



REQUEST FOR PROPOSALS

FOR

**Snow Removal Services**

At

River Valley Community College

Issued by the

Community College System of New Hampshire

RFP #RVC24-01

Date of Issue: October 16, 2023

Proposals must be received no later than  
2:00 PM on October 27, 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, a component college of the Community College System of New Hampshire for SNOW REMOVAL for a one-year period dated November 1, 2023, through October 31, 2024, **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 October 31, 2024,

River Valley 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:**

Issue of Request for Proposal	Monday, October 16, 2023
Campus Site Visit	Tuesday, October 24, 2023 @ 1:00 P.M.
Proposal Due Date & Time	Friday, October 27, 2023 @ 2:00 P.M.
Award and Notification to Successful Contractor, no later than	Tuesday, October 31, 2023
Commencement of Services	As soon as possible following contract signing

**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 River Valley Community College.

**SCOPE OF SERVICES:**

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

**Areas to be serviced:**

All parking lots, and roadways on campus. (Sidewalks, walkways and entryways are **not** included)

Approximate Square Footage:

Parking lots = ~70,000 sqft

Roadways = ~0.5 miles

**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 River Valley 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:**

De-icing (salting/sanding) is not required but can be included in proposals as an additional option.

**RVCC Provided Materials:**

None.

**Contractor Provided Materials:**

Contractor will provide all labor and equipment to fulfill the contract scope.

**SITE VISITATION:**

Site visitations will be held on the date and time below. Attendance at the site visitation walkthrough 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.

**Site Visitation Schedule:**

**Date & Time:** Tuesday, October 24, 2023, at 1:00 PM

**Sign-in Address:** RVCC Main Building, 1 College Drive, Claremont, NH, 03743

**On-Site Contact:** Jason Thornton, Maintenance Director

Alternate visitation appointments can be made by request

Any inquiries regarding site 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). 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 River Valley Community College, providing the following information for each person:

Name  
Employer's Company Name

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:**

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 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, October 27, 2023 at 2:00 pm**. If any Addenda to the RFP are issued, please acknowledge in your bid.

Proposals should be emailed to Sean Fitzpatrick, [sfitzpatrick@ccsnh.edu](mailto:sfitzpatrick@ccsnh.edu). Receipt confirmation 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: RVCC24-01 Snow Removal Services**

**River Valley Community College**

**BID FORM**

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

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

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

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

**Total cost to perform services per scope of work  
(six-months Nov-Apr):** \$ \_\_\_\_\_

**Cost for salting/sanding (optional):** \$ \_\_\_\_\_

**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: RVCC24-01 Snow Removal Services  
River Valley Community College  
Plowing Schematic

