

**REQUEST FOR PROPOSAL SNOW REMOVAL
ELLSWORTH COMMUNITY SCHOOL**

SEPTEMBER 10, 2018

1. Ellsworth Community School is seeking bids for **snow removal** of district facilities.
2. A **mandatory** pre-bid conference must be arranged with Doug Cary, Maintenance Director; (231) 588-2544 or dcary@ellsworth.k12.mi.us
3. Sealed Proposals will be received no later than **3:00 p.m. Wednesday, October 3, 2018**, at which time the proposals will be opened and recorded as received. Bids will be awarded at the regular Board of Education meeting on Monday, October 8 at 5:00 p.m. in the Ellsworth Middle/High School Library.
4. Description of the information and content required for your bid is attached. Please complete and add necessary information on additional sheets and return to:

Doug Cary
Maintenance Director
Ellsworth Community School
9467 Park Street
Ellsworth, MI 49729
5. Mark the return envelope: "Snow RemovalBid"
6. All responses must be printed and signed. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Ellsworth Community School. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
7. The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to the Ellsworth Community School District. Price, experience, references and other factors are considered.
8. The Board of Education or its designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be opened.
9. Please contact Doug Cary at (231) 588-2544 or dcary@ellsworth.k12.mi.us with any questions.

A. Purpose

The intent and purpose of this invitation for bids is to establish a contract to provide snow removal services for Ellsworth Community School, hereafter referred to as ECS.

B. Scope

The Contractor will be responsible for clearing snow and ice, and for distributing salt/sand/ice-melt in all parking lots and related drives (marked in RED) at all ECS facilities as indicated in the attached pictures. In addition, the contractor shall be responsible for plowing/blowing all sidewalks and clearing all doorways (marked in BLUE.)

C. Scheduling

The Contractor shall ensure that all designated areas shall be completely plowed and cleared of snow/ice. All surfaces, including parking lots, driveways, etc. must be cleared of snow and have salt/sand applied (when determined necessary) at least one (1) hour prior to the start time for each facility. Snow clearing and salt application must be completed by 7:00 a.m.

On non-school days the schedule for plowing and salting is to be coordinated with the ECS Maintenance Director so that snow removal and salting is completed 2 hours before any scheduled events. Should ECS cancel school the contractor shall coordinate with the Maintenance Director to determine snow removal needs.

Snow removal must be available at the Contractor's pricing 24 hours a day, 7 days a week, including holidays.

The Contractor will have salt vehicles and services available for "on call" services, twenty-four (24) hours a day, seven (7) days a week. Response time to any facility is required in a timely fashion.

D. Specifications

The Contractor, prior to the first snowfall shall check all areas to note borders, edges, etc. and mark accordingly.

Snow removal shall occur when two (2") inches or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, driveways, etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a "slip free" condition, to be cleared of snow and ice at all times.

Salting shall occur when ¼" of snow/sleet or freezing rain accumulates on the ground surfaces, including parking lots, loading docks, driveways, etc. Salting shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a "slip free" condition. Owner reserves the right to have the contractor salt at other times, including weekends or evenings.

Snow must be removed from the surfaces and placed in collection areas (indicated in PURPLE) in a manner that does not create snow piles/mounds that may cause dangerous conditions at any facility. The Contractor shall provide loaders, dump trucks etc. to remove any excess snow accumulation. The Contractor shall not push snow into unauthorized areas, and if done, the Contractor, at its sole cost and expense, shall be required to remove snow from unauthorized areas. If Contractor damages School District property (e.g., grass, parking blocks, signs, etc.) it shall be repaired at Contractor's sole cost and expense to a condition as good as prior to such damage. Repairs shall be completed by May 1st of that snow season. Contractor also acknowledges that no heavy equipment shall be used on the high school drain field as marked on the drawings.

When snow drifting and snow continues to fall after the snow has been initially plowed/removed, Contractor may be required to clear the designated areas as needed to assure maximum safety for facility users.

