



REQUEST FOR PROPOSALS

FOR

Snow Removal Services

At

Manchester Community College

Issued by the

Community College System of New Hampshire

RFP #MCC25-01

Date of Issue: August 19, 2024

Proposals must be received no later than
2:00 PM on September 13, 2024

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

Sean Fitzpatrick, System Office Procurement at 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 Manchester Community College, a component college of the Community College System of New Hampshire for SNOW REMOVAL for a sixth-month period dated October 15, 2024, through April 15, 2025, **with the option to extend the contract for two consecutive one-year terms.**

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 April 15, 2025

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

SCHEDULE OF KEY EVENTS:

Request for Proposal Issued	Monday, August 19, 2024
Mandatory Site Visit	Thursday, September 5, 2024 @ 1:00 P.M.
Proposal Due Date & Time	Friday, September 13, 2024 @ 2:00 P.M.
Award and Notification to Successful Contractor, no later than	Friday, September 20, 2024
Contract Date & Commencement of Services	Tuesday, October 15, 2024

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 Manchester Community College.

SCOPE OF SERVICES:

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

Areas to be serviced:

All parking lots, roadways, walkways and entryways, on campus, including emergency access roads

Approximate Square Footage:

Parking lots = 214,404 sqft

Roadways = 4,000 sqft

Core services:

Snow removal will begin upon approximately 1” or more of accumulation, determined by the contractor, not to include snowdrifts.

If excessive snow fall occurs, contractor will keep all parking and driving areas accessible at all times, loss of parking spaces may result, and snow relocation areas are determined by Manchester Community College. Contractor is responsible for post-storm clean up, if necessary.

Contractor will provide twenty-four (24) hour on-call service during the duration of contract

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

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.

Contractor is not responsible for clearing snow or treating areas where there is a parked car or truck. However, the contractor will make reasonable efforts to clear parking areas between and around parked cars and trucks.

The contractor must be able to respond to requests placed by authorized college contacts within a two-hour time frame, as needed.

De-icing:

All areas will be de-iced to ensure ice-free surfaces. The contractor will apply de-icing materials (salt, sand or chemicals) of MCC's choice to all areas after snow has been cleared. **Concrete-safe salt must be used on all walkways and entryways.**

De-icing materials will be applied during weather events of less than 1" of snow accumulation, freezing rain or other weather-related occurrences, on an as-needed basis per the contractor and MCC's discretion.

Pre-treatment can be applied at the contractor's discretion.

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

Recommended Equipment:

MCC recommends contractors use any combination of front-end loaders, skid-steers and plow trucks. Metal edges are allowed on plow trucks only. All other equipment must have rubber edges.

In order to protect MCC's parking lots, graders and other large equipment are not allowed.

Contractor Provided Items:

Contractor will provide all de-icing materials (road salt, concrete-safe salt, sand, chemicals, etc.), labor and equipment to fulfill the contract scope.

MCC Provided Items:

MCC will provide storage for road salt & sand in a large open-air shed and outdoor storage for contractor's equipment. Bags of concrete-safe salt can be stored in the shed as well. MCC will not be responsible for any damage, loss, theft, etc. of supplies or equipment while stored on campus.

SITE VISITATION:

Site visitations will be held on the date and time below. Attendance at the site visitation walkthrough is a mandatory requirement for bid acceptance. 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.

Site Visitation Schedule:

Date & Time: Thursday, September 5, 2024, at 1:00 PM

Sign-in Address: Front Entrance of MCC Main Building, 1066 Front Street, Manchester, NH, 03102

On-Site Contact: Josh Murphy

All bidding contractors will be required to sign in upon arriving to the MCC campus to record their attendance. Only bid submissions received by contractors who have attended a site tour will be considered complete and eligible for award. Bids received by contractors who have not visited the campus will not be reviewed.

Any inquiries regarding site visitations can be directed to Sean Fitzpatrick at sfitzpatrick@ccsnh.edu

ADDITIONAL INFORMATION:

Manchester 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). 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 Manchester Community College, providing the following information for each person:

Name
Employer's Company Name

Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. Manchester 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 Manchester 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 Manchester Community College.

The certificates are required to name Community College System of New Hampshire and Manchester 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, Manchester 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, September 13, 2024 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to the CCSNH Procurement Office, purchasing@ccsnh.edu. Confirmation of receipt will be sent within 24 hours.

Bid responses must include the following:

- Completed Exhibit A – Bid Form
- Completed Exhibit B – Equipment List
- 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 MCC.

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

Manchester 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: MCC25-01 Snow Removal Services

COLLEGE NAME: Manchester Community College

BID FORM

Company Name: _____

Address: _____

Telephone Number: _____

Email: _____

Please provide comprehensive pricing for the full six months of the contract below:

Labor & Equipment cost to perform services: \$ _____

Materials cost to perform services: \$ _____

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 contractor.

EXHIBIT B

PROJECT: MCC25-01 Snow Removal Services

COLLEGE NAME: Manchester Community College

EQUIPMENT LIST

Please list all equipment you plan to use to complete this scope of work

Include year, make, model, description of equipment, type of plow or attachment etc.

Please list all de-icing materials you plan to use to complete this scope of work

Include description and specifications
