

RSU #22

**Request for Proposals
Snow Removal and Sanding
September 2018-June 2021**

**Richard A. Lyons, Superintendent of Schools
Regan Nickels, Assistant Superintendent for Business & Operations**

The RSU #22 school district is issuing a Request for Proposals (RFP) for vendors interested in bidding on *Snow Removal and Sanding*.

Submissions must be in a sealed envelope.

Be sure to include the name of the company submitting the proposal where requested.

From time to time, additional information may be issued to this solicitation. Any such addendum will be posted on the RSU 22 website RFP proposal link. <http://www.rsu22.us>. You should periodically check the website to download any addendum which may have been issued.

Specifications are to follow.

Questions regarding the proposal should be directed by e-mail to

Regan Nickels – Assistant Superintendent of Business and Operations

Marie McCaw – Administrative Assistant

All proposals must be received by RSU #22 on or before Thursday September 13th, 2018 at 1:00 PM. No waivers shall be allowed for proposals which have not been submitted to the district by the deadline date. One (1) original and two (2) copies of the proposal package are to be submitted to:

RSU #22 - Snow Removal/Sanding (**Designate bid for Hampden, Newburgh or Winterport**) –
Send to 24 Main Road North – Hampden, Maine 04444

RSU #22 reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the RSU #22 School Board approves the contract.

Recommendation to the RSU #22 School Board will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the board to be in the best interest of RSU #22.

Dated at Hampden, Maine this August 14, 2018.

RSU #22 RFP – Snow Removal and Sanding

PROPOSAL FORM

BID DUE DATE/TIME: September 13th, 2018 1:00 P.M.

BID OPENING DATE/TIME: September 14th, 2018 10:00 A.M.

RETURN ONE (1) SIGNED ORIGINALS AND ONE (1) SIGNED COPY OF THE PROPOSAL FORM, NO OTHER PROPOSAL FORM WILL BE ACCEPTED

PLEASE BE SURE THAT THE NAME OF YOUR COMPANY APPEARS ON EACH PAGE OF THIS PROPOSAL FORM.

IF SIGNED BY AN AGENT OF NAMED COMPANY, WRITTEN EVIDENCE FROM THE OWNER OF RECORD OF HIS/HER AUTHORITY MUST ACCOMPANY THIS PROPOSAL.

NAME OF COMPANY ADDRESS OF COMPANY

PRINT NAME OF AUTHORIZED SIGNATURE

EMAIL ADDRESS TELEPHONE No. FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of this Request For Proposals, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Invitation to Bid, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Maine Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of Proposer's Authorized Representative

_____ Date _____

Name of Proposer's Authorized Representative

Title of Proposer's Authorized
Representative _____

RFP – Snow Removal/Sanding

General - Bid Preparation Requirements

1. Walkthroughs to examine the district snow removal and sanding areas in Hampden, ~~Newburgh~~ or Winterport are allowable by appointment. Vendors require escorts when students are on campus.
- ii. Companies must be able to provide documentation to demonstrate that they have been successfully performing similar work for at least three years. Provide this documentation in your proposal.
- iii. Provide a Certificate of Insurance depicting the following type of insurance and limits including: Workers Compensation, Employer's Liability, Comprehensive General Liability, Comprehensive Automobile Liability, Physical Damage and Excess Liability. The vendor selected shall maintain insurance at the levels specified in the contract made with the District for the duration of contract.
- iv. Communication – provide management level contact for school administrators to discuss concerns regarding services or performances. Vendor management is solely responsible for performance and discipline of its employees.
- v. When requested, the contractor shall cooperate with any ongoing investigation involving economic loss or damage to the buildings or personal property.
- vi. Fraternalization – The vendor's employees, subcontractors and its employees, and any other personnel, including material suppliers engaged in activities encompassed by this Agreement are strictly forbidden from participating in any manner and form of interaction with

the students of RSU #22. Violation of this provision may result in the removal of the people involved from the school site and prohibited from working there again. □

vii. Subcontracting□: The vendor is to be the primary service provider and shall □perform the work described in this specification with their employees. □□

2. In general the subcontracting of any part of this work is not allowed. If special situations warrant it the District may allow exceptions if it is in the District's best interest. All situations where a subcontractor is used must be approved in writing by the District prior to the subcontractor beginning work.

b. Staffing-

i. All personnel working on campus must be current with Criminal History Record Checks (CHRC).

ii. Each crew or team shall have a foreman or lead. This person must be able to communicate with the Central Office and the District Maintenance Coordinator verbally and in writing. This employee shall check in with the District as needed to coordinate special needs or concerns. □

iii. The contractor is required to train their staff in all appropriate safety and snow removal, sanding and equipment operation procedures prior to them starting work on the school jobsite. Training shall include manual techniques, procedures, and apparatus training.

c) Safety - The contractor is to provide their crew with all personal protection equipment (PPE) needed to the work described in this specification. This includes PPE devices like gloves, garments, safety vests, ear muffs or plugs, etc.

