

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department

**REQUEST FOR PROPOSALS**

**Sealed** Request for Proposals, **plainly marked RFP #20-19 “ Snow Removal Services – City of Portsmouth DPW and the School Department” on the outside of the mailing envelope as well as the sealed envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **November 1, 2018 at 2:00 p.m.**

The City of Portsmouth is soliciting Proposals from contractors who wish to provide snow removal services for the City of Portsmouth and the School Department properties.

If you would like to obtain a copy of the Request for Proposal you may call the Purchasing Coordinator at 603-610-7227, visit the Finance Department on the third floor at the above address, or visit our website at <http://www.cityofportsmouth.com/finance/purchasing.htm>.

Addenda to this Request for Proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading at least two (2) days prior to the proposal due date. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator at [purchasing@cityofportsmouth.com](mailto:purchasing@cityofportsmouth.com).

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

## **OVERVIEW**

During the course of the winter season, the City of Portsmouth Department of Public Works (“DPW”), and the City of Portsmouth School Department (“School Department”) require snow removal services from private contractors.

The City intends to create two rosters of qualified contractors for snow removal services to establish in advance the rate of compensation for such services; one roster for the DPW and one for the School Department. Contractors may apply to be on one or both rosters. Snow removal services for the DPW and School Department will be on an as needed basis to supplement work performed by City forces.

The City seeks contractors that may have any of the following types of equipment: grader, front end loader, ten-wheel dump truck, bulldozer with 5-foot blade, plow trucks with and without wing plows, one-ton and greater dump trucks, and any other equipment that may be helpful with snow removal operations.

Contractors placed on either or both rosters will generally be ranked in order of rate per unit of hour for the equipment needed. The City reserves the right, however, to take into account responsiveness as well as past performance in determining which Contractor will be contacted first and given the opportunity to perform the work. The City will proceed down the roster as may be necessary to meet the needs of the City.

Contractors who are placed on the roster and who undertake the work will be required to perform services pursuant to the General Requirements described in this Request for Proposal (RFP). By seeking proposals from contractors, the City does not represent that it will utilize the Contractor's services any guaranteed number of times over the course of the year.

The City shall retain the right to remove any Contractor from any roster if Contractor fails to meet and maintain the General Requirements.

## **PROCEDURE**

Contractors may submit to be on one or both rosters.

**Submittal Requirements:** Contractors must submit the following:

1. Completed Proposal Form(s) keeping in mind the following:
  - Rates per Unit per Hour quoted on the Proposal Form shall be valid until May 15, 2019. Proposal unit hourly pricing must be inclusive; that is, cost of equipment, all labor costs, overhead, etc. Unit refers to each piece of equipment with operator(s).
  - Identify all equipment (make, model, size, number of units, etc.) that may be used for the City's snow removal operations.
2. Proof of Insurance as specified under “Insurance Requirements”

Contractor may submit such additional information as it deems necessary or helpful to the City's evaluation process.

**SPECIAL NOTICE TO THOSE SUBMITTING FOR SCHOOL DEPARTMENT ROSTER:** A mandatory site visit is required of the School Department properties prior to submission of a proposal. The site visit will be led by Facilities Director, Ken Linchey and arrangements may be made through the Central Office (431 5080).

School Department properties include:

|                       |                        |
|-----------------------|------------------------|
| Little Harbour School | 50 Clough Drive        |
| Sherburne School      | 35 Sherburne Road      |
| Middle School         | 155 Parrott Avenue     |
| New Franklin School   | 1 Franklin Drive       |
| High School           | 50 Andrew Jarvis Drive |
| Dondero School        | 32 Van Buren Avenue    |

**Evaluation Criteria:** Proposals will be evaluated using the following criteria:

1. Rates per unit per hour;
2. Contractor's past performance and reputation for timely, workman-like performance;
3. Contractor's willingness to commit to timely service; and
4. Ability to provide 24-hour emergency service;
5. Submission of all required information with proposal.

By submitting a proposal, the Contractor authorizes the City to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and reputation. Refusal to execute a release may result in disqualification.

**Rejection/Disqualification:** Proposals may be rejected:

- a) If the proposal is on a form other than that furnished by the Owner;
- b) If there are unauthorized additions, conditions or irregularities which may make the proposal incomplete, indefinite or ambiguous as to its meaning;
- c) If more than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- d) If there is evidence of collusion among bidders; or
- e) Failure to submit all required information.

**Delivery of Proposals:** When sent by mail, the sealed proposal shall be addressed to the City at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. Proposals received after the time for opening of the proposals will be returned to the proposer, unopened. Faxed proposals are NOT acceptable.

**Withdrawal of Proposals:** A proposal may be withdrawn unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

**Notification:** After the City’s review of the proposal, the City will prepare the DPW roster and the School Department roster and notify the selected contractors. The City’s rosters shall be available to the public.

### **RESERVATION OF RIGHTS**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

### **GENERAL REQUIREMENTS**

1. **Equipment** - Contractor must ensure that all equipment is registered and routinely inspected. The City reserves the right to verify this information.

All equipment must be equipped with a revolving or flashing amber light. Trucks hauling snow shall have side boards no higher than 9 FEET.