All Snow Removal Services must be available at the Contractor's pricing between November 1 and April 30.

All work must be performed by the Contractor; Sub-contracting must be approved by the Director of Operations.

Clearing of snow and ice from sidewalks is not included in this contract unless specifically noted (areas indicated in BLUE.)

E. Services/Equipment/Supplies Provided by Contractor

100% of all labor, equipment, supplies and materials to provide the services described in this section are the responsibility of the Contractor.

F. Anticipated Work Load

As needed from November 1 through April 30.

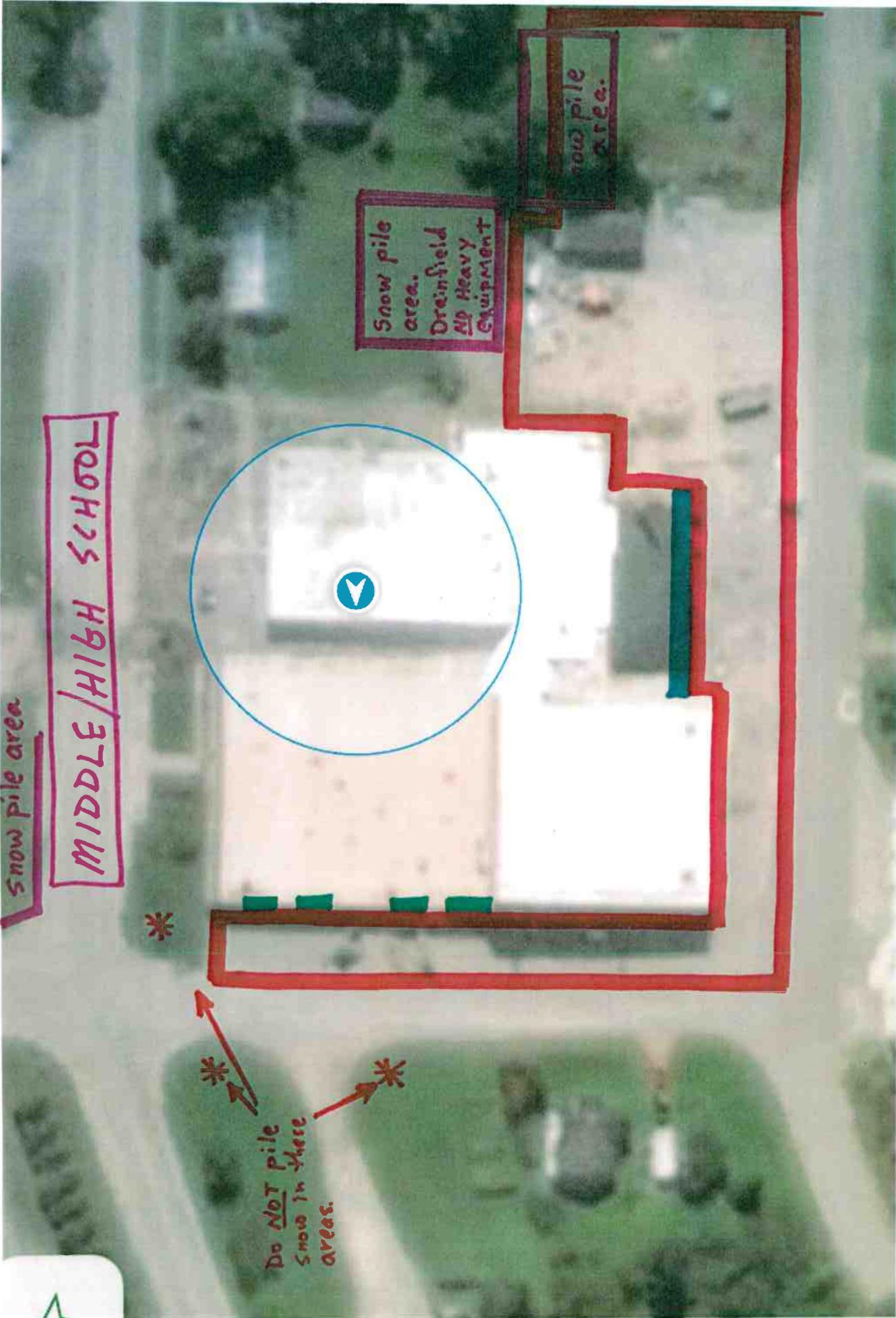
G. Basis of Pricing

The School District is seeking price quotes for all Snow Removal Services. The Contractor shall provide a base bid for snow removal on an hourly basis (separate hourly rate for plow trucks and loader equipment) as outlined in this bid packet of all drives, parking lots, and sidewalks as indicated in the specifications outlined above. The Contractor shall also provide a "per push" rate for snow removal (Alt. 1) broken down by building. The Contractor shall provide a "per salt" charge, again broken down by building.

H. Contract Conditions

1. This contract is for snow removal for the following time period from November 1, through April 30.
2. It is agreed by the parties hereto that in the event of an alleged breach of any provisions of this agreement the offended party shall, by written notice, give to the offending party thirty (30) days, commencing with the receipt of said notice to correct the alleged breach. In the event said breach is not so remedied within the thirty-day period, the offended party may in its discretion give written notice to the offending party at the end of an additional thirty-day period the offended party shall consider this agreement cancelled hereunder. In the event of termination, all amounts due and owing shall be adjusted to the effective date of the termination.
3. In the event the Contractor shall fail, neglect, or refuse to perform any and all services under this Contract, Ellsworth Community School may perform such duties under the Contract and charge the Contractor, or deduct the amount from subsequent payments. In addition, Ellsworth Community School reserves the right to "contract out" for failed services and charge the Contractor for the services rendered.
4. The Contractor shall indemnify and hold harmless Ellsworth Community School, its administrators and employees, or agents of the district, from and against all liability, claims, suits, damages, and/or loss and expenses, including but not limited to legal fees arising out of personal injury, loss of life, and/or damages to property, including HCS property, and from any penalty, fine or charge incurred for any violation or breach of any law, rule or regulation when any of the aforesaid injuries or damages are caused or occasioned by the acts, errors, omissions, or negligent acts of the Contractor, its employees or agents.
5. Payment will be processed within thirty (30) days of the receipt of the invoice, assuming no discrepancies exist, after approval of request for payment
6. All invoices will show details dates for when plowing, salting, and other work was completed.
7. Supplemental Bid – All salting/sanding shall be invoiced separately from plowing.

Snow / Ice Removal
Ellsworth Community School
Ellsworth, Michigan

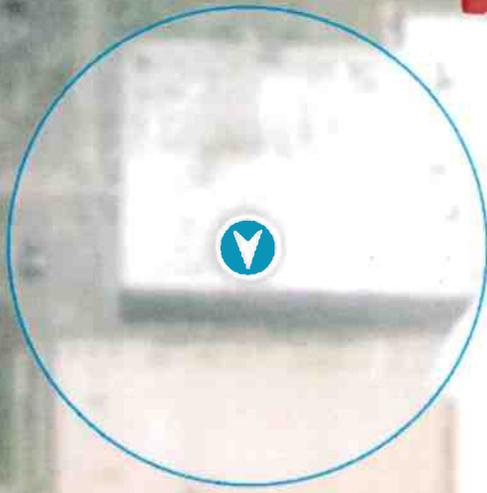


snow pile area

MIDDLE/HIGH SCHOOL

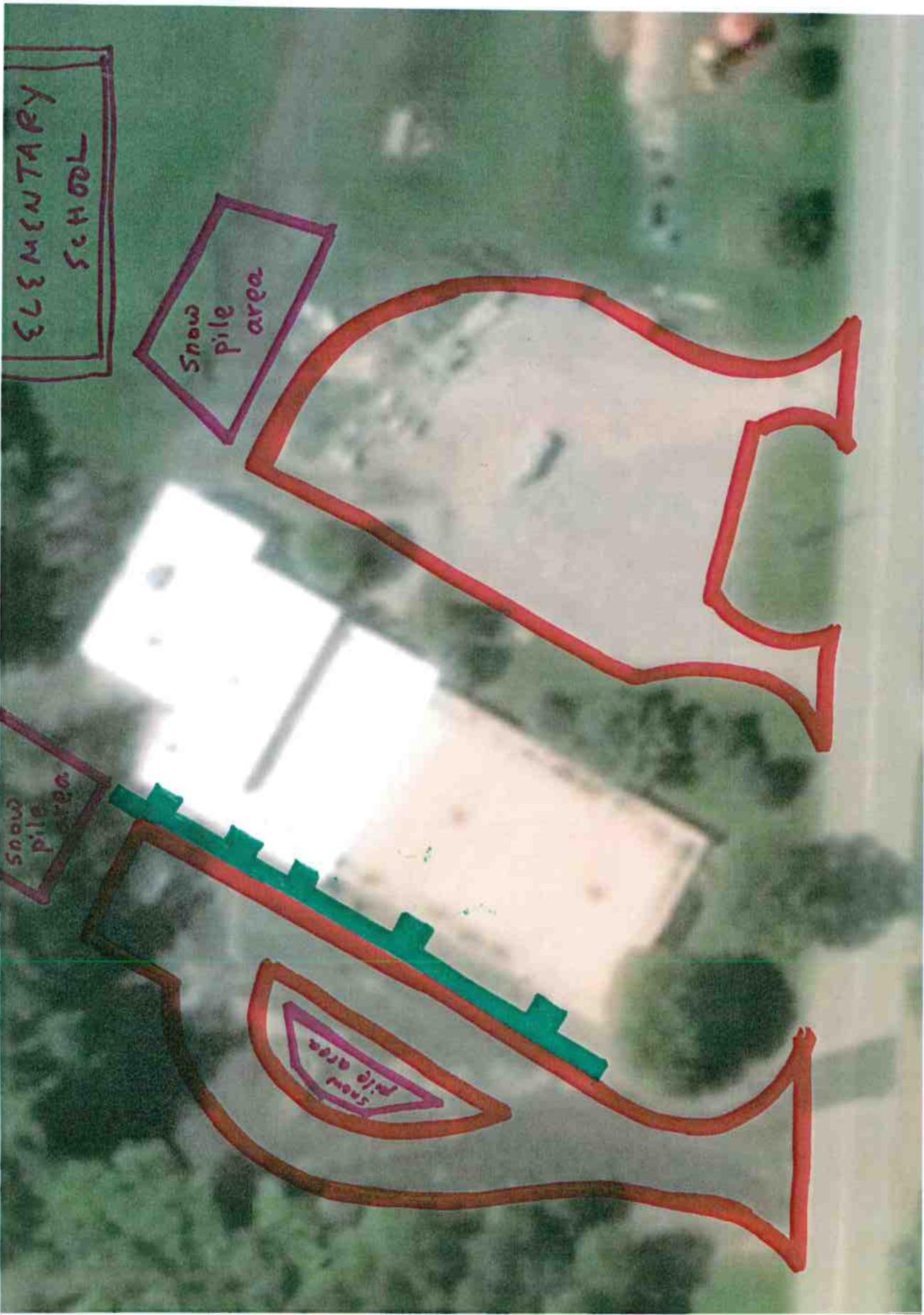
Snow pile area.
Drainfield
w/ Heavy
Equipment

snow pile area.



Do NOT pile snow in these areas.





ELEMENTARY SCHOOL

Snow pile area

Snow pile area

Snow pile area