director of Facilities, Planning/IT

JG/dsr

**Attachment A**

**I. General Requirement for Proposing and Instructions to Providers**

**A. INTRODUCTION AND BACKGROUND**

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, a nursing home, and a correctional facility.

Rockingham is seeking written proposals from qualified professionals to enter a contract with the purpose of supplying such services as noted in section B commencing **01 July 2023. Please quote 1yr, 2yr and 3yr options.**

**B. SPECIFICATIONS**

You are hereby invited to submit a sealed proposal to supply all labor, materials, equipment, and expertise necessary to complete waste removal and recycling for the following locations and containers.

1. Rockingham County Nursing Home, 117 North Road, Brentwood, NH 03833
  - 1 40-yard compactor emptied one time weekly.
    - . Container must be functional under any weather and temperature conditions.
    - . Container provided must be new or completely newly refurbished with side door for ground level disposal.
    - . Temporary containers must be put in place when equipment is down.
    - . Average tonnage per month: 23 +/- tons
  - 3 10-yard recycle container, emptied one time weekly.
  - 8 Recycle paper Totes.
2. Rockingham County Maintenance Department, 116 North Road, Brentwood, NH 03833
  - Administration Building, 111 North Road
    - 1 6-yard zero sort container, emptied one time weekly
  - Engineering & Maintenance Dept, 116 North Road
    - 1 30 yard roll off, emptied as needed \*tons 9.42+/- Per Qtr.
    - 2 Recycle Paper Totes
    - 1 4-yard zero sort container, emptied as needed
    - 1 6-yard recycle, emptied as needed
  - Wastewater Treatment Plant, 99 North Road
    - 1 4-yard zero sort container, emptied one time weekly
  - Water Treatment Plant, 116 North Road
    - 1 4-yard zero sort container, emptied one time weekly
    - 2
  - Department of Corrections, 99 North Road
    - 1 40-yard roll off compactor, disposal from ground level, empty one time weekly
      - . Temporary containers must be put in place when equipment is down.
      - . Average tonnage per month: 9 +/- tons
    - 1 10-yard front load recycle container, empty one time weekly.
3. Shredding: Please provide information on shredding confidential documents, the collection containers provided, costs or fees associated with containers and the ability to keep containers on site.

4. Food Waste Recycling: Please provide information on the process of food recycling, containers provided, and all costs and/or associated fees.
5. Please provide information and all costs associated with handling and disposal of waste. Please state the location of site for waste disposal.
6. Please provide the following information:
  - Outline the number of customer service representatives on staff and describe hours of operation of your customer service call center.
  - What is your average response time to your customer service call center?
  - Describe your account management team. Does your organization have dedicated account managers?
  - Does your organization provide its customers with a written service guarantee? If so, please provide a copy of that service guarantee.
  - In the event of a missed pickup, does your company have a formalized recovery process? Please describe this process and how it is measured against established goals.
  - What is the average age of your organization's existing power fleet (trucks)?
  - How does dispatch communicate with fleet drivers on a daily basis? Describe any tracking and/or route auditing processes that are conducted by your organization's operations team to ensure timely and safe deliveries and pickups.
  - Describe the preventative maintenance program (PM) for your organization's local and regional fleet(s). Are there performance metrics established for this process? If so, please include a copy of these metrics.
  - Describe your organization's documented safety philosophy and how it is applied in day-to-day operations. Is there a dedicated Safety Manager?
  - Does your organization require background checks for its driver workforce? If so, please describe the level of detail involved in this process.
  - Describe the safety training and orientation your organization's delivery drivers receive at hire. How are the results of this training audited on an on-going basis?
  - What is your organization's DOT training (Conditional, Satisfactory, etc)? Please provide written proof of your most recent DOT audit rating.
  - Describe the process your organization observes in conducting both scheduled and unscheduled maintenance on containers and compactors on-site. Does this maintenance include a safety audit?
  - In the event an unexpected pick-up is required in addition to the scheduled pick-up what is the process and timeframe required to accomplish this and associated costs?

**C. NOTICE**

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Jude Gates, Director of Facilities, Planning & IT  
Engineering & Maintenance Services  
(603) 679-9375 or [jgates@co.rockingham.nh.us](mailto:jgates@co.rockingham.nh.us).