

**TOWN OF NEW DURHAM
REQUEST FOR PROPOSALS FOR
SNOW REMOVAL SERVICES**

Issued: August 18, 2015

Town of New Durham
4 Main Street
New Durham, NH 03855

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4 Main Street
New Durham, NH 03855
REQUEST FOR PROPOSALS**

Proposals will be received at the Office of the Town Administrator, Town of New Durham NH, 4 Main Street or PO Box 207, New Durham, NH 03855 until 4:00 PM, local time, September 15, 2015 for:

SNOW REMOVAL SERVICES

A copy of the Request for Proposals may be obtained upon request from the Office of the Town Administrator, Town of New Durham NH, 4 Main Street or PO Box 207, New Durham, NH 03855

The Town of New Durham reserves the right to reject any and all proposals and to waive any informalities or irregularities in procedure.

REQUEST FOR PROPOSALS: SNOW REMOVAL SERVICES RFP

I. REQUEST FOR PROPOSALS

The Town of New Durham, NH is soliciting proposals for the removal of snow and ice from streets, parking areas and other Town property in various locations throughout the Town. Contract to run October 15, 2015 through April 30, 2016, with one extension available for an additional season.

II. BACKGROUND

The Town is requesting proposals for an hourly rate for winter maintenance and snow removal services. The Town will entertain alternate proposals if the Proposer(s) can demonstrate that the alternate method is reliable and cost effective for the Town. To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform the services requested in the Request for Proposals. The Town seeks to obtain the most reliable, most cost effective approach. A chart identifying supervision and staffing of the snow removal team shall be included.

III. MANAGEMENT AND OPERATIONS PLAN

The Proposer(s) shall describe the intended operation plan for snow removal, including the ability to efficiently handle varying amounts of snowfall, ice and changing weather conditions. Winter maintenance services shall include response to downed or unsafe trees, failed or blocked drainage paths or structures, pothole detection and repair, and storm clearance of fire hydrants and other public safety related structures.

IV. PERFORMANCE REQUIREMENTS

- 1) Snow removal will begin no later than within 1 hour after being contacted by the Road Agent when snow accumulation is at 1-2 inches.
- 2) Snow removal operations should begin and end at a time that will provide the least disruption for vehicular traffic and those individuals using parking spaces.

V. GENERAL REQUIREMENTS

- 1) The Contractor is responsible for compliance with all requirements in all sections of this document.
- 2) The Contractor must have sufficient equipment and staff to fully meet the requirements of this project. Equipment must be kept in proper working condition, registered and inspected in accordance with the requirements of the New Hampshire Motor Vehicle registration and inspection laws, and be available and able to perform the tasks required for this project. A loader is required for the Contractor to access the sand and salt supplies.
- 3) The Contractor will guarantee the availability of his services to perform the project under the conditions set forth in this document
- 4) The Town will issue notification of when snow removal operations are to begin.
- 5) The Contractor will provide a telephone number or numbers that will allow the Town twenty-four (24) hour access to the Contractor.
- 6) The Contractor will possess all necessary permits and licenses to operate this business and all equipment used in snow removal operations.
- 7) Unless expressly agreed to in writing by the Town, the Contractor will not be allowed to sub-contract any portion of this Contract. Unless expressly agreed to in writing by the Town, all personnel used must be employees of the Contractor.
- 8) All payments will be made on the presentation of a valid invoice for services (SEE SERVICE CONTRACT). The Town will process payment invoices on their normal accounts payable cycle, and based on an assessment of successful performance on the part of the Contractor.
- 9) All invoices shall reference the dates of service, hours of service and a brief description of the service provided (i.e. plowing, sanding, salting).
- 10) Town shall supply cutting edges for equipment used solely to maintain town roads.

VI. CRITERIA FOR EVALUATION

The proposal will be evaluated according to the following criteria. Proposers are welcome to submit supporting information that describes their ability to meet and exceed the criteria.

- 1) Prior experience in snow removal services.
- 2) Proposed fee schedule.

