

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department

REQUEST FOR PROPOSAL

Sealed Request for Proposals, **plainly marked “RFP # 45-13 Flagging Services” on the outside of the mailing envelope as well as the sealed envelope,** shall be addressed to: Finance/Purchasing Department, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH, 03801. Proposals will be accepted until 2:30 p.m., June 17, 2013 .

This Request for Proposals may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Clerk at 603-610-7227 or from our website <http://www.cityofportsmouth.com/finance/purchasing.htm>.

Addenda to this document, if any, including written answers to questions, will be posted on the City of Portsmouth website under the appropriate heading at least two days prior to the due date.

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.

Questions should be directed to the Purchasing Coordinator at (603) 610-7227.

**PORTSMOUTH, NEW HAMPSHIRE
PUBLIC WORKS DEPARTMENT
FLAGGING SERVICES**

The City of Portsmouth is soliciting proposals from Vendors to provide flagging services within the City of Portsmouth. The City of Portsmouth recently amended its ordinance relative to the use of police details and flaggers. As a consequence, the City anticipates that it will frequently require flaggers. In addition, the City anticipates that some companies seeking to do work in the City of Portsmouth may not already have an established relationship with a qualified flagging company. In order to assist such contractors, the City seeks to enter into an agreement with a vendor that is properly qualified to provide flagging services to third parties at the municipal rate, when requested.

These services are to include the following:

- 1) Providing flagging services upon request of the City of Portsmouth to the City of Portsmouth.
- 2) Providing flagging services upon request of private companies working within the City at the municipal rate.
- 3) Flagging services must be available seven days per week, twenty-four (24) hours per day and 365 days per year.
- 4) Flagging services may be required on holidays and off hours in the event of an emergency.
- 5) All flaggers must be ATSSA certified with a minimum of one flagger instructor on staff. Flagging certificates must be current and on file with the Department of Public Works.

The City cannot guarantee or predict flagging needs.

PROPOSAL REQUIREMENTS

The applicant shall submit a proposal to include the following:

1. Current staff listing and ATSSA certificate type for each employee.
2. Price proposal page, below.
3. Three (3) municipal references.
4. Such other information as the vendor may deem helpful to the selection process.

A Contract with the City will require the Vendor commit to the following:

1) CERTIFICATION AND TRAINING:

All flaggers must be trained to current NHDOT and MUTCD standards. Certificates are to be kept current and on file with the Department of Public Works. Flaggers must face traffic at all times and be aware of their traffic control responsibilities. Flaggers must be knowledgeable of traffic control procedures and exhibit sound judgment in directing traffic.

2) QUALIFICATIONS FOR FLAGGERS:

Flaggers should be able to demonstrate the following abilities:

- a) Ability to receive and communicate specific instructions clearly, firmly and courteously;
- b) Ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- c) Ability to control signaling devices (such as paddles and flags) in order to provide clear and positive guidance to drivers approaching a construction zone;
- d) Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations; and
- e) Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury.

3) APPEARANCE AND SAFETY EQUIPMENT:

Flaggers must be dressed in a neat and presentable manner. No shorts or tank tops are to be worn. All flaggers must wear high visibility safety apparel that meets the Performance Class 2 or 3 risk exposure, per MUTCD and ANSI/ISEA 107-2004 apparel standards. A person designated by the vendor to be responsible for worker safety shall make the selection of the appropriate class of garment. All flaggers must wear hard hats and steel-toed safety footwear. No music radios, CD, MP3 players or any other sound device, no umbrellas and no chairs will be allowed at the flagging site.

4) FLAGGING EQUIPMENT:

STOP/SLOW paddles as specified in the MUTCD and two-way radios must be provided by the Vendor.

5) TRANSPORTATION:

Flaggers must have their own, or company supplied, transportation which shall be available all day should there be a need to change job locations.

6) REMOVAL OF FLAGGER:

Flaggers shall be courteous but firm in their mannerisms and professional in their activities. Flaggers must be able to clearly and effectively communicate with fellow workers, the traveling public and City or State representatives. If a flagger fails to adhere to any of these guidelines, they may be asked to leave the site. The Vendor then becomes responsible for providing a replacement flagger within two (2) hours of a flagger being removed from the site.

7) INSURANCE:

The Vendor must provide the types and amounts of insurance as required by the City of Portsmouth and outlined in this RFP under "Insurance Requirements" on page 6. The City of Portsmouth must be named as additional insured.

LENGTH OF AGREEMENT

The City anticipates the agreement entered into will be in effect from July 1, 2013 through June 30, 2014. During this time period, the hourly costs quoted shall remain intact. At the end of the term, the contract may be renewed, by mutual agreement of the parties, for an additional one or two-year period, with a total contract period not to exceed three years.

SELECTION CRITERIA

The City shall select a Vendor based on the following point system:

Qualifications of Vendor/Key Staff	25%
Service Approach (training, supervision, reliability, etc.)	25%
Cost	50%

Upon receipt of all Proposals, the City's review committee may then interview Vendors. The City intends to then enter into an agreement with the top rated Vendor. If the City cannot negotiate an agreement with that Vendor, the City will entertain a proposal from the second rated Vendor, and so on, until an agreement is reached.

Selection shall be subject to a thorough check of references.

The City also reserves the right to make such inquiries regarding the Vendor's qualifications and reputation as it deems necessary to evaluate the Vendor. The Vendor may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request 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.

In the event that an award is made and the selected Vendor fails to perform all duties as outlined in this request for proposal, another vendor shall be selected. An award is not an exclusive contract with the Vendor and the City of Portsmouth if the Vendor is unable to meet the service requirements.

An award shall not be considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the Vendor to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a proposer that has not received an official award.

**PORTSMOUTH, NEW HAMPSHIRE
DEPARTMENT OF PUBLIC WORKS
FLAGGING SERVICE
PRICE PROPOSAL IN ACCORDANCE WITH RFP #45-13**

Company Name: _____

Date: _____

Flagging services cost per hour \$ _____

Written words _____

If there is an additional rate or charge, please specify criteria and cost associated

Criteria/Cost _____

Authorized Signature

Name (Print)

Title

Company

Address

City, State, Zip Code

Email Address

Telephone Number

Fax Number

INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Vendor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract by himself or by anyone directly or indirectly employed or engaged by the Vendor.

Amount and Type of Insurance

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence/general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence/general aggregate
- C) Workers' Comprehensive Insurance coverage for all people employed by Vendor to perform work in the City shall be \$500,000 minimum.

Additional Insured

The City of Portsmouth shall be identified as an additional insured.

City of Portsmouth
Attn: Legal Department
1 Junkins Avenue
Portsmouth, NH 03801

Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified are in force for the specified period. The Vendor shall submit evidence of insurance to the Owner at the time of execution of the Agreement and shall provide renewal information as necessary to prove uninterrupted coverage. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.