



REQUEST FOR PROPOSALS

FOR

**Parking Lot Crack Filling, Seal Coating & Pavement Marking**

At

River Valley Community College

Issued by the

Community College System of New Hampshire

RFP #RVC24-04

Date of Issue: April 26, 2024

Proposals must be received no later than  
2:00 PM on May 24, 2023

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at [sfitzpatrick@ccsnh.edu](mailto:sfitzpatrick@ccsnh.edu)

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for River Valley Community College (RVCC), a component college of the Community College System of New Hampshire for a one-time project of parking lot crack filling, seal coating and pavement marking.

**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 December 31, 2024.

**SCHEDULE OF KEY EVENTS:**

Issue of Request for Proposal	Friday, April 26, 2024
Proposal Due Date & Time	Friday, May 24, 2024 @ 2:00 P.M.
Award and Notification to Successful Contractor, no later than	Friday, May 31, 2024
Commencement of Services	As soon as possible following contract signing

**PAYMENT AND COMPENSATION:**

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by River Valley Community College.

**SCOPE OF SERVICES:**

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

**Areas to be serviced:**

Campus parking lots and roadways identified in Exhibit B

Approximate Square Footage:

Parking lots = ~70,000 sqft

Roadways = ~0.5 miles

**Crack filling:**

- All cracks within areas identified in Exhibit B are to be filled.
- In your response, please include a detailed description of the materials to be used and procedure for how work will be performed.
- Mechanical routing not required, just cleaning with air or heat.
- Materials must meet Federal Specification SS\_S-1401-B as well as NH spec 413-1.

**Seal coating:**

- All parking lots and roadways identified in Exhibit B are to be sealed.
- In your response, please include a detailed description of the materials to be used and procedure for how work will be performed.
- Two coats recommended
- Materials must meet Federal Specification P\R-P-355.

**Pavement marking:**

- All parking lots and roadways identified in Exhibit B are to be re-marked.
- In your response, please include a detailed description of the materials to be used and procedure for how work will be performed.
- Markings will go over the existing layout.

**Breakdown of markings:**

- Parking space lines ~300 spaces
- Handicap parking 6 spaces

**Schedule:**

- All work will need to be coordinated with RVCC Facilities and scheduled around college's parking lot use needs. Weekend work may be required.

**Additional considerations:**

Vendor must provide own source of traffic detail to stop traffic if necessary and own road cones to avoid wet paint areas.

**SITE VISITATION:**

Site visitations will be scheduled by request on a rolling basis. A site visitation walkthrough with RVCC facilities staff is **strongly encouraged** before submitting a bid. Bidders are responsible for having ascertained pertinent local conditions, such as equipment, locations, accessibility, and general character of the site, 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.

Requests for visitations can be directed to Sean Fitzpatrick at [sfitzpatrick@ccsnh.edu](mailto:sfitzpatrick@ccsnh.edu)

**ADDITIONAL INFORMATION:**

River Valley 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).

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.

River Valley Community College reserves the right to request a criminal background check on any employee of Contractor. River Valley 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:**

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 River Valley 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 River Valley Community College.

The certificates are required to name Community College System of New Hampshire and River Valley 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, River Valley Community College will email 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 **Friday, May 24, 2024 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to CCSNH Purchasing, [CCSNHPurchasing@ccsnh.edu](mailto:CCSNHPurchasing@ccsnh.edu). Confirmation of receipt will be sent within 24 hours.

**Bid responses must include the following:**

- Completed Exhibit A – Bid Form
- Bidder's W9
- Bidder's Certificate of Insurance

**AWARD:**

The contract will be awarded to the bidder whose proposal best meets the criteria listed in the above scope of work and provides the greatest overall value to RVCC.

River Valley Community College reserves the right to accept or reject any or all the proposals.

River Valley 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/>

**EXHIBIT A**

**PROJECT: RVCC24-04 Parking Lot Crack Filling, Seal Coating & Pavement Marking**

**River Valley Community College**

**BID FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Cost of labor & materials to fill pavement cracks: \$ \_\_\_\_\_

Cost of labor & materials to seal parking lots and roadways: \$ \_\_\_\_\_

Cost of labor & materials repaint markings on parking lots and roadways: \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledging Inclusion of Addendum(s):

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**EXHIBIT B**

***PROJECT: RVCC24-04 Parking Lot Crack Filling, Seal Coating & Pavement Marking***

***River Valley Community College***

***Parking Lot Schematic***

**Areas Shaded Blue:**

Fill cracks, seal and repaint markings.

**Areas Shaded Red:**

Excluded from scope.