VII. ADDITIONAL REQUIREMENTS

- 1) All work will be done at such times and in such manner as to offer the least disruption to the normal daily business around the work site and for those offices within or near the work site.
- 2) The Contractor is responsible for providing for the safety of the area surrounding the work site during snow removal operations, so as to offer protection to the public and to Town employees.
- 3) The Contractor shall perform all services with good workmanship and is solely responsible for damage directly caused by work performed. Damage to mailboxes, residential lawns, irrigations systems, etc. shall be repaired to the satisfaction of the property owner, time being of the essence, if the damage is determined to be intentional or caused by negligence on the part of the Contractor.
- 4) The Contractor covenants to save, defend, hold harmless, and indemnify the Town and all of its elected or appointed officials, officers, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorneys fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the project or the work required under the agreement between the Town and the Contractor.
- 5) The Contractor shall begin work only after receiving a written notice-to- proceed from the Town stating the date on which work may commence.
- 6) The Contractor shall possess all licenses and certificates required by the State of New Hampshire.
- 7) The Town must approve, in writing, any changes to the scope of work for this agreement.
- 8) Any Town equipment used by a Contractor may not leave the Town of New Durham without express permission.
- 9) The successful proposer shall sign the attached snow removal services agreement.
- 10) Upon request by Road Agent, Contractor shall remove trees/limbs from roadways, and assist with road and drainage related issues during storms or major accidents.
- 11) Contractor will supply "Backup Plan" in case of breakdown or failure of equipment to ensure the route will be plowed according with the Contract. This Plan will be kept on file with the Road Agent and enacted when necessary.

Contractor shall store equipment used in the performance of duties at the town's highway garage and may park vehicles used to service the Town in front of the highway garage between October 15th and April 30th. All vehicles parked on town property must be in working order, registered, inspected and insured. Any vehicle leaking automotive fluids must be removed or repaired upon notice.

VIII. PROPOSAL REQUIREMENTS

The Town of New Durham reserves the right to reject any and all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals.

Form A- Equipment Specifications: 1 6-wheel Dump Truck with a GVW of at least 36,220 lbs., installed with plow, wing, and sander with a capacity of at least 6.9 CY.

Route Requirements: The plow route will consist of Davis Cross Road to Ham Road to Middleton road to Kings Highway to Copple Crown Road and back to the Highway garage. It is approximately 14.6 road miles.

All questions about this Request for Proposals should be submitted in writing before September 1, 2015 to:

Town Administrator
Phone: (603) 859-2091
Fax: (603) 859-6644
Email: ndadmin@metrocast.net

And/or

Michael Clarke, Road Agent
Phone: (603) 859-8000
Email: ndhd@metrocast.net

No oral interpretations will be made to any proposer. Responses to all questions will be in the form of an addendum, issued to all Proposers. Interpretations, corrections or changes to the RFP made in any other manner will not be binding on the Town.

1. Other Procurement Information:

- a. The proposals must be signed in order to be considered. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal;
- b. The Town reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, otherwise request additional information;
- c. All Proposals submitted in response to this RFP become the property of the Town of New Durham, NH and may be made available to the public;
- d. The formation of a joint venture by a Proposer shall be subject to the written approval of the Town.
- e. The failure or omission or any Offeror to acquaint itself with the requirements and objective shall in no way relieve any Offeror from any obligations with respect to its proposal or to the contract.

2. Offerors' Representation:

Each Offeror, by submitting a proposal in response to this Request for Proposals, represents that the Offeror has read and understands the Scope of Services and has familiarized itself with all Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the contract work..

IX. INSURANCE SPECIFICATIONS

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. The Offeror further certifies that they will maintain this insurance coverage during the entire terms of the contract, and that all insurance coverage will be provided by insurance companies authorized to sell insurance in New Hampshire.

The contractor shall provide a current certificate of liability and vehicle insurance coverage to the Town at the commencement of the contract, and upon reasonable request thereafter. Contractor shall provide copies of all drivers motor vehicle licenses at the beginning of each season.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employer's Liability - \$1,000,000 on each occurrence
- C. Commercial General Liability - \$1,000,000 combined single limit. The Town of New Durham is to be named as an additional insured with respect to the services being procured. This coverage is to include

Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

- D. Automobile Liability - \$1,000,000 on each vehicle

X. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the Town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information, demonstrating how responsible they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of New Durham.

XI. PROPOSAL DEADLINE

Proposals are due by 4:00 p.m., September 15, 2015 in the Office of the New Durham Town Administrator, 4 Main Street (PO Box 207), New Durham, NH 03855. Proposals received after the deadline will be rejected.

XII. SELECTION PROCESS

The Town may engage in individual discussions with the Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required service. These Offerors may be requested to make an oral presentation to explain their proposal and answer questions.

