



**BIOMASS PLANT**

SULLIVAN COUNTY COMPLEX  
5 NURSING HOME DRIVE  
UNITY, NH 03743

**REQUEST FOR PROPOSAL  
BIOMASS WOOD CHIP SUPPLY AND DELIVERY**

ISSUE DATE: MARCH 22, 2019

PROPOSALS WILL BE RECEIVED UNTIL  
Thursday, April 11, 2019 at 2:00 P.M.

**Purchase Description:**

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:

- A. Product Specifications:** Several types and sources of wood chips will be considered for heating fuel for biomass heating facility. For a chip type and source to be considered, it must meet the quality specifications listed below. The following chip types and sources will be considered:
1. Screened Bole Chips
  2. Straight Bole Chips
  3. Screened Whole Tree Chips
  4. Straight Whole Tree Chips

Screening is preferred to ensure the size requirements below. Other products may be considered as long as they meet all specifications outlined herein.

<b>Parameter</b>	<b>Specification</b>
Chip Size & Uniformity	Consistent size of 2-1/2" x 2-1/2" x 5/8" or smaller, allowing efficient movement through augers and mechanical systems. Less than 1% shall be 4 inches or larger in any dimension. No more than 5% may be smaller than 1/8" for screened bole chips and 1/16" for all other types listed. No excessive fines. No wood flour or dust is allowed.
Moisture Content	Consistent 25% to 45% moisture content. Chips should be processed, stored, and transported in a manner which protects chips from rain, snow and ice.
Ash Content	Maximum 2% ash content
Cleanliness	Free of dirt, rocks, metal, paints, ice, snow, or any other foreign matter.
Source	A mixture of hard and soft woods is preferred. All chips must be sourced from forestry activities or primary processing of timber. Absolutely no demolition debris is allowed.

Bids shall include a description of the type of chip proposed, expected moisture content, and a representative sample must be submitted. *The County reserves the right to reject proposals if it is not satisfied that the product will meet required specifications.*

**B. Wood Chip Delivery Specifications:** Bids and services shall comply 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. A Sullivan County Facilities Department employee may inspect loads prior to unloading and supervise while trucks unload. If wood chips received are determined to not meet the standards of quality, the Facilities Department may reject the delivery at its sole discretion. The chip supplier will be required to replace the sub-quality chips with chips that meet the standard. Any portion of the sub-standard chips unloaded into the County storage bins will be forfeited.
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, or telephone. 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 deliveries to Sullivan County Complex in Unity, NH.
2. Sullivan County seeks a fixed price applicable to all deliveries between start of contract and June 30, 2021. However, the County will consider an option for a 3<sup>rd</sup> year. Indicate on the proposal the date that the 3<sup>rd</sup> year option must be exercised.
3. Submit all proposals in cost per ton. The fixed cost per ton 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:**

1. Transportation: Supplier must comply at all times with all quarantine and wood transportation regulations required by the State of New Hampshire and any other authorities having jurisdiction.
2. Insurance: Prior to commencing work, the Supplier shall demonstrate that it and its subcontractors or consultants, if any, carry:
  - **Comprehensive General Liability:** Supplier carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage

applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.

- **Motor Vehicle Liability:** Supplier carries automobile insurance covering Supplier-owned and non-owned vehicles used by the Supplier with policy limits of not less than \$1,000,000 per claim and in the aggregate.
  - **Workers' Compensation:** Supplier shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. Suppliers' workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.
  - The Supplier 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 County shall not be required to insure the Supplier, any subcontractor, or any professional service provider. A 30-day notice is required for cancellation and/or material change of coverage sent directly to Sullivan County at 14 Main Street, Newport, NH 03773.
3. Indemnification: To the fullest extent permitted by law, the Supplier shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Supplier or anyone directly or indirectly employed by Supplier or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Supplier or its officers, employees, or agents.

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

1. Bidders must use the Attachment A: Sullivan County Wood Chip Fuel Proposal Form or a form of similar design that includes the same information required by this RFP.
2. Bidders must sign and date all bids. Two (2) copies of the Proposal Form must be submitted in a sealed enveloped clearly labeled "SEALED WOOD CHIP BID" on the outside of the envelope. Faxed, e-mailed or open bids will not be accepted.
3. The deadline to submit a proposal is 2:00 p.m. on Thursday, April 11, 2019 at which time all submissions will be opened in the Facilities & Operations Director's Office. The public is welcome to attend, although a contract will not be awarded on that date.
4. It is anticipated that the Board of Commissioners will award this scope during a regular public business meeting scheduled for 3:00 pm on May 6, 2019 in Newport, NH or at a subsequent public meeting. Regular public business meetings are generally scheduled for the first and third Mondays of each month at 3:00 pm. Formal notification of proposal award to all proposers will occur the next business day, thereafter. Information on the Board of Commissioners meeting agendas and meeting locations is available on the County's website at <http://sullivancountynh.gov>.
5. The first delivery under this contract will be available by Monday, July 1, 2019.
6. Once a bidder is selected, they must enter into a written contract with Sullivan County

7. Proposals are to remain in effect for a period of forty-five (45) days from the opening date of the proposals and are to remain firm once proposal is awarded to the successful proposer(s).

8. Sullivan County reserves the right to reject any or all bids.

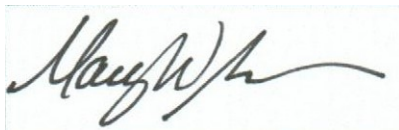
**F. Contractual Obligations:** The successful contractor will be required to comply with all terms and conditions as set forth in this RFP, except as may be specifically exempted by the County in writing, and to execute a written contract. Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award. Sullivan County 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 Sullivan County Commissioners.

**G. Special Considerations:**

- 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 Sullivan 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 Mary Bourque, Director of Facilities and Operations.
- Sullivan County reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which it deems to be in the best interest of the County and to waive any bid formality.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals, or any irregularities of any kind.
- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this scope of work.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No provider of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, gender, sexual orientation, age, disability, or national origin.

Sullivan County is aware of the time and effort required to prepare proposals and invites Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque, Director of Facilities and Operations  
Sullivan County

Enclosed: Attachment A: Sullivan County Wood Chip Fuel Proposal Form

**ATTACHMENT A**  
**Sullivan County Wood Chip Fuel Proposal Form**

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

Enter your proposed price per green ton for the various chip type(s) you propose supplying.

Supplier Status	Chip Type	Year 1	Year 2	Year 3 Option	Latest Date that Year 3 May Be Exercised
Primary Fuel Supplier	Screened Bole Chips				
	Straight Bole Chips				
	Straight Whole Tree chips				
	Screened Whole Tree Chips				
	Other (describe):				

Other Information:

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Respectively Submitted,

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Signature

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Name

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Title