



## **2020-2023 Snow Removal**

### Request for Proposals

The Big Spring School District will receive sealed bid proposals at 43 Mt. Rock Road, Newville PA 17241, until 2 pm EDT, on Wednesday, 28 Oct 2020 for snow removal services. An optional pre-bid meeting is on Thursday, 22 October 2020 at 9:30 in the Maintenance Office, registration is required to Nancy Stum at 717-776-2000 x1602. Proposal details are available from same or <https://www.bigspringsd.org/domain/507>.

#### **By order of**

A handwritten signature in blue ink that reads 'William L. Piper'.

William L. Piper  
Board Secretary

Contact for this bid:

BIG SPRING SCHOOL DISTRICT  
Director of Buildings and Grounds  
43 Mount Rock Road  
Newville, PA 17241-9466  
(717) 776-2000 Extension 1604

## Introduction

The Big Spring School District is requesting proposals for snow removal and salting at Oak Flat Elementary, Mount Rock Elementary, Newville Elementary, and the High School.

The District's expectations are for a high quality, neat & clean appearance with safe surface conditions as the final product. The Contractor shall provide all equipment and personnel required to complete the work as specified. Invoices shall be submitted for payment on a monthly basis. Failure to comply with the requirements and specifications shall be considered reason to terminate the contract at the School District's option.

The proposal shall be made on the Proposal form available from the District and included in this document.

## General Conditions

1. Proposals will be received no later than **2 pm EDT on Wednesday, 28 Oct 2020** at the Maintenance Office of the Big Spring School District, 43 Mt. Rock Road, Newville PA 17241. All proposals shall be submitted in sealed envelopes marked "BSSD SNOW REMOVAL"

2. An optional pre-bid survey of the areas will be conducted on Thursday, 22 Oct at 9:30 a.m. Call Nancy Stum at 717-776-2000 x1602 to register for the pre-bid; provide an email contact and she will email the location and the day's schedule.

3. If there are any questions regarding the proposal specifications, please contact Mr. Dustin Durf, Supervisor of Grounds, at 717-226-8806. The last day the District will accept request for information or clarification is Friday afternoon @2 p.m., 23 Oct 2020.

4. Pending Solicitor review, it is the intent of the District to award this contract at the regular meeting of the Board of School Directors on 2 Nov 2020.

5. Proposals must be submitted on the forms provided at Appendices B-C; they must be typewritten or written with ink and must be signed by the bidder. Each proposal must include three references and a list of equipment and personnel.

6. Changes or alterations in the proposal must be documented on the bid form. Any changes, may, at the District's discretion, disqualify the Request for Proposal.

7. The School District is exempt from Federal Excise Tax and State Sales Tax and will execute a Tax Exemption Certificate when requested.

8. Proposal prices must be valid for a period of sixty (60) days from bid opening.

9. Any inability to comply with the conditions and specifications as outlined must be clearly stated in the quotation.

10. Either party may terminate this Agreement for any reason by giving at least thirty (30) days advance written notice to the other; however, termination shall not occur other than on the last calendar day of the month.

11. It is mutually understood and agreed by and between the Board and the Proposer, that the Board may make its award for one or for more than one of the items set forth in these specifications, or may make its award for all the items set forth in these

specifications. The Board has the right to accept or reject all or any portion of the proposals submitted and to make the award in the best interest of the Big Spring School District. The Board reserves the right to award the bid on a per location site basis.

12. The Proposer agrees that if the contract is awarded to him, he will not assign, transfer, or sublet it, unless specific permission to do so is granted in writing by the School District.

13. The Proposer does hereby agree that, if awarded the contract under these conditions & specifications and in consideration thereof, he will indemnify and save harmless the Big Spring School District and the Board of School Directors, its members, administrators, officers, directors and staff, from all suits, claims, damages, and actions of every nature and description brought against them or any of them growing out of any contract or contracts, written or verbal, entered into between the Big Spring School District and the successful Bidder, and further that upon the awarding of the contract to the undersigned Bidder in accordance with these specifications this agreement and indemnification shall automatically become effective. The Proposer further agrees this indemnification will survive termination or expiration of this Agreement.

## Selection Criteria

1. Proposals will be evaluated on conformity to requirements, ability to fulfill specifications, references and price in order to obtain the best value and service. The proposals shall be reviewed by the District staff and recommendations will be made to the Board of Directors for final approval and action on a contract or contracts within sixty (60) days of the date of the receipt of proposals.

