

# SULLIVAN COUNTY, NH



**INVITATION TO BID  
PLOWING AND SANDING SERVICES  
2016/2017 WINTER SEASON  
SULLIVAN COUNTY SHERIFF'S DEPARTMENT  
Sunapee Street, Newport, NH**

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON  
ON THURSDAY, OCTOBER 13, 2016  
AND SHALL BE SEALED AND ADDRESSED TO:**

John Cressy, Facilities & Operations Director  
Sullivan County Commissioners' Office  
14 Main Street  
Newport, NH 03773  
Phone (603) 542-9511 ext. 273

Sullivan County, New Hampshire is accepting sealed bids for snow removal and sanding for the Sullivan County Sheriff's Department parking lot on Sunapee Street, Newport, NH (next to the Newport Fire Department). The Sheriff's Department is an emergency response department and therefore it is critical that the parking lot be kept plowed and sanded at all times. Due to the grade of the lot and the shared use by tenants, this can be a challenge but is all the more important. Service will be expected from the first snow fall in 2016 to the last snow fall in the winter or spring of 2017.

Sealed bids may be either a lump sum for the winter season or per storm event or per trip, or some combination thereof. Sullivan County reserves the right to accept or reject any proposals.

There will be the opportunity to view the lot on Monday, October 3, 2016 by appointment. Please call John Cressy at the number above to schedule.

## **I. SCOPE OF WORK**

- A. The bid should reflect the cost to plow under the following conditions:
1. When 2 or more inches of snow has fallen *in Newport*;
  2. After each additional 3 inches of snow;
  3. A final clean-up when the storm is over and snow has stopped; and
  4. When called.
  5. Overnight storms must be cleaned up before the start of the business day (7 AM weekdays).

- B. The bid should reflect the cost to sand when slippery, after a storm, between storms, or when called.
- C. The bid should reflect the cost of periodic snow removal by bucket loader due to the shape of the lot. Snow removal will be necessary to maintain parking and to keep drainage open and reduce runoff into buildings.
- D. The bid should include the option of site clean-up in the spring.

## **II. SPECIAL CONSIDERATIONS**

- A. As much as possible, plowing, sanding, and snow removal operations should happen during non-business hours as the lot will be the emptiest then. Business hours are 7:00 AM to 4:00 PM Monday through Friday.
- B. The emergency generator for the building is located in the parking lot and must be kept clear at all times, with no snow left pushed up against it.
- C. If sanding operations are required during normal working hours or when vehicles are in the lot, care must be taken to idle down the sander or lower the directional flaps so that cars are not damaged by sanding operations.
- D. Sand must have a 25% salt mix to promote melting of ice.
- E. Invoices will be processed and paid within 30 days of receipt.

## **III. PROPOSAL REQUIREMENTS**

- A. Proposals must include the following:
  - 1. Contractor's name, address, and names of primary contact.
  - 2. Statement of qualifications and experience.
  - 3. List of any intended subcontractors.
  - 4. List of at least 3 commercial or government customer references.
  - 5. Agreement to contract provisions.
  - 6. Proof of insurance meeting requirements.
  - 7. Statement regarding any previous contract defaults (Has Contractor ever defaulted on a contract? If so, where and why?).
- B. In addition to the above, bids must include a statement that clearly identifies any and all exclusions, deviations or limitations to the specifications.

- C. Insurance: Within 14 days of award, and prior to the first storm (whichever is sooner), the winning bidder shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- The Contractor shall provide proof of automobile insurance coverage in the amount of \$1,000,000. The Contractor will furnish to the County a Certificate of Insurance *and an endorsement* prior to commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage.
  - The Contractor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits.
- D. The Contractor shall use every precaution to prevent injury or damage to County property. The Contractor shall be responsible for all damage and injury to persons and/or property during the execution of the work resulting from any act, omission, neglect, and/or misconduct in the manner or method of performing the work, to include the acts of any Subcontractors and work done as part of any warranty service. The Contractor shall indemnify, defend, and hold harmless the Sullivan County, its agents and assigns from any liability, damage, claims, penalties, and/or regulatory agency fines that may arise from the Contractor's operations. The Contractor shall promptly restore to the satisfaction of the County, at the Contractor's expense, any property that may be damaged during the execution of the work.
- E. The following factors will be considered as the basis for award of the proposal, with priority to be determined solely by the County:
1. Contractor Qualifications and References
  2. Contract Cost
  3. Ability to Meet Terms and Schedule in the Scope of Work
  4. Exclusions and Limitations
  5. Location of Business
- F. The successful bidder shall provide Sullivan County with a W9 form.

**Bids are due by Thursday, October 13, 2016 at 12:00 PM at the Sullivan County Commissioners' Office at 14 Main Street, Newport, NH. All bids should be sealed and be clearly marked "Sheriff's Department snow plow bid." Emailed or faxed bids will not be accepted.**

*Any questions regarding this bid should be directed to John Cressy, Facilities Director, Sullivan County, New Hampshire at (603) 542-9511 x 273. All answers and questions will be posted on the Sullivan County website at [www.sullivancountynh.gov](http://www.sullivancountynh.gov). No questions will be taken after October 7, 2016.*