

STATE OF NEW HAMPSHIRE
Department of Employment Security



State of New Hampshire
Department of Employment Security
45 South Fruit Street
Concord, NH 03301

RFB #: NHES 2024-05
Bids Due: October 4, 2024

**REQUEST FOR BID FOR: Rooftop Snow Removal at the Tobey Building, 45 South Fruit Street,
Concord, NH**

Unless specifically deleted by NH Department of Employment Security the following General Terms and Conditions apply to this Request for Bid and any resulting Contract.

GENERAL CONDITIONS FOR BIDDING AND CONTRACTS

NATURE OF PROPOSAL AND ELIGIBILITY TO BID. This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the NH Department of Employment Security.

SAMPLES AND DEMONSTRATIONS. When samples are required, they must be submitted free of costs and will not be returned.

Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the NH Department of Employment Security before the date and time specified for the opening. Bids must be submitted on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Exercise Tax and no charge for handling unless required by law.

SPECIFICATIONS: Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at NH Department of Employment Security at least five (5) days prior to bid opening. Vendors shall be notified in writing if any changes to bid specifications are made.

AWARD: The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the bid invitation. Unless otherwise noted, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension the unit price will prevail.

When identical low bids are received with respect to price, award will be made in accordance with Administrative Rules.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

PATENT INFRINGEMENT. Any bidder who has reason to believe that any other bidder will violate a patent, should such responding bidder be awarded the contract, shall set forth in writing prior to the date and time of bid opening detailing the grounds for belief and detailed description of patent.

ASSIGNMENT PROVISION. The vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations or contracts in restraint of trade which materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

FEDERAL FUNDS. The Division of Plant and Property Management, as the delegated enforcement agency of RSA 21-1:14 for the Commissioner's Office, shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

STATES OPTION. NH Department of Employment Security reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION. Bidder hereby acknowledges that all information relating to this bid and any resulting order (Including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY. Bidder agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

SPECIFICATION COMPLIANCE. The vendor may be required to supply proof of compliance with the bid specifications. When requested, the vendor must immediately supply NH Department of Employment Security with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the Vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by NH Department of Employment Security are part of the bid and will apply to any contract awarded to the bidder unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the bidder.

OFFER. The undersigned hereby offers to sell to the State of New Hampshire the services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

Company Name: _____

Address: _____

Telephone(Local): _____ **(Toll Free)** _____

Fax Number: _____

Authorized Signature: _____

(Type or Print Name Here)

This document must be signed by a person who is authorized to legally obligate the bidder. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the bidder and that any and all other terms and conditions submitted by the bidder are null and void even if such terms and conditions have terminology to the contrary. Bidder shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

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1. The State of New Hampshire, acting through NH Department of Employment Security engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws. In addition, the Vendor shall comply with all applicable copyright laws.

3. TERM. The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at its sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the contractor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the state for any excess costs.

If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipments. All deliveries shall be FOB Destination.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof regarding any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. INDEMNIFICATION. The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The vendor agrees to indemnify and defend the State of New Hampshire from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

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Instructions for Request for Bid (RFB)
REQUEST FOR BID:

Rooftop Snow Removal at the Tobey Building, 45 South Fruit Street,
Concord, NH

NOTE TO VENDORS

Read and follow these instructions carefully. Many bid responses are submitted incorrectly due to vendor failure to read and follow all instructions. Should you have any questions, refer to the instructions entitled "RFB Inquiries".

PURPOSE

The purpose of this bid invitation is to establish one service agreement contract for rooftop snow removal at the Tobey Building, 45 South Fruit Street, Concord, NH, for the State of New Hampshire, Department of Employment Security (or "NHES"), in accordance with the requirements of this bid invitation and any resulting order.

LOCATION

All prices for services must be FOB destination as defined by the following city/town location: 45 Fruit Street, Concord, NH 03301.

CONTRACT AWARD

This contract shall be awarded in total. The award of the contract shall be based upon the net low bid for services as indicated in the "Offer" section of this bid. Bidder's offer must be written on an hourly basis and must meet the required specifications.