2. **Operators** - All operators must be properly licensed for the class of equipment being operated. The Contractor is responsible for updating operator information as necessary. The City reserves the right to verify this information at any time before contract award or any time throughout the duration of the contract. Any Contractor who fails to supply photocopies of the operator licenses if requested will be subject to disqualification.
3. **Work-** All work shall be performed in a workman-like manner within the demands and time constraints established by the City for the service.
4. **Scheduling-** The DPW will manage the contact, timing and scheduling for contractors on its roster. The School Facilities Director will manage the contact, timing and scheduling of contractors of in its roster.

Contractor must provide phone numbers where employees can be reached. The inability to make contact with Contractor within a reasonable amount of time is cause for the City to use other Contractors on the roster.

5. **Invoicing-** Contractor shall invoice the City within 30 days of a completed service at the rates set forth in its proposal and those rates shall remain in effect through May 2019. The City shall make payment within 30 days of receipt of invoice.

Invoices for the DPW should be submitted to:

City of Portsmouth  
Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

Invoices for the School Department should be submitted to:

Mr. Ken Linchey, Facilities Director  
Portsmouth School Department  
1 Junkins Ave., Suite 402  
Portsmouth, NH 03801

6. **Insurance** - Contractor shall meet the Insurance Requirements included with this RFP.
7. **Indemnification** – Contractor agrees to indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys’ fees) arising in any way out of the Contractor's performance should such Contractor perform work for the City pursuant to this RFP. Contractor will defend at its own expense all such actions with counsel satisfactory to City and will satisfy any judgment rendered against City in such action.
8. **Miscellaneous** –
  - a) Subcontracting is not allowed.
  - b) Contractor shall comply with all federal, state, and local laws, rules, regulations and ordinances that may be applicable to the operation of the equipment provided by Contractor for snow removal services.
  - c) Upon agreement of the City and any contractor, a contractor may remain on the snow removal roster at the rates submitted for an additional year for a total period not to exceed three (3) years.

**INSURANCE REQUIREMENTS**

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

**AMOUNT OF INSURANCE**

- A) Commercial General Liability:  
Bodily injury or Property Damage -- \$2,000,000  
each occurrence and general aggregate
- B) Automobile and Truck Liability:  
Bodily Injury or Property Damage -- \$2,000,000  
each occurrence and general aggregate

Commercial General Liability coverage and Automobile and Truck Liability coverage may be met with a combination of coverage including excess and umbrella liability coverage.

**TYPES OF INSURANCE FOR CONTRACTOR**

Purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall be the amount of \$500,000 for each accident illness or disease or such other amount that may be required by the most current laws of the State of New Hampshire, whichever is greater.
- B) Comprehensive General Liability Insurance covering bodily injuries and property damage shall also include coverage for:
  - 1) Injury to or destruction of wires, pipes, conduits, and similar property located below the surface of the ground, whether public or private;
  - 2) Collapse of or structural injury to any building or structure except those on which work under this Contract is being performed;
  - 3) Contractual liabilities related to bodily injury and property damage.
- C) Automobile and Truck Liability covering bodily injury and property damage covering the operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in connection with the prosecution of the work under this Contract.
- D) Product and Completed Operations coverage to be included in the amounts specified above for Comprehensive General Liability.

**EVIDENCE OF INSURANCE**

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Service Contract. Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

**CITY OF PORTSMOUTH  
PORTSMOUTH, NEW HAMPSHIRE**

**DPW  
PROPOSAL FORM**

The undersigned agrees that he/she has read the proposal documents including the General Requirements and Insurance Requirements, and agrees to the terms and conditions set forth therein. Proposer specifically understands that the City reserves the right to contract with as many vendors as it deems necessary for the safe, efficient, and timely removal of snow.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees no officer, agent or employee of the Owner is directly or indirectly interested in this proposal.

HOURLY RATE FOR EQUIPMENT WITH OPERATOR, AS DESCRIBED IN SUBMITTAL REQUIREMENTS.

**Proposal Rate:**

| Equipment Description* | Number of Units | Rate per Unit per Hour |
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\*Equipment such as: grader, front end loader, ten-wheel dump truck, bulldozer with 5-foot blade, plow trucks with and without wing plows, one ton and greater dump trucks, and any other equipment that may be helpful with snow removal operations.

Submitted by Authorized Agent:

\_\_\_\_\_  
(Print Name & Title)

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

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

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

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

City/State/Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

E-Mail Address \_\_\_\_\_



**CITY OF PORTSMOUTH  
PORTSMOUTH, NEW HAMPSHIRE**

**SCHOOL DEPARTMENT  
PROPOSAL FORM**

The undersigned agrees that he/she has read the proposal documents including the General Requirements and Insurance Requirements, and agrees to the terms and conditions set forth therein. Proposer specifically understands that the City reserves the right to contract with as many vendors as it deems necessary for the safe, efficient, and timely removal of snow.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees no officer, agent or employee of the Owner is directly or indirectly interested in this proposal.

**HOURLY RATE FOR EQUIPMENT WITH OPERATOR, AS DESCRIBED IN SUBMITTAL REQUIREMENTS.**

**Proposal Rate:**

| <b>Equipment Description*</b> | <b>Number of Units</b> | <b>Rate per Unit per Hour</b> |
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\*Equipment such as: grader, front end loader, ten-wheel dump truck, bulldozer with 5-foot blade, plow trucks with and without wing plows, one ton and greater dump trucks, and any other equipment that may be helpful with snow removal operations.

Submitted by Authorized Agent:

\_\_\_\_\_  
(Print Name & Title)

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

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

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

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

City/State/Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

E-Mail Address \_\_\_\_\_