2. In selecting the Quotes provided for each school the District shall examine the quoted price; the amount of the equipment available to accomplish the safe, efficient, and timely plowing of snow from the lots and sidewalks to allow vehicles and pedestrians safe travel in the District during snow events, the company background and capability, and recent relative experience.

3. The District may reject a bid from any contractor who has a history of failing to provide timely, quality, and complete service on snow plowing, or other contracts with the District or with any other municipality or agency;

4. The District will be the sole judge of whether or not the quote meets the criteria of this bid, and its decision shall be final.

## Terms & Conditions

1. The Big Spring School District reserves the right to reject any or all proposals or to award the contracts separately to different contractors or to a single contractor.

1. Bid prices shall remain firm through June 30, 2023.

2. This is a three (3) year contract with the option for a one year renewal for a total of four years. Renewal shall be agreed to in writing by both parties prior to June 30 and is at the final discretion of the District.

3. Retainage in the amount of five percent (5%) will be held back from each amount approved for payment. The District will hold retainage until April 15 of each year. Damage claims that are not settled within the time frames outlined in the specifications will cause the District to take action including but not limited to deducting from other payments due the contractor(s) or deducting from the contract retainage. All retainage will be paid by April 15 each year, provided that all contract requirements have been satisfied.

4. The District, at its sole discretion, will add a five percent (5%) bonus for the entire contract amount to the April 15<sup>th</sup> retainage settlement for professional, timely service which meets or exceeds the requirements and specifications of this contract.

5. Contractor will send District monthly invoices itemized to show per building per snow event. Payments will be made for services on a calendar month basis and will require a 45-day processing time to allow for Board approval of the payment as required by School Code.

7. The decision as to when to call for snowplowing to begin rests entirely with the District. The District shall determine, on a case-by case basis for each snowfall event, when conditions warrant a snow plow operation by the CONTRACTOR(S).

8. Big Spring School District may request equipment and operators to assist with snow removal in the event of heavy snows or because of in-house equipment failures. A contractor may provide pricing for equipment/operator rental even if not submitting a bid for on site-specific snow removal or deicing services.

### Contractor Responsibilities:

1. The District requires priority scheduling by Contractor for snow removal to assure that school is open on time. When the weather snow is forecast, Contractor agrees to remain ready, willing and immediately available to begin snow removal within one hour of telephonic notice given by either the Lead Custodian, Director of Buildings and Grounds, or other representative appointed by the Superintendent to represent the District. Vendor shall use its best effort to remove snow in an efficient and prompt manner in accordance with the terms hereof so as not to delay operation of the Owner's facilities.

2. Having carefully examined all bid documents, as well as the proposed program, the undersigned Bidder hereby proposes to furnish all equipment and services set forth, being familiar with local conditions affecting the cost of the work; Invitation to Bid; Instructions and Contract Provisions to Bidder; General Specifications; and Bid Proposal Form; hereby propose to furnish all labor, materials, equipment, and services required, referred to and described in the complete bid package.

3. The Contractor shall provide the District 24/7 contact in the form of cell phone and email, for both a primary and alternate contact -- at least one of which shall be immediately available during the snow event. These contacts shall be provided at time of contract award.

4. Requirements for equipment:

a. Trucks shall be equipped so as to be capable of plowing snow and sanding/salting under all storm conditions. Contractor shall have at least two vehicles with plows and sanders/salt spreaders equal to the primary vehicle being used in reserve for

backup purposes in case of accident, vehicle failure, or extreme storm conditions. All maintenance, supplies, equipment and spares, fuel, lubrication, vehicle repairs, etc. and necessary service facilities shall be provided by the contractor.

b. All vehicles being used in this contract must be owned by and registered to the contractor awarded the contract, and all vehicles must be manned and operated by employees of said contractor. No hiring of outside vendors will be allowed for these services.

c. Equipment to be used for this contract may be inspected by the BSSD Grounds Supervisor prior to award of contract, and at any other time requested.

d. Clearances per the School Code are required for operators on school grounds and they must be listed at Appendix C.

5. A meeting shall be conducted by the District with the successful responder to this RFP to coordinate the start of this contract. Said meeting will take place immediately after the bid award.

## Format of Proposal

1. Any additional literature and information relative to bid must be supplied at time of bid. Each bidder shall file a certificate of insurance naming The District as a co-insured party. Minimum amount shall be \$1,000,000.00 in liability and property damage.

2. In submitting this bid, it is understood that the right is reserved by the District to reject any and all bids, or parts thereof, and it is agreed that this bid may not be withdrawn during the period of ninety (90) days from the time of the award of bid.

3. The Bidder certifies that the firm will provide a Quality Control review and corrective action plan acceptable to the District within ten business days of the award of the Contract. (In other words what are your in-house procedures and plans to provide professional services which meet the specifications of this contract and ensure any issues will be remediated?)

4. For services, the Bidder will provide a detailed staffing plan to meet the scope of work with the bid proposal; upon award of the contract, the staffing plan shall be updated to include licenses and permits as may be required to operate equipment.

5. References shall be attached and include a minimum of three of the references for similar job scopes over the prior five years, with the name of company, contact name and telephone number serviced.

6. Attach an itemized and descriptive list of equipment with make and model that will be used to meet the requirements of the contract, as well as back up equipment expected to be available.

7. Attach a copy of any certificates of membership in professional associations or certifications of training for services related to the scope of work in this bid specification along with their bid.

8. The attached drawings at Appendix D are an integral part of these specifications. Designated locations for stockpiling snow are listed on the site sketches enclosed.

**Appendices:**

A – Specifications & Scope of Work

B – Response Form

C – Contract Services Clearance Acknowledgement

D – Snow Removal Plans (High School, Mt Rock, Newville, Oak Flat)

## Appendix A – Specifications & Scope of Work

Contractor agrees to furnish all equipment, vehicles, labor and supervision to perform the following:

1. The District definition of a snow event is a 24-hour period from the physical start of services on the campus. Drift clearing and salt applications during the 24-hour event period is included in the bid price for the event. All drift control service response actions outside the 24 hour event period shall be performed on a time and equipment cost basis according to the unit price schedule for services to be provided by the bidder as a part of a complete bid. If the District requires salting only as a standalone service, the charge will be as listed on the bid form for flat rate salt application. During the term of this contract, the District reserves the right to perform the drift clearing and/or salting with its own personnel and equipment.

2. All snow in excess of one (1) inch will be removed at least two (2) hours before the starting time of each building (See Line 18 for School start/end times) when school is in session and before scheduled building activities. Because of the importance of ensuring school is in session whenever possible, schools must be given first priority status for work completion on the bidder's plow list, both at the beginning of the day, for arrival, and when needed to ensure a safe dismissal from school, due to additional accumulations.

3. Snow removal service shall include all sidewalks, driveways, and parking lots. Snow must be completely removed from the receiving and dumpster areas. Snow removal and salting is to be done in a manner that leaves the area safe for vehicular and pedestrian traffic. This includes Borough sidewalks at Newville Elementary School for which the district is responsible for.

4. The contractor shall plow snow from curb to curb, or edge of lot to edge of lot, leaving no rows in intersections. Plow all lots and drives the full width of pavement leaving bare pavement prior to sanding/salting operations. It is not acceptable to leave snowpack of any depth on drives or lots after completion.

5. Application of Ice Melt (Salting) on sidewalks, driveways and parking lots is part of each snow removal event. Ice Melt is required on sidewalks and parking lots when ice or slippery conditions are present. Materials for the driveways and parking lot may be course mixes but **for sidewalks will be finer ice melt specifically labeled for sidewalks**. The contractor shall furnish and apply ice melt compound on all surfaces in such a fashion and quantity so that snow and/or ice is cleared, and the area is left in a manner safe for vehicular and pedestrian traffic. All applications of ice melt compound on the property during the snow event period (24 hours) are a part of the price for that snow event response action and no further charges will be incurred by the District. Contractors are not permitted to stockpile ice melt compound on District property.

6. All work is to be performed in a safe manner to ensure that the risk of injury to people or damage to property can be avoided. Equipment will be operated at safe speeds and will be equipped with flashing safety beacons.

7. Prior to the first snowfall the Contractor shall stake out curbing, shrubs, manholes, fencing, guard rails, electrical junction boxes and any other areas that are susceptible to damage. The Contractor shall be responsible for maintaining these markers during the winter season. Reinforcing bars or sharp objects are prohibited. The Contractor shall mark all hydrants with a high marker prior to the onset of first snowfall. Contractor

## Appendix A – Specifications & Scope of Work

shall not bury or block access to any fire hydrants. Contractor shall remove snow around all fire hydrants as a part of work.

8. The school will identify locations where the snow should be piled, away from sidewalks, entrances, and playgrounds. Snow may not be pushed or piled on playgrounds and access areas except in extreme circumstances and then only by permission of the Supervisor of Grounds. The Contractor shall not pile snow at or near intersections of traffic lanes and/or cross walks. Piling of snow at edges of parking lots and drives must be in places where run off will not refreeze and create a hazardous situation. Relocation of snow placed in other than the designated stacking areas will be at the contractor's expense and must be removed within 8 hours of notification.

