



PLANNING AND DEVELOPMENT

14 NORTH STREET

CLAREMONT, NH 03743

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REQUEST FOR QUALIFICATIONS (RFQ)

TITLE: GENERAL FACILITY MAINTENANCE – SAWTOOTH GARAGE

DATE ISSUED: September 19, 2016

DUE DATE: October 4, 2016

TIME: 4:00 PM

LOCATION: CITY OF CLAREMONT

City Manager's Office

58 Opera House Square, Claremont, NH 03743

GENERAL DESCRIPTION OF THE WORK REQUIRED

The City of Claremont is seeking general facility maintenance for the Sawtooth parking garage. These services would include:

- spring & fall clean up
- regular maintenance of entrance area –mowing and snow shoveling
- salting and sanding as needed
- weekly trash removal
- keep all roof /floor drains clear of debris
- small maintenance projects as needed

Bid may also include:

- spot sidewalk snow shoveling as needed to ensure pedestrian safety around the garage area

Proposals must conform to the requirements of this Request for Qualifications (RFQ). The City reserves the right to waive any irregularity in any proposal, or to reject any proposal that does not comply with this RFQ.

In the Proposal, please include the following contents:

List of qualifications in an envelope marked "SAWTOOTH MAINTENANCE":

1. State how long the individual/business has been operating.
2. Do you have equipment necessary for applicable jobs?
3. Please list at least three references with contact information.
4. What work has been done for the City of Claremont if any in the past? Please list dates and activities.
5. What is the estimated lead time for a return phone call? Specify how many employees there are. Do all perform the same duties?
6. Provide proof of comprehensive general liability insurance - \$1,000,000 per occurrence/ \$2,000,000 aggregate

In a separately sealed envelope and marked "SAWTOOTH PRICING":

1. Spring and Fall clean-up cost, cleaning all floors and decks of accumulated debris;
2. Regular lawn care service; cost per job or cost per hour (if per hour specify anticipated man-hours dedicated to perform each task to complete the project);
3. Regular winter shoveling service; cost per job or cost per hour (if per hour specify anticipated man-hours dedicated to perform each task to complete the project);
4. Weekly trash removal service; cost per job or cost per hour
5. Small maintenance projects – cost per hour
6. Stipulate the name of the prime contact person who will have overall responsibility for the project.

Submittal/Format

Proposals are due by Tuesday, October 4th, 2016 at 4:00 P.M. Documents must be in a sealed envelope; clearly marked RFQ for SAWTOOTH PARKING GARAGE MAINTENANCE and must be submitted to:

City of Claremont
City Managers Office
58 Opera House Square
Claremont, NH 03743