

REQUEST FOR PROPOSAL FOR:
SNOW REMOVAL – PORTSMOUTH CAMPUS
GREAT BAY COMMUNITY COLLEGE

Bid number GBC21-01

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for Great Bay Community College, a component college of the Community College System of New Hampshire for SNOW REMOVAL for a 3-year period dated November 1, 2020 through October 31, 2023

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must be duly registered to conduct business in the State of New Hampshire.

CONTRACT TERM:

The term of any resulting contract shall end on or before October 31, 2023.

With the option of extending it for 2 additional years 1 year at a time

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: Billing will be at the end of each month and run from November 30 through April 30 (six equal payments) and 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:

The bidder will begin upon approximately 2” or more of accumulation, determined by the bidder, not to include snowdrifts. Provide twenty-four (24) hour on call service during the duration of contract. If excessive snow fall occurs, bidder will keep all parking and driving areas accessible at all times, loss of parking spaces may result, and snow relocation areas are determined by Great Bay Community College.

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

The contractor will cut down snowbanks higher than four feet 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 requests placed by authorized college contacts within a two-hour time frame, as needed.

De-Icing

The contractor will apply de-icing materials of the contractor's choice to driveway and parking lots at the discretion of the contractor. The decision to treat must be based on less than 1" of snow accumulation, freezing rain or other weather-related occurrences, and at bidders or Great Bay Community College. discretion.

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

Bidder will follow State of New Hampshire Salt Reduction Best Management Practices Guidelines for Road Salt Applications.

Areas to be serviced

All Parking Lots/Roadways in Development.

MANDATORY SITE VISITATION:

Visitors a required to participate in a mandatory walk-through on **Tuesday October 13, 2020 at 9:30 a.m.** at Great Bay Community College, 320 Corporate Drive, Portsmouth, NH. Bidders are responsible for having ascertained pertinent local conditions such as equipment, condition, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is full acknowledgement that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Only proposals submitted by bidders who are present at the walk through will be considered for award.

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

ADDITIONAL INFORMATION:

Great Bay Community College reserves the right to make a written request for additional information from a bidder 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 CCSNH or Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a Form Contract for Services (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.

Workers' compensation requirements as outlined in the Form Contract for Services 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.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's 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, 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 laws, regulations, and orders, 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 Form Contract for Services 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 CCSNH 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 \$1,000,000 per occurrence and \$2,000,000 aggregate.

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 CCSNH, 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 the Great Bay Community College.

The certificates are required to name Community College System of New Hampshire and Great Bay Community College as additional insureds.

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 <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/> Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

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 on **Wednesday, October 21, 2020 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include the following: Labor Total, Material Total and Project Total. All the materials requested in this RFP document.** Bids should be mailed to Great Bay Community College, Attention Dylan Follansbee 320 Corporate Drive, Portsmouth, NH 03801 or emailed to dfollansbee@ccsnh.edu or hand carried to Great Bay Community College 320 Corporate Drive, Portsmouth, NH and left at security desk. 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 Dylan Follansbee at 603-427-7642.

AWARD: as applicable:

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

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

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

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

For Vendors wishing to attend the bid opening : **Only the names of the Vendors submitting responses will be made public.**

EXHIBIT A

PROJECT: GBC20-01 Snow Removal Services

COLLEGE NAME: Great Bay Community College

BID FORM

Company Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

All labor to complete the project year 1: \$ _____

All labor to complete the project year 2: \$ _____

All labor to complete the project year 3: \$ _____

All materials and equipment to complete the project:

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

Project Total \$ _____

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.