



TOWN OF EPPING, NEW HAMPSHIRE

REQUEST FOR PROPOSALS (RFP)

**CONSTRUCTION, SOIL PROCESSING,
HAULING, AND STOCKPILING SERVICES**

Contact

Jake Roger, Town Administrator

administrator@eppingnh.gov

Due Date

Delivery by 2:00 pm on January 23rd, 2026



I. GENERAL PROJECT INFORMATION

A. Introduction

This is a blanket bid for the processing, delivery, and stockpiling of construction soils including Select Sand, Topsoil, and Common Borrow fill as specified herein for the Town's use for future construction projects. These construction soils will be processed by the Bidder to meet project specifications and be delivered to and stockpiled at the Town's sand pit located on Mill Pond Road, Map 27, Lot 20. Delivered material will be inspected, tested, and approved prior to acceptance by the Town.

All construction soils delivered to the site shall be free of contaminants. Concentrations of contaminants in soil shall not exceed New Hampshire Department of Environmental Services (NHDES) Soil Remediation Standards as set forth in Section Env-Or 606.19 of the NH Code of Administrative Rules. The Town may request additional testing if construction soils are believed to contain contaminants, which will be completed by a laboratory selected by the Town at the Bidder's expense.

B. Purpose

The purpose of this RFP is to secure competitive pricing from qualified bidders for the purchase, delivery, and stockpiling of Select Sand, Topsoil, and Common Borrow meeting the specifications outlined herein.

C. Who May Respond

Bidders capable of supplying the quality and quantity of materials meeting the specifications described in this RFP and able to deliver and stockpile the material may respond.

D. Instructions on Submission

- Proposals must be submitted **no later than 2:00 pm Eastern Standard Time on January 23rd, 2026.**
- Inquiries.** Inquiries/questions regarding this RFP should be emailed to:

Jake Roger
Town Administrator
administrator@eppingnh.gov

- Conditions of Submission.** All costs incurred in the preparation of a submission responding to this RFP will be the responsibility of the Bidder and will not be reimbursed by the Town.
- Instructions to Prospective Bidders.** Your submittal should be addressed as follows:



Jake Roger
Town Administrator
Epping Town Hall
157 Main Street
Epping, NH 03042

It is important that the package be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposals

2:00 pm Eastern Time, January 23rd, 2026

Sealed Proposal for Construction Soil Processing, Hauling, and Stockpiling Services

Failure to do so may result in premature disclosure of your package. The Bidder is responsible for ensuring that the Town receives the package by the date, time, and in the manner specified above. Late and/or unsealed submissions will not be considered.

Right to Reject. The Town reserves the right to reject any and all submissions received in response to this RFP.

- **Notification of Award.** It is expected that a decision selecting the successful proposal will be made approximately three (3) weeks after the closing date.

E. Material Specifications

The Town requires the following quantities for each material:

- 17,000 cubic yards (CY) of Select Sand
- 3,000 CY of Loam
- 9,000 CY of Common Borrow

The Town reserves the right to increase or decrease quantities. No minimum or maximum quantities guaranteed.

Bidder will be responsible for completing the required testing to document conformance with project specifications. The Bidder's selected testing laboratory is required to be included on the bid form. The Town may select the locations from which the samples are collected and may require additional testing if the test results are unsatisfactory.

The **Select Sand** must meet the following specifications:

1. Select Sand shall be tested for grain size distribution as determined by ASTM D6913 at a minimum frequency of 1 test per 3,000 CY processed and delivered to the site. Select sand shall be well graded sand without excessive fines, free from loam clay, and organic matter and meeting



the following grain size distribution:

U.S. Standard Sieve Size	% Finer By Weight
1 in.	100
#4	60-100
#10	40-95
#40	10-50
#100	0-20
#200	0-10

2. Select sand shall not contain more than 15 percent calcium carbonate as determined by ASTM D4373. At least one test shall be performed on a representative sample from each source.
3. Select sand shall have a hydraulic conductivity greater than or equal to 1×10^{-3} cm/sec as determined by ASTM D2434 at a minimum frequency of 1 test per 3,000 CY processed and delivered to the site.

