REQUEST FOR PROPOSAL FOR:

SNOW REMOVAL & LAWCARE – PORTSMOUTH CAMPUS

Great Bay Community College
320 Corporate Drive
Portsmouth NH 03801
www.gbcc.edu

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to provide the Great Bay Community College Campus SNOW REMOVAL & LAWCARE SERVICES for a three year period dated June 15, 2015 through June 14, 2018.

VENDOR CERTIFICATIONS:
The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION:
A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: http://www.sos.nh.gov/corporate.

CONTRACT TERM:
The term of any resulting contract shall end on or before the end of day June 14, 2018.

Great Bay Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Great Bay Community College.

SCOPE OF SERVICES:
Work within this request for proposal (RFP) shall include the following:

SNOW PLOWING:

- The bidder will begin upon approximately 2” or more of accumulation, determined by the bidder, not to include snow drifts. 24 Hour on call service must be provided during the duration of the contract. Bidder will keep clear all designated sidewalks, stairways, fire exits & fire hydrants. If excessive snowfall is to occur, bidder will attempt to keep all parking and driving areas accessible at all times, loss of parking spaces may result and snow relocation may be determined by GBCC.

- Roadways, parking lots, sidewalks and stairs must be cleared prior to 6:00 a.m. and maintained as often as necessary to keep campus roadways open and sidewalks safe during and after storm.

- Snow banks shall be cut down so that vehicles can see oncoming traffic to allow for safe motoring around campus parking lots and walkways.
• The bidder must be able to respond to request placed by authorized College contacts within a limited time frame, as needed.

**De-Icing**

• De-icing materials of the bidder’s choice will be applied to driveway/parking lots, walkways, stairways, and handicap access ramps at the discretion of the bidder. The decision as to when to treat is based on less than 1” of snow accumulation, freezing rain or other weather related occurrences, and at bidders or GBCC discretion.

• Roadways, Parking Lots and Walkways will be de-iced to ensure ice free surfaces.

• Bidder will follow State of NH Salt Reduction Best Management Practices Guidelines for Road Salt Applications.

**Areas to be Serviced**

• All Parking Lots/Roadways in Development
• Auxiliary Parking Lot
• Sidewalks Surrounding Building

**LANDCARE MANAGEMENT**

**Weekly Maintenance**

• Weekly Lawn Maintenance will include mowing, line trimming/edging and removal of all grass clippings and debris from all paved surfaces and walkways. Weed removal in mulch beds/flower beds will be performed when necessary and all material costs will be billed accordingly (i.e. Weed Killer) If heat/weather affects the performance of lawns during summer season, bidder will perform services on an “as needed” basis. As needed is determined individually for each property specifically for each lawn’s needs and decided upon by GBCC.

**Areas to be Serviced:**

• All lawn around Property
• Auxiliary Lot Lawn

**Lawn Maintenance**

• Includes: Mowing of all designated grass areas, trimming around all buildings/obstacles, Blowing debris off walkways/roadways.

**Spring Clean-Up**

• Includes: Initial mowing & trimming, removal of all sticks/leaves/debris Cleaning curb lines & repairing plow damage

**Fall Clean-Up**

• Includes: Final mowing & trimming, removal of all leaves/sticks/debris

**Engagement**

• Bidder to provide GBCC with services consisting of Weekly Property Maintenance and such other services as GBCC and Service Provider may agree upon. Further services may include mulching, tree & shrub pruning, garden weeding, etc. such services will consist of extra charges to be billed as the jobs are completed.
SITE VISITATION:

Bidders are required to participate in a mandatory walk-through on May 22, 2015 at 9:00 a.m. at Great Bay College, 320 Corporate Drive, Portsmouth, NH. Bidders are responsible for having ascertained pertinent local conditions, such as knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Stephen Davis at (603) 427-7642.

ADDITIONAL INFORMATION:

Great Bay Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All unused material brought on site by the successful bidder must be removed by the bidder.

All local, state and federal regulations are to be followed. Any fines assessed to Great Bay Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of Great Bay Community College are privately owned. Any fines, damages, etc. assessed to Great Bay Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is not allowed on campus grounds, no radios or headsets are allowed, food is available for purchase at vending machines located at the College and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after April 1, 2011.

Workers’ Compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractors’ employees, and other related personnel who will be physically required to work at Great Bay Community College, providing the following information for each person:

Name
Employer’s Company Name

Great Bay Community College reserves the right to request a criminal background check on any employee of Contractor. Great Bay Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.
COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY:

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and Great Bay Community College, the following insurance:
Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by Great Bay Community College.

The certificates are required to name Great Bay Community College as additional insured.

BOND/SECURITY AND POWER OF ATTORNEY:

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Great Bay Community College will fax addenda to all who have already submitted bids and post any changes to its website. Before your submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.
SUBMISSION OF RFP RESPONSE:

Bids are due June 1, 2015 at 3:00 p.m. If any Addenda to the RFP are issued, please acknowledge in your bid. Your response must include the Project Total. Great Bay Community College is a tax exempt organization.

Bids should be mailed to Great Bay Community College, Attention Joanne Berry 320 Corporate Drive Portsmouth NH 03801, or fax (603) 559-1522 or hand carry to Great Bay Community College, Attention Joanne Berry 320 Corporate Drive, Portsmouth NH, 03103. Great Bay Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Joanne Berry 603-427-7609. Questions about the snow removal should be directed to Stephen Davis, Plant Maintenance Engineer at 603-427-7642 sdavis@ccsnh.edu

AWARD: as applicable:

The contract will be awarded to the lowest bidder who meets the criteria listed in Attachment A.

Great Bay Community College reserves the right to accept or reject any or all of the proposals.

Great Bay Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

GBC15-03

SNOW REMOVAL & SPRING CLEAN UP GBCC – PORTSMOUTH CAMPUS

BID FORM

Company Name: ____________________________________________________________

Address: __________________________________________________________________

Telephone Number: ________________________________________________________

Fax Number: __________________________________________________________________

(06/15/15 – 06/14/16) (06/15/16 – 06/14/17) (06/15/17 – 06/14/18)

All labor to complete the project $___________ $___________ $___________

All materials & equipment to Complete the project $___________ $___________ $___________

$___________ $___________ $___________

Bid Total (3 years) $___________

Signature: __________________________________________________________________

Printed Name: _____________________________________________________________

Date: _____________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature: __________________________________________________________________

Printed Name: _____________________________________________________________

Date: _____________________________________________________________________

This bid must be signed by a person authorized to legally bind the bidder.