



Town of Salem

Request for Proposals

Electrostatic Sanitizing Equipment and Supplies

RFP 2020-012

Released May 27
Manager
Due June 11, 2020 @ 12:00pm

William Scott, Assistant Town



Public Notice

Town of Salem, New Hampshire

Request for Proposals

Electrostatic Sanitizing Equipment and Supplies

May 20, 2020

The Town of Salem New Hampshire seeks quotes and proposals from vendors selling Electrostatic Sanitizing equipment and supplies as cited within the Request for Proposals. Copies of the RFP are available online at: <https://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards> at the Town of Salem website, under Purchasing Current Bids Proposals and Awards. Proposals are due June 11, 2020, at 12:00 noon, 33 Geremonty Drive, Salem NH 03079 to, front entrance lobby in Town Hall ATTNL Christine Wholley. Questions regarding the RFP must be filed to Christine Wholley by June 8, 2020 by email to cawholley@salemnh.gov. The Town of Salem reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which, in the opinion of the Town, best meets the criteria set by the Town. The selection of the consultant shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.

Published

- Eagle Tribune and Union Leader
- Published Town of Salem NH webpage May 27, 2020
- Seacoast Herald

Town of Salem
Request for Proposals
Electrostatic Sanitizing Equipment and Supplies

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PART 1: OVERVIEW and DESCRIPTION OF PROJECT

The Town of Salem NH is the owner and operator of multiple public buildings which house personnel, and engages the general public when not in pandemic circumstances. The Town requires a responsible, costs effective, and safe method to efficiently sanitize these municipal assets with current custodial and other staff. Therefore we are seeking equipment that can be used with minimal training and that uses a product where long term use will not cause damage to property or harm persons, while delivering the most effective sanitizing outcome possible.

PART 2: INSTRUCTIONS

This Request for Proposals (RFP) is issued by the Town of Salem NH in compliance with requirements of Town Procurement policies and State Law as applicable. Any conflict or inconsistency between the requirements of the Town and this RFP shall be determined by the contact person listed in the PUBLIC NOTICE. RFP packages can be obtained through the website indicated in the above PUBLIC NOTICE. RFP packages WILL NOT be faxed or emailed. Questions may be addressed in writing to the above contact in the PUBLIC NOTICE. If the RFP is changed as a result of questions, or other reason, the Town will send by email appropriate notice of same, in addendum form, on the website indicated in the PUBLIC NOTICE on or about the date indicated herein.

A. Submittal

A complete proposal must be received by the Town by the date and time indicated in the above PUBLIC NOTICE, in order to be considered responsive to this RFP.

1. Proposals shall be delivered to the place specified and no later than the time specified in the PUBLIC NOTICE. One original and THREE (3) copies, properly signed, enclosed in an envelope, sealed and plainly marked on the outside of the envelope:

**The proposal and email subject line shall be titled as follows:
"RFP Electrostatic Sanitizing Equipment and Supplies**

2. An individual authorized to bind the bidder to the proposed contractual agreement shall sign the cover letter.
3. Failure to complete the enclosed forms, to answer any questions or to provide the required documentation will be deemed non-responsive and will result in rejection of the proposal unless the Town determines such failure constitutes a minor informality and is in the best interest of the Town to receive the proposal.
4. All requests for clarification and any questions about information contained in this RFP must be directed to the person and place cited in the above PUBLIC NOTICE.
5. No requests or questions will be accepted after the due date as cited in the PUBLIC NOTICE. The proposer must include with any request or question the name, address, telephone number, fax number, and e-mail address of the person to whom a response, if any, should be sent. If the Town determines an answer or response to a request or question is appropriate, the Town will provide such answer or response in writing to all proposers in the form of an Addendum to this RFP. Proposers are not entitled to rely upon any answers or responses unless the same have been so issued by the Town.
6. Bidders must acknowledge receipt of amendment(s) which is indicated in the schedule Part 5 herein.
7. Proposers may correct, modify, or withdraw proposals in writing only, and such writing must be received by the Town not less than 48 hours prior to the proposal opening, as documented in the above PUBLIC NOTICE. Any corrections or modifications must be in a sealed envelope when submitted.

8. Proposal contents within two hours of the above due date and at the location as outlined in the above PUBLIC NOTICE in the Knightly Meeting Room. This review will determine if all contents and requirements of the submittal are met.
9. Each proposal shall remain in effect and be available for acceptance by the Town for a period of ninety (90) calendar days from the deadline for submission, until an agreement has been signed by the Contractor and the Town, or this RFP is cancelled, whichever occurs first.
10. In the case of a discrepancy on the Price Summary Form between written and numerical amounts, the written amount shall prevail.
11. Nothing in this RFP shall be construed as superseding the Town Ordinances, which shall at all time control.
12. A complete proposal shall include all of the following documents and shall be organized in the manner as cited below.

B. Required Submissions

Proposals must be received at the address and on or before the date and time indicated in the above PUBLIC NOTICE. All information in the proposal should be organized and presented as directed below. Accuracy and completeness are essential. The successful proposal will be incorporated into a contract or invoice. The proposal should provide a straightforward and concise description of the proposal's commitment and ability to perform the services described in this document. To expedite the evaluation of proposals, it is essential the proposer strictly adhere to the instructions in this part. A proposal may be deemed to be non-responsive, at Town's discretion, if the proposer fails to comply with the following instructions.

1. **Cover Letter:** The Transmittal Cover Sheet must be signed by the individual authorized to bind the proposer contractually. The letter must include: background on the Company, the name of the individual(s) who is/are authorized to negotiate and sign a contract on the proposer's behalf; the name, title, address, telephone number and email of the individual(s) who can supply additional information and a brief description of the overall services proposed. The signature of the authorized official(s) must be the same as the letter on all the proposal forms. Such individual who will sign shall also be of a sufficient status in the Company to confirm all of the statements in the letter. (3 pages maximum)
2. **Narrative/proposal/contact:** Descriptions of the products and timelines for those products with the context of the deliverables section herein. Describe the company's relationship to the manufacturers and your training, repairs, or other capabilities.
3. **References:** A list of not less than five relevant references must be included. The references shall include the deliverables provided to the municipality, the relevant contact, the price, and the timeline. There is no specific limit to the number of references given, as long as they are relevant to the Town of Salem. References will be contacted to determine if the proposer is responsive and responsible. References will also be asked about their overall impression of the proposer's quality of services performed and the timeliness of service delivery. The Town of Salem reserves the right to contact references other than those submitted by the proposer. (2 pages maximum)
4. **Insurance:** Respondents are required to submit proof of insurance. Prior to the award of this contract, the Contractor shall submit insurance certificates for the project indicating coverage for all vehicles, public liability, and property damage in the following amounts:

Comprehensive General Liability	\$ 1,000,000/\$ 3,000,000
Auto Liability: Property Damage	\$ 1,000,000/\$ 1,000,000
Personal Injury	\$ 1,000,000/\$ 3,000,000
Workmen's Compensation	as required by the State of New Hampshire

Professional insurance (Liability or other appropriate product) is required from an insurer qualified to do business in New Hampshire. Respondents shall submit a Certificate of Insurance evidencing such coverage. (As needed)

5. **Addenda:** Acknowledgement of the addenda, if any were issued to change the original RFP as a result of questions or other reason, must be included. (Use Form)
6. **A signed W-9 form. (Sample in Appendix)**
7. **Promotional Materials:** The proposer may provide limited promotional materials, brochures, services descriptions and other like materials. These materials will not be used for rating and are not guaranteed to be completely read. They shall be provided in the Appendix of the proposal, not in the body. They shall not include pricing in any form or manner. They are not meant to be used as reference to answer questions in the RFP. These materials will be in a second Appendix in the proposal. (As desired but concise, no manuals)

PART 3: DELEVERABLES

The Town of Salem is requesting quotes for an electrostatic sprayers for the purposes of use on public buildings and vehicles to address COVID 19. There are two devices that are required; device one a sprayer with attached carrying tank, handheld sprayer gun with its own tank that can be used for small spaces and vehicles. The performance level specifications for each, plus the chemicals, shall be as indicated below:

Sprayer with tank

- Minimum tank capacity of 2 gallons
- Cordless
- Rechargeable lithium ion battery that lasts over three hours of run time.
- Charging time less than 3 hours
- Ability to coat at least 10,000 square feet per tank
- At least three selections for particle size at the nozzle
- Minimum size hose 3.5 feet with quick release
- Effective spray distance 4 to 7 feet
- Weight less than 30 pounds with a full tank
- Delivery before June 25, 2020 (understanding the limited quantities of the product the vendors that provides the soonest committed date will be favored.)
- Light on unit to shine in direction of application
- Trigger lock
- Less than 65 db noise
- On/Off for electrostatic charge
- Micron sizes of 40/60/100 or comparable variable
- Tool free adjustable nozzle
- Complete kit for operations and storage as necessary
 - Charger
 - Battery
 - Case
 - Tank
 - One typical nozzle with kit
 - One additional optional nozzle
 - Nozzle wrench (if required)
 - One additional battery per unit
 - One additional accessory tank that is sealed for ready storage of the mixed chemical

Handheld Unit Made for Small Spaces and can be used for Vehicles

- Minimum tank capacity of 28 oz
- Cordless
- Rechargeable lithium ion battery that lasts over three hours of run time.
- Charging time less than 3 hours
- Ability to coat at least 2,500 square feet per handheld tank
- At least three selections for particle size at the nozzle
- Effective spray distance 3 to 6 feet
- Weight less than 6 pounds with a full tank

- Delivery before June 25, 2020 (understanding the limited quantities of the product the vendors that provides the soonest committed date will be favored.)
- Light on unit to shine in direction of application
- Trigger lock
- Less than 65 db noise
- On/Off for electrostatic charge
- Micron sizes of 40/60/100 or comparable variable
- Tool free adjustable nozzle
- Complete kit for operations and storage as necessary
 - Charger
 - Battery
 - Case
 - Tank
 - One typical nozzle with kit
 - One additional optional nozzle
 - Nozzle wrench (if required)
 - One additional battery per unit
 - One additional accessory tank that is sealed for ready storage of the mixed chemical

Chemical

- Enough chemicals for an application by each tank device to cover 15,000 square feet of area, three times per week, for six months.
- Made for electrostatic applications for all of the devices specified herein
- Long lasting storage 6 months undiluted state
- Must be effective at least one week in diluted state in the tank
- EPA registered disinfectant
- Not a hypochlorite
- Less corrosive than bleach by at least 40%
- Able to be used as a food area sanitizer
- Able to be used as a Hospital grade disinfectant
- Must be the product produced for, or recommended by, the equipment manufacturer for the proposed equipment.
- Able to address a wide range of diseases including COVID 19
- Neutral pH on surface, human and environmentally-friendly.
- 99.999% effective against a wide variety of bacteria and viruses,
- Must include effectiveness against “super bugs” like MRSA and H1N1.
- Least corrosive nature to surfaces when compared to typical spray applications and wiping down of surfaces.
- Type of disinfectant level : food grade sanitizer, to Hospital disinfectant, changes based on concentration
- The product has not been recalled in the past three years for any reason
- Notwithstanding the current COVID circumstances, the product has been readily available over the past three years and not discontinued due to non-performance, recall, or lack of production ability.

PART 4: EVALUATION CRITERIA

Minimum Criteria

- Must meet the above standards
- Must provide information indicating that the product can meet the above standard
- Must be able to deliver at least 4 units of each equipment indicated above by June 30th with the balance by August 1st
- Must be able to deliver enough chemicals for the above units pursuant to the above schedule for two months within the above schedule, the balance on August 1.
- Must have a relationship with the manufacturer as an authorized dealer for at least three years.
- Must check off all of the above items with the purpose of indicating that the standards as cited above can be met.
- Depending on schedule of this procurement assuming that a decision is rendered by June 10, must be able to invoice by June 20.
- Provide at least three references of sales to public sector clients such as: Municipalities, Schools, libraries, Police Stations, Fire Stations Municipal Public Works etc.

Part 5: Schedule

There are three scheduled sections of the process that lead toward implementation, as follows:

1. **Selection Process:** The selection of the lead firm is the primary outcome within 48 hours of the due date.
2. **Phase One Due Diligence, Best and Final Offer:** Offer will be made to that firm with 48 hours of notification to the firm. A contract will be requested with invoice attached.
3. **Phase Two:** The firm should return the signed contracts and invoice for processing within 48 hours.

Appendix

- **Miscellaneous Articles**
- **Price Proposal Form**
- **Non-Collusion Statement**
- **Acknowledge Addendum**
- **Tax Certificate W-9 form for Proposal**

Miscellaneous Articles

The below Articles supersede articles proposed by the Company.

- 1. CLAIMS:** The Company shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the Contractor during the term of this proposal and the Company shall indemnify and hold the Town harmless against the same to the extent permitted by law.
- 2. SELECTION WITHOUT REGARD:** The selection of the Consultant shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.
- 3. PAYMENT:** An invoice will be presented for the services performed. This invoice shall identify the Project, the itemized work that was done, where it was done, and when it was done. The Contractor will be paid within thirty (30) days from the date of the invoice, per approved invoice, on a monthly basis, for completed performance of the work. Prevailing Wage Rates not applicable or required.
- 5. INSURANCE:** The Company shall procure and maintain, in full force and effect, during the term of the Agreement, insurance in accordance with the Town of Salem Insurance Requirements. Contractor will furnish a Certificate of Insurance form, incorporated into and made a part of the Agreement, naming the Town of Salem as an "Additional Insured" on the appropriate insurance policies. Properly executed certificates must be on file with the Municipality prior to commencement of the Agreement.
- 6. REJECTION OF BIDS:** The Town of Salem reserves the right to reject any and all bids.
- 7. BASIS FOR DETERMINING BIDDER:** The most responsible and responsive Bidder(s) will be considered for award of a contract.
- 8. BASIS FOR AWARD OF CONTRACT:** Award of a contract shall be made to the Proposer(s) with the most advantageous results within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after the opening of the proposals. The Town reserves the right to reject any and all bids if deemed in the Town's best interest. Execution of the contract will depend upon a review by the Finance Director and Town Manager. Prior work with the Town will be reviewed and considered during the evaluation process, but will not be a prerequisite for qualifying for the contract. An award is contingent upon meeting all insurance and contract standards.
- 9. CONTRACT LENGTH – PERIOD of PERFORMANCE (POP):** The Contract shall be for the term as negotiated from the date of award.
- 10. CANCELLATION OF CONTRACT:** The Town of Salem reserves the right to cancel and terminate the contract in the event that the service provided by the Company proves to be unsatisfactory.
- 11. SUBCONTRACTING:** The Company shall not subcontract or sublet any portion of the work unless so identified in the proposal.
- 12. PRICING:** Unless otherwise specified, all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All services, materials, labor, and equipment required for the Work, will be supplied at the prices provided in the submitted Bid Form and are intended to provide a complete project.
- 13. GUARANTEES AND WARRANTIES:** All work performed under this contract shall be guaranteed for a period of one (1) year from the date of project acceptance and issuance of final payment. The Contractor shall be responsible for promptly repairing/replacing any area which is deemed unacceptable by the Town. The Contractor shall reimburse all damages or losses due to deficient materials or workmanship.
- 14. FORCE MAJEURE:** Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

Price Proposal Form

Town of Salem NH - Electrostatic Sanitizing Equipment and Supplies

In compliance with the request for Proposals by the Town of Salem New Hampshire for Electrostatics Sanitizing Equipment and Supplies May 2020 the Undersigned proposes to furnish and deliver all the materials and do all the work and labor according to the scope of deliverables for the amount and prices named herein as indicated on the Cost Schedule, which is made a part of this Proposal. The Undersigned declares that he/she has carefully examined the requirements and that he/she has made a personal examination of the site of the work; that he/she understands that the parameters for the project, are approximate only and subject to increase or decrease, and that he/she is willing to perform increased or decreased scope of work bid under the conditions set forth in their proposals and RFP. The Undersigned hereby agrees to execute the said contract within five (5) Calendar Days, after receiving notification of the acceptance of their proposal. In accordance with the Town of Salem NH - Request for Proposals - Time Clock Management System and the requirements, scope of services, therein, and in accordance with the information and commitments provided in the proposal, submitted by the below named firm in response to the Deliverables Section above, **Salem NH Electrostatic Sanitizing Equipment and Supplies**.

I hereby submit a Bid proposal of:

Building	Number of Units	Price Per unit Include note to volume discount for clarity	Total Cost	Date delivery of Five w supplies as indicated	Date Delivery of Balance four (4) as indicated.
Sprayer with Carrying Tank and Accessories	Nine (9)				
Handheld Sprayer with Accessories	Nine (9)				
Chemicals and Supplies	As Required				
Delivery of the above	As Required				
Total					

I understand that there are no caveats, qualifiers, or other line items beyond the above proposed price submittal. Further I understand that the services, as outlined in the proposal submitted for the above referenced RFP, shall be covered in their entirety through the above price proposal.

Place the original price proposal in a sealed envelope in the Original packet and title the envelope: "RFP - Electrostatic Sanitizing Equipment and Supplies"

Authorized Signature

Date

Print Authorized Name

Company Name

Phone Number

Address

City/Town

State

Zip Code

Email Address of Contact Person

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Acknowledgement of receipt of Amendment(s) # _____ through **(date), 2019**

This bid is submitted by:

(Complete name of firm to be given here)

Signature of Authorized Individual

W-9

Form
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 2 Business name/disregarded entity name, if different from above 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ► _____ 5 Address (number, street, and apt. or suite no.) 6 City, state, and ZIP code 7 List account number(s) here (optional)	4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ Applies to accounts maintained outside the U.S. _____
	Requestor's name and address (optional) Town of Salem, NH 33 Geremonty Drive Salem, NH 03079	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
_____ - _____ - _____

or
Employer identification number
_____ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requestor) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

If you do not return Form W-9 to the requestor with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.