The **Topsoil** must meet the following specifications:

1. Topsoil shall be processed to meet the requirements of NHDOT Specifications Division 600, Section 641 "Loam" including:
 - a. Topsoil shall consist of loose friable soil with no admixture of refuse or material toxic to plant growth.
 - b. Topsoil shall be free of viable parts of prohibited invasive plants listed in Table 3800.1 of Part AGR 3800 for invasive species (RSA 430:55).
 - c. Topsoil shall be generally free from stones, lumps, stumps, or similar objects larger than 1-inch in greatest diameter, subsoil, roots, and weeds.
 - d. The minimum and maximum pH value shall be from 5.5 to 7.6 as determined by ASTM D4972 (minimum 2 tests).
 - e. Topsoil shall contain a minimum of 3% and a maximum of 10% organic matter as determined by loss by ignition per AASHTO T 267-22 (minimum 2 tests).
 - f. Not more than 65% shall pass a No. 200 sieve as determined by the wash test in accordance with ASTM D1140 (minimum 2 tests).
 - 1) In no instance shall more than 20% of the material passing the #4 sieve consist of clay size particles.

The **Common Borrow** must meet the following specifications:

1. Common borrow shall be tested for grain size distribution and moisture testing as determined by ASTM D6913 and ASTM D1557 respectively at a minimum frequency of 1 test each per 5,000 CY



processed and delivered to the site.

2. Suitable borrow to be processed as common borrow fill shall consist of soil with all rocks or material greater than 8" removed and between 10% and 80% passing the No. 200 sieve. Suitable fill shall be free from combustible, organic and frozen materials, loam, roots, topsoil, wood, trash, snow, ice, and other objectionable materials, or as identified by the Town.

F. Delivery Requirements

All materials (Select Sand, Loam, and Common Borrow) shall be delivered and stockpiled at the Town's sand pit located on Mill Pond Road, Map 27, Lot 20. Town shall determine on-site location(s) for each stockpile. Delivery shall occur during regular working hours, Monday through Friday, 7:00 a.m. to 3:00 p.m., unless otherwise approved by the Town.

The Town will issue delivery requests as needed. The Bidder shall begin delivery within 72 hours of notification, unless otherwise agreed upon in writing.

All required quantities shall be delivered no later than August 28, 2026, unless modified by mutual agreement.

The Town reserves the right to adjust the delivery schedule based on project needs, weather conditions, or stockpile capacity.

II. SUBMISSION CONTENTS

Bids shall be submitted on the forms provided and must be signed by the bidder or the bidder's authorized representative. The person signing the bid shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Bid/Proposal, the bidder agrees that the bid shall be open for acceptance for sixty (60) calendar days from the date of submittal to the Town of Epping.

The bidder certifies that bid submitted, if accepted and a contract consummated, will be considered by the Town as a **not to exceed price**. If it is determined or discovered that there are changed conditions or additional work is needed to arrive at a satisfactory conclusion, all work must cease and a change order shall be negotiated, agreed to in writing, and signed by both the Town Administrator and the Bidder's authorized representative, before work can begin and/or resume.

III. EVALUATION & PROPOSAL TIMELINE

A. Public Opening of Bid/Proposals

Bids will be publicly opened and read aloud at the time and place as indicated on the town website after the RFP closes. Any bidder, authorized agent, or other interested party may be present.



B. Bid/Proposal Ownership and Costs

Upon submission, bids become the property of the Town of Epping. The cost of preparing and submitting a bid is the sole responsibility of the bidder and shall not be chargeable in any manner to the Town. The Town will not reimburse any bidder for costs associated with the preparation and submission of a bid.

C. Examination of Proposed Materials

The submission of a bid shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the bid shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

D. Buy Local

The Town of Epping reserves the right to award any bid to local vendors, as determined by the Town, even in the event they may not be the lowest qualified vendor, if it is determined to be in the best interest of the Town. The Town will consider such factors as overall cost, prior service, and any other pertinent information available when making such decisions.

E. Safety

The successful bidder must comply with all applicable federal, state, and local safety regulations, as well as industry best practices, throughout the duration of the contract. All work shall be performed in a manner that prioritizes the health and safety of personnel, the public, and the environment. Failure to adhere to these safety requirements may result in corrective action, suspension of work, or termination of the contract.

F. Erosion Control

Perimeter erosion control shall be installed and maintained around each of the stockpiles. Type of erosion control shall be approved by the Town but may include:

- Silt fence – Propex Silt Stop
- Compost Sock – Filtrexx Siltsoxx
- Approved equivalent

Perimeter erosion controls shall be installed in conformance with manufacturers' recommendations.



G. Insurance Requirements

Unless agreed otherwise, the successful bidder shall be required to provide a Certificate of Insurance meeting the following minimum coverage levels and naming the Town of Epping as an additional insured:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit (covering all owned, non-owned, and hired vehicles)
- **Workers' Compensation:** Statutory coverage as required by the State of New Hampshire
- **Employer's Liability:** \$500,000 each accident / \$500,000 disease policy limit / \$500,000 disease each employee

The Certificate of Insurance shall include a clause stating that the insurer will provide the Town of Epping with **30 days' written notice of cancellation or material change**.

