COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.
EMPOWERING COMMUNITIES SINCE 1965

Request for Proposals (RFP) for **snow plowing services** for a Child Development Centers located in **Concord, Pittsfield, and Laconia NH**

REQUEST FOR PROPOSALS (RFP)
Snow Plowing Services – Concord Head Start, Laconia Head Start, Pittsfield Early Head Start, NH
Issued by: Community Action Program Belknap-Merrimack Counties, Inc. 8 Old Suncook Road, Concord, NH 03302 www.capbm.org

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1. Introduction
Community Action Program Belknap-Merrimack Counties, Inc. (CAPBM) is soliciting proposals from qualified snow removal contractors to provide **seasonal snow plowing and sanding** for **three Child Development Centers** located in **Concord, Pittsfield, and Laconia NH**. This contract is essential to ensure the safety and accessibility of families and staff throughout the winter season. Contractors must be reliable, responsive, and capable of managing snowfall events on short notice.

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2. Property Information
Property Name: Concord Head Start
Address: 67 Old Loudon Road, Concord, NH
Surface Areas to Maintain:
- All paved areas including driveway(s) and parking area(s)
- Walkways to all building entrances
- Emergency access routes
- Sidewalks and fire hydrant clearance zones
- Playground gates and paths
- Mailbox

Property Name: Laconia Head Start
Address: 121 Belmont Road, Concord, NH
Surface Areas to Maintain:
- All paved areas including driveway(s) and parking area(s)
- Walkways to all building entrances
- Emergency access routes
- Sidewalks and fire hydrant clearance zones
- Playground gates and paths

Property Name: Pittsfield Head Start
Address: 7 Fayette Street, Pittsfield, NH
Surface Areas to Maintain:
- All paved areas including driveway(s) and parking area(s)
- Walkways to all building entrances
- Emergency access routes
- Sidewalks and fire hydrant clearance zones
- Playground gates and paths
- Mailbox

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3. Scope of Work
The contractor will be responsible for the following services:

- **Hours:** Monday through Friday snow/ice cleared by 6am through 6pm
- **Snow Plowing:** Clear all driveways and parking areas promptly after each snowfall (2" accumulation or more, or per direction from CAPBM).
- **Snow Blowing and Shoveling:** Maintain walkways, stairs, and building entrances.
- **De-icing/Sanding:** Apply salt, sand, or ice melt to driveways, parking areas, and walkways as needed for safety. Concrete surfaces should have ice melt (no salt).
- **Clearing of Fire Hydrants and Emergency Exits.**
- **Post-storm follow-up** to address drift, freezing, or additional safety concerns.
- **Icicles:** remove icicles from roof lines to prevent safety hazards.
- **Ice melt buckets**

Snow Relocation/Hauling: If accumulated snow hinders parking, access, or visibility, the contractor shall be responsible for relocating or hauling snow off-site. This service will be billed separately and shall only proceed with prior approval from the Facilities Coordinator or Site Director.

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4. Term of Contract
The contract term shall run from **November, 2026 (TBD) through April 30, 2027**, with the option to renew annually for up to **two (2) additional seasons** based on performance and funding availability.

The total seasonal cost must not exceed the approved budget amount without prior written authorization from CAPBM.

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5. Proposal Requirements
Billing: Contractor shall invoice monthly for services rendered, with itemized descriptions of dates, service type, and hours (if applicable). Payment is net 30 days.

Each proposal must include:

- Company name, address, phone, and email
- List of equipment available for use at this site
- Pricing proposal:
    - Per visit and seasonal pricing options
    - Sanding/de-icing pricing structure
    - Emergency/on-call rates (if different)
- Proof of insurance (general liability and workers' compensation)
- Three (3) references from similar clients

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6. Insurance Requirements
The selected contractor must maintain:

- **General Liability Insurance:** Minimum $1,000,000 per occurrence
- **Workers' Compensation Insurance:** As required by NH law
- **Automobile Liability Insurance:** If vehicles are used in service

Proof of insurance must be provided upon award and kept current throughout the contract.

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7. Contractor Responsibilities
Compliance: Contractor agrees to comply with all applicable local, state, and federal regulations, including OSHA safety standards and non-discrimination provisions.
Maintain confidentiality and discretion around residents

- Perform services in a safe, professional, and respectful manner
- Maintain a communication log with CAPBM site staff regarding service dates, times, and any issues encountered
- Notify CAPBM immediately of any site hazards or incidents

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8. Submission Instructions
Contractors may bid on any or all locations.

Any questions must be submitted via email to mtabory@capbm.org by Tuesday, November 10th at noon.

Proposals must be submitted by November 13th , 2026, at 4:00 PM to:

Name: Michael Tabory
Community Action Program Belknap-Merrimack Counties, Inc.
Email: mtabory@capbm.org
Subject Line: Proposal – Snow Plowing (Child Development – *property name*)

CAPBM reserves the right to reject any or all submissions, and may select different contractors for each location at its own discretion.

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9. Termination
CAPBM reserves the right to terminate the agreement for cause with 30 days' notice in the event of nonperformance. Missed plowing events, poor quality of service, or safety hazards may result in withholding of payment or early termination.

CAPBM reserves the right to reject any or all proposals, may select different contractors for each location at its sole discretion. and to negotiate with the selected contractor(s) before awarding a contract.
