

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

REQUEST FOR PROPOSALS

Sealed proposals, plainly marked “Public Works Department Residential Water Conservation Kits RFP 39-06” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00 p.m. May 8, 2006**.

The purpose of this RFP is to identify a vendor to provide services and materials for residential water conservation kits.

Specifications and proposal forms may be obtained from the City of Portsmouth web site: www.cityofportsmouth.com, or by contacting the Purchasing Department at 1 Junkins Avenue, Portsmouth, New Hampshire 03801, or by calling the Purchasing Clerk at 603-610-7227. **Please continue below for the complete Request for Proposal.**

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

Introduction

The City of Portsmouth intends to implement an extensive Water Conservation Pilot Program throughout its regional water system. This system consists of approximately 7,000 residential and 1,000 commercial customers. This request for proposals is intended to identify a vendor to provide services and logistical support for a “Residential Water Conservation Kit” program the City intends to offer to all residential customers in the water system during the summer of 2006.

Timeline and Scope of Work

May 2006 – Solicit vendor bids for Residential Water Conservation Kits

May 2006 – Award bid to selected vendor. Coordinate program implementation with vendor.

June 2006 – City will prepare and mail a flyer to all residential customers offering them up to two free conservation kits for their residence. Flyer will include a pre-paid postage postcard that each customer can use to request the kits.

June and July 2006 – Postcard mailing will go directly to the vendor who will then ship the kits to respective customers. Vendor will be responsible for keeping a record of the customer name, address, water account number, and number of kits ordered. This information will be used by the City to track the progress of the program. Vendor will invoice the City based on the number of kits shipped.

All water conservation kits shall be new and shall meet the minimum requirements described in the Specifications.

This Water Conservation Program is a one-year pilot study. The program shall be completed one year from the date of award.

Submission Requirements

Each vendor must submit five (5) copies of its written proposal, a separate sealed envelope with the price proposal, and five (5) sample kits. All proposals must include the following components in the following order:

Written Proposal

1. Statement describing vendor's qualifications and experience.
2. Provide up to five references of direct project experience where their products have been utilized. List of references for similar residential water conservation programs performed in New England. References shall include description of work, contact person and telephone number.
3. Describe the method of services and/or personnel vendor will use to accept postcard orders of residential kits and provide an example of the format for keeping records of the orders made. The City prefers a format to a spreadsheet or database that could be accessed easily by City personnel.

Sample Water Conservation Kit

4. Five (5) samples of the proposed conservation kit components must be included as part of the proposal.

Price Proposal

Vendor shall complete the Price Proposal form and include in a separate, sealed envelope clearly labeled " **Public Works Department Residential Water Conservation Kits RFP 39-06 PRICE PROPOSAL**".

Selection Process

Upon review of all responsive proposals the City may select up to three (3) firms to interview. At this time the City will open the price-proposals of the top three ranked firms. Upon completion of the interviews the City will attempt to negotiate a final Scope of Services and Price with the highest scoring firm. If the City is unable to reach agreement with the highest scoring firm, the City reserves the right to negotiate with the next highest firm until an agreement is reached. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

Reservation of Rights

By submitting a Proposal, the vendor consents to the City undertaking such investigation as it deems necessary to investigate and verify the vendor's qualifications, reputation and experience. The vendor may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

Additional Information

All technical questions regarding this Request for Proposals shall be submitted in writing to Tom Cravens, Engineer, Water & Sewer Divisions, 680 Peverly Hill Road, Portsmouth, New Hampshire 03801, or by calling him directly at 603-766-1413 at least seven (7) days prior to the submission date. If you have any procedural questions please contact the Finance/Purchasing Department at the following number: 603-610-7227.

PRICE PROPOSAL FORM

All price proposals are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the vendor's name and address and clearly labeled " **Public Works Department Residential Water Conservation Kits RFP 39-06 PRICE PROPOSAL**".

PRICE PROPOSAL "Residential Water Conservation Kit" as specified :

Price in Figures (per kit)

Price in Words (per kit)

Price shall include all costs of shipping directly to the customers of the Portsmouth Waterworks system and all vendor services described in the scope of work and the proposal.

SPECIFICATIONS

Each residential Water Conservation Kit will include:

General Water Conservation and Kit component installation information card. Card information and layout will be prepared by the Vendor and the City.

Two bathroom-size faucet aerator retrofit heads with a maximum rated output of 1.5 gallons per minute.

One kitchen-size faucet aerator retrofit head with a maximum rated output of 2.2 gallons per minute.

One low-flow showerhead retrofit with a maximum rating of 2.25 gallons per minute. Showerhead should be of similar design of a massage-type showerhead.

Two toilet banks capable of displacing up to 0.8 gallons of water when installed in an old-style toilet tank.

Two packages of leak dye tablets.