No work may begin until the Town has received and approved the required certificate.

H. Bid Results

After the bids are opened and read, the bid results will be available for the public. Bidders that desire a comprehensive list of the bid results may do so by attending the bid opening, or requesting such, in writing, to the Town Administrator.

The award of a bid shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the Town of Epping. No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the Town will not be held liable for any expense incurred by a bidder that has not received an official award.

Award will be made to the lowest responsive, responsible bidder as determined by the Town, considering price, conformance to specifications, past performance, and capacity to deliver

IV. QUESTIONS

Questions for clarifying the RFP must be submitted in writing by email and received no later than **2:00 p.m. on January 9th, 2026**.

Questions must be emailed to Jake Roger at administrator@eppingnh.gov. Please note that submissions of questions for a response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.



V. SUMMARY INFORMATION

A. Contract Award

The Select Board reserves the right to award the contract in a manner deemed to be in the best interests of the Town.

B. Amendment or Cancellation of the RFP

The Town reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it in the Town's best interests.

C. Proposal Modifications

No additions or changes to any submittal will be allowed after the submittal's due date unless the Town specifically requests such modification. At its option, the Town may seek Bidder retraction and clarification of any discrepancy or contradiction found during its review of submissions.

D. Presentation of Supporting Evidence

Bidders must be prepared to provide evidence of experience, performance, ability, and/or financial surety that the Town deems necessary or appropriate to establish the performance capabilities represented in their submissions fully.

E. Bidder Demonstration of Proposed Services and/or Products

Bidders must be able to confirm their ability to provide all proposed services.

F. Ownership of Submissions

All submissions shall become the property of the Town and will not be returned.

G. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town unless otherwise stated in the contract.

H. Oral Agreement or Arrangements

Alleged oral agreements or arrangements with the Town will be disregarded in any submittal evaluation.

I. Expertise

Responses should demonstrate and document that the Bidder has the experience and expertise to proceed with the tasks described in this RFP. A complete and timely submittal, as described in this RFP, is required for the submittal to be considered.



J. Proposal Expense

The Town shall in no event be responsible for any expenses incurred by Bidder in the preparation of its RFP. Bidder shall not include or claim any such expenses as part of its RFP.

K. Not a Contract

This RFP is not a contract and shall not be interpreted as such. Rather, this RFP serves only as the instrument for soliciting submissions. The Town will pursue negotiations with the highest-scoring submission. If, for some reason, the Town and the initial Bidder fail to reach a consensus on the issues relative to a contract, then the Town may commence contract negotiations with other Bidders as outlined in this RFP. The Town may decide at any time to start the RFP process again.

The selected Bidder will be required to sign a formal contract.

VI. ATTACHMENTS

- **Bid Form**
- **Bid Certificate**

Request for Proposal
Construction Soil Processing, Hauling, and Stockpiling Services
Town of Epping, New Hampshire



Request for Proposal
Construction Soil Processing, Hauling, and Stockpiling Services

Due Date – January 23rd, 2026, at 2:00 p.m. EST

BID FORM

The unit price should include delivery on a per-yard basis.

All bids must include the price per cubic yard delivered to the Epping Town Sand pit during regular working hours of 7:00 am – 3:00 pm Monday through Friday. The Town reserves the right to reject loads that do not meet project specifications.

Select Sand: \$_____ per cubic yard delivered and stockpiled

Loam: \$_____ per cubic yard delivered and stockpiled

Common Borrow: \$_____ per cubic yard delivered and stockpiled

Quantities are estimates only and are not guaranteed. The Town reserves the right to increase or decrease quantities. No minimum or maximum quantities guaranteed.

Company Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____

Email: _____

Authorized Signature, Title, and Date: _____

Testing Lab(s) Performing Analyses: _____

Award

The award will not be final until a purchase order, contract, or award letter has been issued. Verbal notification does not constitute an official award.

Request for Proposal

Construction Soil Processing, Hauling, and Stockpiling Services

Town of Epping, New Hampshire



Request for Proposal

Construction Soil Processing, Hauling, and Stockpiling Services

Due Date – January 23rd, 2026, at 2:00 p.m. EST

BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offer to provide to the Town of Epping the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,

The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Authorized Signature and Title

Company Name

Address

Date

Phone Number

Check here if appropriate : ____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations