

## SULLIVAN COUNTY, NH



### REQUEST FOR BIDS FOR WOOD CHIPS FOR BIOMASS FACILITY

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON  
ON WEDNESDAY, SEPTEMBER 28, 2016  
AND SHALL BE SEALED AND ADDRESSED TO:**

John Cressy  
Facilities & Operations Director  
5 Nursing Home Drive  
Unity NH 03743  
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Sullivan County seeks bids for wood chips to burn in its biomass heating facility located at the Sullivan County Complex in Unity, New Hampshire. Annual wood chip volume is estimated at 2,000 tons (+/- 20%). The facility operates throughout the year with weather-influenced demand. The County will consider bids for wood chip products that have the following characteristics:

- **Moisture**: Product must have 25% to 45% moisture content (no ice or snow allowed to be mixed in).
- **Cleanliness**: Product must be delivered free from dirt, rocks, mud, ice, snow, paint or any other foreign matter. Absolutely no demolition debris will be accepted.
- **Ash content**: Maximum of 2%.

*The County reserves the right to reject proposals if it is not satisfied that the product will meet required specifications.*

**A. Product Specifications**: A representative sample must accompany the bid.

#### **Screened bole chips**

- **Size**: Chips must be consistent size (2 ½" x 2 ½" x 5/8"), and no more than 1% shall be 4 inches or larger in any dimension and no more than 5% may be smaller than 1/8". No wood flour or dust is allowed.
- **Screening**: Product must be screened for consistent sizing to prevent jamming of County equipment.
- **Moisture, Cleanliness and Ash Content** shall meet the specification above.

**B. Wood Chip Delivery Specifications:** Bids shall indicate compliance with the following requirements of wood chip delivery:

1. Transport: All deliveries must be via live bottom (walking floor) trailers.
2. Chip Storage: The chip storage is below grade with 300+ cubic yards of capacity. At peak demand storage will hold 3+ days of boiler fuel.
3. Unloading: Deliver chips directly into chip bunker avoiding spillage outside building on ramp or apron. Any spillage must be cleaned up by the driver. Tools will be available for this purpose
4. Hours: All deliveries must occur Monday-Friday between 7:00 AM - 3:00 PM, unless other arrangements are made, and must be prescheduled before delivery.
5. Weigh Slips: All loads must be weighed on a licensed scale and a copy must be provided to County attendant at time of chip delivery
6. Ordering: Acceptable methods of ordering by the County are by regular schedule, e-mail, telephone or fax. If the bidder has a preferred method of receiving orders please indicate that in the proposal. The successful bidder should be prepared to deliver within 24 hours of an order being placed.

**C. Pricing:**

1. Price shall be predicated on and include the cost of deliveries to the Sullivan County Complex in Unity, NH.
2. Sullivan County seeks a fixed price applicable to all deliveries between start of contract and June 30, 2017. However, the County will consider a multi-year contract. If your company is interested in a multi-year contract, indicate costs per ton in successive years up to three years, with each year being July 1-June 30 to align with the County's fiscal year.
3. Submit all proposals in cost per ton. The fixed cost per ton submitted by each bidder must include all applicable taxes and fees.
4. If your company offers discounts for early payments following chip deliveries, please state the savings based on a percentage of the overall bill if paid within X-net days.
5. Bidder may provide separate prices for various grades and moisture content of chips.
6. Liquidated Damages: If your company requires liquidated damages for undelivered chip quantities that fall short of the overall quantity estimated for the entire contract period, please state the terms and conditions for this clause. The County may not accept bids containing liquidated damages.

**D. Other Requirements:** Bids shall indicate compliance with the following:

1. Transportation: The successful bidder must comply at all times with all quarantine and wood transportation regulations required by the State of NH.
2. Insurance: Prior to the first delivery, the winning bidder shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below.
  - The Contractor shall provide proof of automobile insurance coverage in the amount of \$1,000,000. The Contractor will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.
  - The Contractor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Contractor's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.
  - The County shall not be required to insure the Contractor, any subcontractor or any professional service provider.

**E. Bid Requirements:** Bids shall comply with the following:

1. Bidders must use the attached form or a form of similar design that includes the same information required below.
2. Bidders must sign and date all bids and mark them "SEALED WOOD CHIP BID" on the outside of your envelope. Faxed, e-mailed or open bids will not be accepted.
3. Bids must be approved by the Board of Commissioners. It is expected that the bid will be awarded at a regular business meeting in October 2016 and the first delivery available by Monday, October 24, 2016.
4. Once a bidder is selected they must enter into a written contract with Sullivan County.
5. Sullivan County reserves the right to reject any or all bids.

**Sullivan County Wood Chip Fuel Proposal**

Company:	
Primary Contact:	
Mailing Address:	
Physical Address:	
Phone (Business/Cell):	
E-mail:	

Proposed price per green ton for product:

<b>Supplier Status</b>	<b>Chip Type</b>	<b>Through 6/30/17</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Primary Fuel Supplier	Screened Bole chips					

Other Information: