

**TOWN OF LITCHFIELD, NEW HAMPSHIRE**

**2 Liberty Way  
Litchfield, NH 03052**



**REQUEST FOR PROPOSAL**

**WINTER MAINTENANCE SERVICES  
PARKING LOTS, LIBERTY WAY,  
BIKE PATH AND SIDEWALKS**

**CONTACT INFORMATION**

**Kevin Brown, Road Agent**

**Email: [Kbrown@Litchfieldnh.gov](mailto:Kbrown@Litchfieldnh.gov)**

**Phone: 603-424-4046 ext 1236**

**OVERVIEW:**

The TOWN of Litchfield, NH (hereinafter called "TOWN") is inviting proposals from qualified contractors, companies or individuals (hereinafter called "CONTRACTOR") for pre-treatment, snow removal, post-treatment and cleanup during and after winter storm events for facilities and sidewalks listed in the scope of work section. It is the TOWN'S preference to enter into one contract for option 1 and 2. However, the TOWN shall reserve the right to enter into separate contracts for option one (1) and option two (2) if deemed to be in the TOWN'S best interest.

**COST, PAYMENT SCHEDULE AND TERM OF CONTRACT:**

It is the intention of the TOWN to enter into a contract with a competent and responsive CONTRACTOR for plowing, shoveling and sanding/salting. CONTRACTOR shall submit a **Lump Sum Price** for year one (1) with options for a second and third year. The table below is for illustrative purposes and can be used as part of CONTRACTOR proposal submissions.

Year 1 - October 1, 2020 to April 30, 2021

Year 2 - October 1, 2021 to April 30, 2022

Year 3 - October 1, 2022 to April 30, 2023

<b>Lump Sum Price</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Option 1</b>	\$	\$	\$	\$
<b>Option 2</b>	\$	\$	\$	\$
<b>Option 1 &amp; 2</b>	\$	\$	\$	\$

**OPTION #1 SCOPE OF WORK - TOWN OFFICE, POLICE STATION, FIRE STATION PARKING LOTS, WALKWAYS AND LIBERTY WAY:**

1. CONTRACTOR shall be prepared to start pre-treatment at time designated by the Road Agent and clearing snow when accumulation reaches 1 inch. Snow removal shall continue throughout the storm event. Every effort shall be made to have parking lots, sidewalks, entryways, etc cleaned and treated before 7am Monday - Friday and throughout the storm event.
2. CONTRACTOR shall be prepared 7 days per week and 24 hours per day to accommodate demands of maintaining parking lots, walkways and Liberty Way during and throughout public safety emergency situations, calls and responses of

the Police Department and Fire Department during the duration of contract period.

3. CONTRACTOR shall have suitable equipment capable of handling average dry, wet or crusted snow with sufficient weight and cutting edges to prevent accumulation of packed snow. Equipment shall be able to apply sand and salt mix provided by the TOWN. At least one large heavy duty piece of equipment shall be parked on site for the duration of the contract period; exceptions can be approved by the Road Agent. For example, spring and fall, repair work, etc.

**OPTION #2 SCOPE OF WORK - ALBUQUERQUE, PINECREST, MCELWAIN & CHARLES BANCROFT HIGHWAY BIKE PATH AND SIDEWALKS:**

1. CONTRACTOR shall be prepared to start clearing each sidewalk at the time designated by the Road Agent. Each storm event is different but typically, clearing is conducted at the end of the storm except for designated school zones.
2. CONTRACTOR shall be prepared to dedicate staff and equipment as instructed by the Road Agent for high priority school zone locations. These locations shall be cleared one (1) hour prior to school openings, closings and early releases. Locations are as follows:
  - a. Campbell High School
    - i. Albuquerque Avenue - Woodhawk Way to Talent Road
  - b. Litchfield Middle School
    - i. Pinecrest Drive - Underwood Dr to McElwain Dr
    - ii. McElwain Drive
  - c. Griffin Memorial School
    - i. Pinecrest Drive - McElwain Dr to Charles Bancroft Highway
    - ii. Charles Bancroft Highway - Pinecrest Dr to Griffin Memorial School
3. CONTRACTOR shall have suitable sidewalk clearing equipment with a snow blower capable of handling average dry, wet or crusted snow and shall have access to alternative back-up equipment (plow is acceptable). Equipment shall have sufficient weight and cutting edges to prevent accumulation of packed snow.
4. CONTRACTOR shall clear sidewalks in two passes to maintain the entire width of asphalt surface from edge to edge.