D. Equipment -

i) The contractor shall provide all labor, materials and equipment required to perform the services described in this specification. Equipment will be available for district inspection and determination of adequacy for the job. ***Provide list of equipment to be utilized during contract period in your proposal.**

ii) The minimum equipment requirements include:

- One (1) 1 ton pickup truck with plow and sander (Hampden only)
- One (1) 2.5 cubic yard, 4 wheel drive loader with plow capability (~~1-2 cubic yard, Newburgh~~)
- One skidsteer/Bobcat with snowblower and bucket attachments (Hampden only)
- One (1) ¾ ton pickup truck with plow and sander
- With larger storms, additional equipment may be required

E. Damage -

The Contractor will be responsible for the following: damage to existing landscaping or any damages that occur to buildings, asphalt, concrete, brick or stone surfaces caused by their snow plowing and snow removal services. The Contractor assumes all responsibility for vehicles parked or situated in areas to be plowed. The Contractor must immediately notify the Assistant Superintendent, or his / her designee, that damage may have occurred. The Contractor shall be

liable for any and all damages caused by their service. Contractor will be required to take pictures of damaged areas to include, but not limited to buildings, concrete, asphalt, stone, bricks, vehicles, poles, awnings etc. and provide a copy to RSU #22. RSU #22 shall be added to the Contractor's insurance as the additionally insured for any damage and liability for the purposes of these services. Damage to any landscaping by snow removal is to be repaired by the Contractor in the spring, preferably over April school vacation.

VII. RSU #22 values our vendors and service companies, and their qualified personnel. It is our intent to renew contracts whenever possible. The renewal process is based on performance, quality of work, cooperation, promptness, protection of RSU #22 's property and reasonable pricing.

VII. Scope of Work – Snow Removal/Sanding Specifications

1. The Contractor, prior to the first snowfall shall check all areas to note specific plowing areas, exits, borders, landscaping, assigned snow piling areas, and pipes.
2. The Contractor shall mark or note all permanent hazards including fire hydrants to prevent hitting them after heavy snow. Hydrants shall not be covered over during removal process and must be cleared of snow so hydrants are accessible.
3. Specifications of Snow/Slush/Sleet Removal:
 - a) Removal of snow, slush, sleet or ice shall occur when one (1") inch or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, driveways, walkways etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, walkways etc., in a "slip free" condition, to be cleared of snow and ice at all times. Owners reserves the right to request addition snow removal as needed.

b) Plowing operation to begin upon accumulation of one (1) inch or more of snow and/or ice on pavement services for following areas:

- The bus garage parking lot must be cleaned by 5:30 a.m. (Hampden only)
- Parking lots, driveways, bus loops, walkways, access roads and fire lanes will be clean and ready for schools to open prior to 7:00 a.m. unless school is cancelled for a daytime snow storm. (All campuses)
- All schools are used on the weekends. Snow removal for bussing and campuses used for extra curricular activities will be coordinated through school's Athletic Directors and the RSU #22 Facilities Maintenance Coordinator.
- When snow and drifting snow continue 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.
- All fire lanes and access roads need to be plowed every two (2) to three (3) inches of accumulation for emergency access to the properties. (All campuses)

c) Owner reserves the right to postpone snow removal operations when weather, financial or other conditions necessitate a reduction of snow removal services.

4) Specifications of Sanding/Salting ($\frac{3}{4}$ inch screen or less):

- a) Sanding/salting shall occur when $\frac{1}{4}$ " of snow/sleet or freezing rain accumulates on the ground surfaces, including parking lots, driveways, walkways, etc. Sanding is required to be $\frac{3}{4}$ inch screen or less.

- b) Sanding and salting shall occur as to maintain all surfaces, including parking lots, loading docks, driveways, etc., in a "slip free" condition. Owner reserves the right to have the contractor sand/salt at other times, including weekends or evenings.
- c) The Contractor is required to check parking lots and driveways and sand/salt as needed maintaining "slip free" pavement. Contractor shall remove any ice covered areas. The Contractor may be called back if the district Operations Director feels that areas are not "slip free" or areas were not cleared or maintained properly. If the contractor is required to return to complete work on more than three (3) occasions, the District may terminate the contract immediately with no obligation beyond the payment of any monthly installment due in the month of termination of contract.
- d) If additional sanding/salting is not completed to the owners' satisfaction, the Contractor shall return to address the issue within one hour.

5) Placement of Snow

- a) The general pattern for clearing snow operations is to move the snow, as much as possible, in a direction away from the building or buildings. All parking spots need to be clear and not used for the storage of snow unless it is absolutely necessary and must be communicated to RSU #22.
- b) Snow/slush/sleet, must be removed from the ground surfaces (i.e. parking lots, driveways, walkways etc.) and placed in collection areas in a manner which does not create snow piles/mounds which 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.

6) Payment

Five equal installments on the 15th of each month beginning in December:

December 15, January 15, February 15, March 15, April 15