



Town of Effingham
Selectmen's Office
68 School Street
Effingham, New Hampshire 03882
phone (603) 539-7770

**REQUEST FOR PROPOSALS FOR
SNOW PLOWING / APPLICATION OF SALT/SAND
WINTER SEASON 2026-2029**

I. REQUEST FOR PROPOSALS

The Town of Effingham, NH is soliciting proposals for the plowing of snow as well as the application of salt and sand to Town roads. Proposals shall be based on the price of the annual seasonal basis. The Town will enter into a contract with the successful bidder after approval by the Board of Selectmen.

II. BACKGROUND

The Town plans to contract out plowing of Town road and Town facilities to an outside contractor.

III. SCOPE OF SERVICES

1. Work: The Contractor shall provide labor, fuel, and equipment to provide winter maintenance services to include snowplowing as well as the application of deicing and traction materials for the Town for three winter seasons in accordance with Attachment A: Town of Effingham Winter and Inclement Weather Policy and Priorities.
2. Services: The Contractor shall designate a driver/operator who possess a valid driver's license for the vehicle to be operated and a legally registered truck or piece of equipment with plow and sander to be ready and available for service upon request by the Town or designated operation leader. It is understood and agreed that the driver/operator will be on call and available during snow and precipitation. The Contractor will provide phone numbers home and cell if applicable for the primary and secondary designated driver/operators for winter maintenance operations. The Contractor shall make all efforts to provide the same driver/operator to the same piece of equipment that will operate on a designated route. The driver shall make every effort to plow/apply materials safely and expeditiously. At no time shall the driver leave his or her route without notifying the designated operation leader. The Contractor must supply means of communication between the driver/operator and operation leader and the Town during snow/ice events.
3. Equipment: Bidder should also provide a list of plow vehicles and equipment that would be available for contract. Required equipment is provided in the example contract in Appendix B.

IV. TERMS

The Town will use the contract language in Appendix A and B as the basis of award. Service period to be provided for three winters: Season One: November 1, 2026, to April 30, 2027, Season Two: November 1, 2027, to April 30, 2028, and Season Three: November 1, 2028, to April 30, 2029.

V. ADDITIONAL REQUIREMENTS

1. The Contractor shall be compensated as an independent contractor and shall be responsible



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for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to this project at levels in accordance with State and Federal law.

2. If the contractor finds it necessary to employ sub-contractors, they shall be approved by the Town. All sub-contractors shall be competent to perform the work they are called upon to do and certified where applicable.
3. The Contractor shall not compensate, in any way, a town officer, employee, or any member of the family of such officer or employee in the performance of any work under this contract.
4. Contractor agrees that it will provide and maintain during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Town a certificate of insurance showing such coverages before providing any services under this Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least \$1,000,000; and (3) Statutory Workers' Compensation insurance.
5. Omnibus Transportation Employee Testing Act of 1991: The Contractor and his/her employees that work under this agreement shall comply with all rules and regulations outlined in the Federal Register pertaining to this Act.
6. All Contractor operators must remain drug and alcohol free while operating equipment servicing the Town. All operators must sign the applicable waivers allowing the results of drug/alcohol testing to be released to the Town of Effingham. Positive results for drugs or alcohol by an operator working on behalf of the Town will result in breach of contract. Failure of an operator to submit to drug/alcohol testing will result in breach of contract.

VI. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the Town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Effingham and how responsive they will be in terms of cost efficiency to the Town of Effingham.

VII. PROPOSAL DEADLINE.

Sealed Bids are due by 4:30 pm, Tuesday December 30, 2025, to the Board of Selectmen's Office, Effingham Town Hall, 68 School Street, Effingham, NH 03882. Sealed Bids must be marked 'Winter Maintenance Services'. Proposals received after this deadline will be rejected. The Board of Selectmen will open and review the sealed bids on December 30, 2025, at 5:00 pm.

VIII. SELECTION PROCESS

The Town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide



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the required service. These bidders may be requested to make an oral presentation to explain their proposal and answer questions.

IX. PROPOSAL REQUIREMENTS

The Town of Effingham reserves the right to reject all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, bidders must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals. All questions about this Request for Proposals should be submitted to:

Caitlyn Pitts, Town Administrator

E: townadmin@effingham.nh.gov | P: (603)539-7770, ext. 3

68 School Street

Effingham, NH 03882

Proposal Preparation: In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered invalid proposals. Additional detailed information may be annexed to the proposal.

Format of Proposal: Proposers are instructed to be concise, and proposals should include, in order, the following:

1. Letter of Transmittal;
2. Executive Summary to include understanding the relevant services the bidder can provide;
3. Brief organization profile, including background and experience of the contractor;
4. Previous work summaries, including reference contact information for a minimum of three (3) contracts (jobs), which are similar in scope to the services described herein that demonstrate pertinent corporate and key personnel experience; listing of the pertinent services may be included (the Town reserves the right to contact any references provided by the proposer or otherwise obtained);
5. Billing rate for services on a monthly basis.

Bids must be in a sealed envelope clearly marked: **“WINTER MAINTENANCE SERVICES”**.

Signature/Certification: An official authorized to bind the offer shall sign the proposal and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address, telephone number and email address of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for clarifying submitted information.