



TOWN OF MEREDITH
Administrative Services
41 Main Street, Meredith, New Hampshire 03253-5861

◆ Telephone (603) 279-4538 ◆ Fax (603) 677-1090 ◆

Town of Meredith – 2011 Request for Proposal
Winter Maintenance

- I. Sealed Proposals:** The Town of Meredith is accepting sealed proposals for Winter Maintenance. Prices to include an hourly rate for snow removal and sanding along a prescribed route as established by the Town.

Each proposal shall be submitted in a sealed envelope and clearly marked “RFP 2011 Winter Maintenance” and submitted to the Administrative Services Director at Town Hall, 41 Main Street, Meredith, NH 03253 before 12 Noon on Wednesday, November, 16, 2011. Proposals will be opened directly at 12 Noon on Wednesday, November 16, 2011.

- II. Completion of Work:** The selected contractor shall be available to conduct said winter maintenance within two hours of notification from the town, and shall be available until released by the town.

III. Specifications:

1. Perform Snow removal and application of de-icing materials (supplied by the town) on a prescribed route and under the direction of the Public Works Department.
2. The successful contractor shall provide a duly registered and insured vehicle with a minimum GVW of 17,500 pounds, having installed on it a power angle snow plow at least 9 feet in length, preferably with a wing plow, and a materials spreader (“sander”) capable of holding 2 to 4 yards, operated by a properly licensed and trained operator.

IV. Payment:

Work will be inspected by the DPW Director; signature of the DPW Director or his designee will be required on all invoicing for payment. Invoices are due in duplicate and payable monthly within thirty (30) days of the date of the invoice. Invoices are to be for the actual dollar value of the service provided.

VI. Guidelines for Prospective Contractors:

It is the policy of the Town of Meredith, New Hampshire, acting through the Board of Selectmen, Town Manager and Public Works Director that contracts shall be awarded only to responsible contractors. At a minimum to qualify as responsible, a prospective contractor must provide to the Town of Meredith proof that they meet the following standard requirements related to this request for proposal:

- a) Certificate of insurance naming the Town of Meredith as an additional insured party
- b) Certificate of Existence, obtained from the State of New Hampshire (sample form included)
- c) Certificate of Vote-legal authorization of the company to bid (Sample included)
- d) Have all required State and/or Federal licenses, copies of which to be included
- e) Proof of workmen’s compensation insurance
- f) Written recommendation from previous clients attesting to experience, organization, technical qualifications, skills and to complete the work.

VII. Indemnity:

The contractor will indemnify, save harmless and defend the Town of Meredith, its officers, agents and employees from and against any and all suits, actions, legal proceedings, claims, demands, costs, damages, expenses and attorney's fees incidental to any work done in the performance of this contract arising out of a willful or negligent act or omission of the contractor, its officers, agents or employees; provided, however, that the contractor shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses or attorneys fees arising out of willful or negligent act of omission of the Town, its officers, agents or employees.

VIII. Observance of Laws and Ordinances:

The contractor shall secure all permits and licenses imposed by laws and ordinances pay all charges, fees and violations and give all notices necessary and incidental to the Town of Meredith.

IX. Payments to Other Parties:

The contractor shall not obligate the Town to make any payments to another party, nor make any promises or representations to another party on behalf of the town, without prior written approval of the Town Manager or his authorized representative. No work shall be done until such written approval is given.



TOWN OF MEREDITH
Administrative Services
41 Main Street, Meredith, New Hampshire 03253-5861
◆ Telephone (603) 279-4538 ◆ Fax (603) 677-1090 ◆

PROPOSAL SHEET
2011 Winter Maintenance

Hourly Rate for Truck and Driver _____

Equipment Information:

Make _____ Model _____

GVW _____ Plow Length _____ feet

Sander Capacity _____ yards

Please include recent pictures of the truck, plow and sander with your submission.

Contractor Information:

Name: _____

Address: _____

Mailing Address: _____

Telephone # _____ Cell #: _____

Fax Number: _____

Signature: _____

General Instructions:

Please return the PROPOSAL SHEET, along with all required certifications and representations, to Brenda Vittner, Administrative Services Director, Town of Meredith, 41 Main Street, Meredith, NH 03253.

Proposals must be received before noon on xxx in accordance with all requirements outlined in Section I of this RFP.

EXHIBIT A
Insurance Requirements for
Contractor for the Town of Meredith, NH

Name of Contractor: _____

Name of Insurance Company(s):

Policy Number(s): _____

General Liability:

General Aggregate		\$2,000,000.00
Commercial General Liability Occurrence	Products Completion Operations Aggregate	\$2,000,000.00
Comprehensive Form Premises/Operation	Personal & Advertising Injury	\$ 500,000.00
Contractual Independent Contractors	Each Occurrence	\$1,000,000.00
Board Form Property Damage Personal Injury	Fire Damage (Any one fire)	\$ 250,000.00

Automobile/Equipment Liability:

<input checked="" type="checkbox"/> Any Auto	<input checked="" type="checkbox"/> Any Equipment
<input checked="" type="checkbox"/> Any Hired Auto	<input checked="" type="checkbox"/> Any Hired Equipment
<input checked="" type="checkbox"/> Non-Owned Auto	<input checked="" type="checkbox"/> Any Non-Owned Equipment

Worker's Compensation/Employee's Liability:

NH Statutory Provisions Coverage-Employee bodily injury by accident, disease and policy limit.

Other:

The Town of Meredith shall be named as additional insured and certificate holder while transporting Meredith materials or property.

<p>SAMPLE</p> <ol style="list-style-type: none"> 1. This sample should be reproduced on Company Letterhead. 2. Areas indicated in Italic, Bold and Underlined should be filled in with the indicated information. 3. The original when complete should be sent with the contract.
--

EXHIBIT C
CERTIFICATE OF VOTE

(CORPORATE NAME)

I, (Name of Clerk or Secretary), hereby certify that I am the duly elected *(Clerk or Secretary)*, of (Name of Corporation).

I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors of the Corporation, duly called and held on (Date of Meeting), at which a quorum of the Board was present and voting.

DULY VOTED:

(Inserted herein should be the vote of the corporation authorizing specific officers of the corporation, on behalf of the corporation, to enter into a specific contract, lease or other agreement with the Town of Meredith and further authorizing said officers to execute any documents which may in their judgment be desirable or necessary to effect the purpose of this vote.)

I hereby certify that said vote has not been amended or repealed, remains in full force and effect as of (Date of Contract), and that (Name(s) of authorized officers(s) is/are the duly elected titles(s)), respectively of this corporation.

Attest:

 (Clerk or Secretary)

 Date

State of New Hampshire

County of _____

On this the _____ day of _____, 20____, before me, _____ the undersigned officer personally appeared _____, who acknowledged himself/herself to the _____ of _____ corporation, and the he/she, as such _____, being authorized so to do executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as _____.

In witness whereof I hereunto set my hand and official seal.

 Justice of the Peace/Notary Public