5. CONTRACTOR shall clean all snow at road and bike path/sidewalk intersections. Coordination is required between TOWN and CONTRACTOR to address final clean-up of intersections.
6. TOWN shall be responsible for sanding and salting bike path/sidewalks.

**CONTRACTOR REQUIREMENTS:**

1. CONTRACTOR shall utilize its own equipment and labor and shall be responsible for all equipment repair, maintenance and fuel necessary to perform its contractual obligations.
2. CONTRACTOR shall be responsible for supervising the conduct and employment of its equipment operators in performing their contractual obligations.
3. CONTRACTOR acknowledges that it and any and all employees and operators shall be independent CONTRACTORS and not employees of the TOWN for any purpose whatsoever.
4. CONTRACTOR shall comply with all applicable Federal, State and local laws, regulations and provisions.
5. CONTRACTOR shall be solely responsible for making payment of all state and federal income taxes, unemployment insurance premiums, workers' compensation premiums and social security taxes for itself and its employees.
6. CONTRACTOR shall be responsible for all property damage, accidents, injury or deaths occurred while performing contractual duties for the TOWN and shall defend, indemnify and hold harmless the TOWN, its officers and employees from and against any and all claims, liabilities or penalties asserted against the TOWN, its officers and employees.

**TOWN RIGHTS:**

1. TOWN shall have the right to inspect all equipment used by the CONTRACTOR and shall have the right to reject any equipment which the TOWN deems to be unsuitable for winter maintenance activities due to inadequate working condition and/or no applicable certifications, registrations, calibrations and inspections.

2. TOWN shall reserve the right to terminate or suspend this Agreement at any time without penalty if the CONTRACTOR breaches any material term or condition or fails to perform or fulfill any material obligation of this Agreement.

**ASSIGNMENT/SUB-CONTRACTING:**

CONTRACTOR shall not sell, assign or transfer the contract or any part thereof or interests therein without the prior written consent of the TOWN.

**INSURANCE:**

CONTRACTOR shall, at its own expense, obtain and maintain in force throughout the contract the following insurance policies and name the TOWN of Litchfield as an additionally insured:

*Workers' Compensation* - minimum statutory requirements of NH RSA chapter 281-A.

*Comprehensive General Liability* - \$1,000,000 per occurrence and \$1,000,000 aggregate for all claims of bodily injury, death or property damage.

*Motor Vehicle Insurance* - \$1,000,000 per occurrence and \$1,000,000 aggregate for all claims of bodily injury, death or property damage.

**RIGHT TO ACCEPT, REJECT OR WAIVE:**

The TOWN shall reserve the right to accept or reject any or all proposals as it may determine, to waive any minor or non-material informalities and to accept or reject any item or combination of items, where the best interests of the TOWN are served. The TOWN will evaluate each proposal based on expectations for experience, qualifications and cost. The lowest cost will not automatically be awarded preferential consideration.

**CONTACT INFORMATION:**

All inquiries and questions shall be directed to Kevin Brown, Road Agent at [Kbrown@Litchfieldnh.gov](mailto:Kbrown@Litchfieldnh.gov) or 603-424-4046 ext 1236.

**PROPOSAL SUBMISSION DATE, TIME AND REQUIREMENTS:**

Proposals shall be mailed or delivered to TOWN Hall, 2 Liberty Way, Litchfield, NH 03052 in a sealed envelope clearly marked "PLOW BIDS RFP" on the outside envelope no later by 2:00 PM on Monday September 14, 2020. Emailed or faxed bids will not be accepted. During the "virtual" Board of Selectmen's meeting at 6pm on September 14, 2020 at 2 Liberty Way, Litchfield, NH, sealed proposals will be open and read aloud.

Due to COVID-19, the public is unable to attend. The meeting will be broadcast live on Litchfield TV and Youtube channels. In addition, CONTRACTORS can call to listen to the meeting, answer questions or provide testimony.