XIII. INSTRUCTIONS TO OFFERORS

1. Additional Information

If any questions or responses require revisions to the solicitation as originally published, such revisions will be by formal amendment only. Potential offerors are cautioned that any verbal representations made by any Town or other person that appears to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Town Administrator. For determination as to whether any representations of any Town or other person requires that an amendment be issued, or any contractual questions regarding this solicitation, contact the Administrator at the Town Offices, 4 Main Street, New Durham, NH.

2. Proposal Form Submission

An original proposal shall be signed and submitted in a sealed envelope to the Office of the Town Administrator no later than the time and date specified in the solicitation. Timely submission of the proposal is solely the responsibility of the offeror. Proposals received after the specified time will be rejected. The envelope or package shall indicate the name of the offeror, and **RFP SNOW REMOVAL**. The Town Administrator shall indicate the time and date of receipt on the envelope or package. Proposals received in the Office of the Town Administrator after the time and date specified in the solicitation will not be opened or considered. Facsimile transmissions of proposals will not be accepted. Failure to submit a proposal on the Proposal Form provided for that purpose in this solicitation shall be considered just cause for rejection of the proposal.

3. Collusion Among Offerors

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names will be rejected. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the offerors.

4. Offeror Investigations

Before submitting a proposal, each offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the Contract and to verify any representations made by the Town that the offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful offeror from its obligation to comply in every detail with all provisions and requirements of the Contract documents, nor will they be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful offeror.

5. Qualification of Offerors

Each offeror may be required, before the award of any contract, to show to the complete satisfaction of the Administrator that it has the necessary equipment, ability, and financial resources to furnish the service specified herein in a satisfactory manner. The offeror may also be required to show past history and references, which will enable the Administrator to be satisfied as to the offeror's qualifications. Failure to qualify according to the foregoing requirements will justify rejection by the Town.

6. Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the offeror makes a request in writing to the Town prior to the time and date set for the opening of proposals or unless the Town fails to award or issue a notice of intent to award a Contract within ninety (90) days after the date and time set for opening proposals.

7. Alternate Insurance Coverage

If the offeror does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the Town, may be considered. The Town Administrator must receive written requests for consideration of alternate coverage's at least ten (10) working days prior to the date set for receipt of proposals. If the Town denies the request for alternate coverage's, the specified coverage will be required to be submitted. If the Town permits alternate coverage, an amendment to the Insurance Requirements will be prepared and distributed prior to the time and date set for receipt of proposals.

FORM A

SNOW REMOVAL – EQUIPMENT SPECIFICATIONS

All vendors responding to this RFP are required to complete this form and return it as their bid.

Company OR Contractor:

Contact

Address

Telephone Number

Emergency/After Hours Telephone Number

Additional Emergency/After Hours Telephone Numbers, Pagers, Cell Phone (Please Indicate)

When submitting your bid, please specify all equipment that will be assigned to the New Durham Town Snow Removal project. In the “*Operating Cost per Hour*” column, please include labor, material, equipment and overhead costs in your total for each piece of equipment.

	Year	Make	Model	Description incl. GVW	New/ Used	Operating Cost Per Hour	Sander Capacity
#1						\$	
#2						\$	
#3						\$	

Fuel Surcharge: (For Plowing): The hourly rate paid for services under this contract includes fuel.

Please provide hourly cost for winter maintenance items listed below:

Response to downed or unsafe trees: _____

Response to failed or blocked drainage structures: _____

Response to reports of highway insufficiency: _____

(Printed Title of Authorized to sign for Contractor)

(Signature)

DATE: _____

APPENDIX A

REFERENCES

Company OR Contractor:

Name: _____

Address: _____

Telephone: _____

Contact Person: _____

Name: _____

Address: _____

Telephone: _____

Contact Person: _____

List of Three Business/Governmental References

1. Name: _____

Address: _____

Telephone: _____

Contact Person: _____

2. Name: _____

Address: _____

Telephone: _____

Contact Person: _____

3. Name: _____

Address: _____

Telephone: _____

Contact Person: _____

APPENDIX B

STATEMENT

I hereby submit the above proposal for consideration by the Town of New Durham in response to the Request for Proposal for Snow Removal Services. I have read and understand the Request for Proposal and will attest that the information is an accurate accounting of the Equipment owned and to be used by my company in providing Snow Removal Services for New Durham Town.

(Company Name)

(Printed Name of Authorized to sign for Contractor)

(Printed Title of Authorized to sign for Contractor)

(Signature)

(Date)

(Daytime Telephone Number)

Taxpayer ID No. _____