RFB INQUIRIES

This RFB is issued for the New Hampshire Department of Employment Security, the sole point of contact for the State of New Hampshire during the selection process.

Inquiries must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this RFB. Submissions must clearly identify the RFB Number, the Vendor's name, address and the name of the person submitting the question.

Please take the time to read the RFB carefully before submitting inquiries and make your inquiries as clear as possible. Reference the section of the RFB in question. All inquiries or proposed changes must be submitted in writing and received at the NH Department of Employment Security by the date listed below. Inquiries must be submitted by e-mail to Erik Bal at the following address: Erik.P.Bal@nhes.nh.gov.

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TIMELINE

- 9/17/2024 – Bid solicitation (RFB) posted and distributed.
- 9/25/2024 – Deadline for questions, clarifications or requested changes.
- 9/27/2024 – Responses to questions, clarifications or requested changes.
- 10/4/2024 – Deadline for submitting bids (Bid Opening at 45 S. Fruit St., Concord)

ADDENDA

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the NH Department of Employment Security will post on the NH Purchase and Property and NHES websites any Addenda. Before submitting your bid, always check the site for any addenda or other materials that may have been issued. The web site address is. www.admin.state.nh.us/purchasing/bids.asp

TERMS OF SUBMISSION; RETURN OF COMPLETE ORIGINAL RFB

Vendors must submit a complete response to this RFB. It is mandatory that the vendor conform and respond in accord with the RFB instructions and requirements with completeness and clarity of content. Your "Original" bid submission must include a complete printout of the entire RFB, including a fully filled out "Vendor's Bid Response."

SUBMISSION OF BID RESPONSE

Your RFB response MUST conform to the following criteria to be considered for award:

All responses must be delivered in sealed packages; permanently marked showing the following information on the outside of the package:

- Vendor's Name and Address
- RFB Number (**RFB NHES 2024-05**)
- BID Due Date (**October 4, 2024 at 4:30 p.m.**)
- Indicated as "SEALED BID"
- Entitled: "Rooftop Snow Removal for the Tobey Building"

The "ORIGINAL" RFB submission must be clearly and permanently marked "ORIGINAL" on the cover.

No forms other than the attached pricing quote sheet may be used to submit pricing for this bid.

- Price Response Sheet must be either typewritten or legibly printed in permanent ink.
- Any change, strikeover or other evidence of alteration to Price Response Sheet **MUST** be initialed by bid signer.
- A **single vendor** will be awarded the contract for rooftop snow removal services. This will be a one (1) year contract. Vendors must also submit one (1) identical "COPY" of the bid response which must be clearly and permanently marked "COPY" on the front.

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The response package must be delivered to the following address:

**New Hampshire Department of Employment Security
45 South Fruit Street
Concord, NH 03301-4857
Attention: Erik Bal**

All responses must be received at the NH Department of Employment Security at the above address on or before 4:30 p.m. on the bid due date stated on the first page of this bid. Vendors mailing their responses must allow for sufficient time for delivery by the deadline. Bids received later than the specified date and time may not be considered.

VENDOR CERTIFICATIONS

All bidders must be duly registered as a vendor authorized to conduct business in the State of New Hampshire. In order to become duly registered, the following processes must be completed:

- **State of New Hampshire Vendor Application:** Bidders must have a completed Vendor Application and W-9 Form* on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms www.admin.state.nh.us/purchasing/bids.asp .
**Do not submit these documents as part of your bid submission.*
- **New Hampshire Secretary of State Registration:** A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state).

SUBCONTRACTORS

The vendor shall be solely responsible for meeting all requirements and terms and conditions specified in this RFB, its response and any resulting contract. The vendor must describe in its bid any intended use of third (3rd) parties or subcontractors. The State must approve any use of subcontractors.

CANCELLATION OF RFB

The State reserves the right to cancel this solicitation at any time prior to contract award in which case all responses will be rejected.

BID PRICES

Bid prices shall include all supplies, parts, labor, shipping cost, and travel that may be required to maintain equipment.

ADDITIONAL INFORMATION

The State reserves the right to make a written request for additional information in writing from a Vendor to assist in understanding or clarifying a bid.

BID MUST BE SIGNED ON FRONT COVER SHEET TO BE CONSIDERED.

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REQUEST FOR BID

Rooftop Snow Removal at the Tobey Building, 45 South Fruit Street, Concord, NH

SECTION I. TERMS OF BID AND CONTRACT

(a) The awarded vendor must adhere to the general terms and conditions listed within the State of New Hampshire General Provision Statement as well as the State of New Hampshire General Conditions for Bidding and Contracts included in this bid invitation. ***No alterations may be made to this bid invitation or the terms and conditions after the vendor inquiry period.*** Any alterations will result in disqualification of the bid.

(b) This repair service contract will be in effect for a one (1) year period beginning upon Governor and Council approval (if applicable). Any request for service placed by the State within the time period of this contract, even up to the last minute, is to be covered in accord with the terms described herein.

SECTION II. SCOPE OF SERVICES

2.1 Rooftop Snow Removal

Contractor shall furnish necessary labor, equipment, and expertise to remove excess snow from rooftops and building perimeters at the Tobey Building, 45 South Fruit Street, Concord, NH (18,000–20,000 sq. ft. PVC membrane roof). Contractor will leave approximately 6" of snow to protect roof surfaces and materials.

Snow removed from roofs and deposited into walkways, parking areas, or in front of HVAC equipment, generators or windows, must be removed.

The Tobey Building and other State facilities do not have space for on-site snow storage. Removal of shoveled snow from facilities should be done immediately if possible, but always within 48 hours.

2.2 Safety

Safety and protection of NHES personnel and property is of the utmost concern. Contractor will, whenever necessary or required, furnish safety equipment and devices and take all precautions necessary to protect health, safety, and property. All work will interfere as little as possible with NHES business functions.

Work will be performed in compliance with all applicable State and Federal safety laws, rules, regulations and standards, including but not limited to OSHA and US Department of Labor requirements.

2.3 Damage to NHES Property

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Any damage to NHES property will be reported to NHES by the Contractor within five (5) working days of any incident. Damage to NHES property will be the responsibility of the Contractor. Contractor will repair any damage it causes to NHES property promptly at no expense to NHES.

2.4 Removal of Debris

Any rubbish or debris, including spent batteries or other equipment, will be promptly removed from the premises following replacement. All materials will be disposed of off-site in accordance with applicable laws, rules, regulations and ordinances.

2.5 Other Terms and Conditions

Routine work under this Agreement will be performed in a timely and professional manner during normal working hours unless otherwise agreed in advance.

It is recommended that Contractor have a site specific snow removal health and safety plan prior to beginning work to ensure OSHA safety standards are met.

SECTION III. INVOICING REQUIREMENTS

Contractor will invoice NHES following completion and acceptance of each job. NHES will make payment through the normal state payment process, which is up to 30 days following receipt of approved invoice.

Invoice must include the following:

- Date work was performed;
- Address of job site;
- Brief description of work performed;
- Itemized listing of hours worked, including shoveling and nature of snow removal (ie: rooftop snow removal or perimeter clean up); and
- Hourly rate charged.

Invoices will be sent to:

**NH Department of Employment Security
Fiscal Management Section
45 South Fruit Street
Concord, NH 03301**

Invoices may also be emailed to: accountspayable@nhes.nh.gov

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SECTION IV. REQUIREMENTS OF THE SUCCESSFUL BIDDER

Upon receipt of contract award notification, the successful bidder must furnish the following:

- A signed and completed Contract Form P-37, provided by Agency at award of bid.
- A fully executed Certificate of Vote/Authority, providing evidence that the person signing the agreement for the company is duly authorized to do so.
- Certificate of Comprehensive General Liability Insurance in the amount of \$2 million or more per each occurrence and proof of Workers' Compensation coverage for vendor's employees.
- Certificate of Good Standing from the State of New Hampshire Department of State.

The awarded vendor must also be certified as noted in RFB instructions.

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VENDOR'S BID RESPONSE

Firm: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Please list pricing. Mark in appropriate areas.

Item	Cost
Hourly Rate per Worker	\$
Flat Rate Per Incident	\$