9. Pedestal signs that are moved because of snow removal must be put back in the appropriate location at the completion of each snow removal event.

11. The District's Supervisor of Grounds will make the final decision when questions arise as to whether plowing or salting is necessary. The School District reserves the right to perform snow removal operations at any site and to decide if snow removal and deicing operations will be performed by its own staff or by the contractor.

13. Each bidder will agree to replace and or repair anything damaged because of snow removal. This includes, but is not limited to, turf, shrubbery, trees, benches, fences, and curbs. All repairs must meet the approval of The District's Grounds Supervisor and shall be completed by no later than April 15 of each season. The contractor shall make immediate, temporary repairs to damages that cause a safety hazard. Temporary repairs of such damages shall be made within 72 hours of when the damage occurred, or later if requested in writing, and approved in writing by the Supervisor of Grounds. If repairs are not completed in a satisfactory and timely manner, the District may cause the repairs to be made and deduct the cost of the repairs from the contract retainage. The District will hold retainage until April 15 of each year. Damage claims that are not settled within the time frames outlined above will cause the District to act -- including but not limited to deducting from other payments due the contractor.

14. Immediately after each of the snow removal events, the Contractor's representative shall be available to tour the activity areas with the building's head custodian, or a designated District representative, to review the work. Unsatisfactory service, as determined by the district's representative may result in: loss of bonus, loss of retainage payment, additional services at contractor's expense to remediate problems, withholding of payment, or immediate termination of the contracted service.

15. All City, County, and State rules and regulations, as well as all applicable Policies of the Board of the Board of School Directors, are to be followed by employees while working on school district properties.

16. Contractor must provide a copy of workers compensation and liability insurance coverage annually.

17. Damage to private vehicles should be reported to the Police Department and the building Principal/Administrator in the respective town where the damage occurred.



Appendix A – Specifications & Scope of Work

18. School building specifications:

<b>School</b>	<b>School Starts</b>	<b>School Ends</b>	<b>Specific tasks</b>
HS	7:25	2:55	Plow and salt driveway and parking lots only per Appendix D
MR	8:25	3:55	Plow and salt driveway and parking lots and sidewalks per Appendix D
NV	8:25	3:55	Plow and salt driveway and parking lots and sidewalks per Appendix D
OF	8:25	3:55	Plow and salt driveway and parking lots and sidewalks per Appendix D

Appendix B – Bid Response Form

Company:	Contact:
Address:	Phone:
Name & Title of Officer Proposing This Bid:	Signature:

**A. Base Bid.** Provide a per event pricing that includes snow removal and salt application per Appendix A – Specifications & Scope of Work. In the table below, enter the hourly charge for equipment. In the school columns, enter the hours it will take to remove .5”-3” of snow on a “typical” snow day. To the right, total the school hours and then multiply that times the hourly rate to get to the Total Estimated Cost.

Equipment	Hourly \$ Charge	High School Hours	Mt Rock Hours	Newville Hours	Oak Flat Hours	Total Hours All Schools	Total Estimated Cost
Tractor							
Pickup/plow							
Skid loader							
Man Blower/Shovel							
Pavement Ice Melt							
Sidewalk Ice Melt							
Other							
Oher							
<b>Total =</b>							

**Appendix C – CONTRACT SERVICES CLEARANCE ACKNOWLEDGMENT**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Roster of Employees to perform services on any property owned by the Big Spring S.D.:**

*Name of Employee (First and Last Name)*

*DOB*

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**\*\*\*\* If there are changes to this list above please notify the BSSD HR Office 717-776-2418.**

The above noted contractor provides regular/routine services to the Big Spring School District, therefore clearances of all employees of this contractor providing services on a BSSD property must have at the minimum the following 2 clearances on file with the employer:

- Act 34, PA State Police Criminal Record Check
- Act 151, PA Child Abuse History Clearance

If there are any records on file for either clearance for any employee listed, those reports must be submitted for review by the Big Spring School District administration.

Contractor acknowledges and agrees that it will conduct employment history reviews as required by 24 P.S. 1-111.1 from all employees performing services under this contract.

Contractor acknowledges that failure to comply with this Acknowledgement is cause for immediate termination of the service contract. The Big Spring School District reserves the right to review clearance copies for any employee at any time.

Signature: \_\_\_\_\_

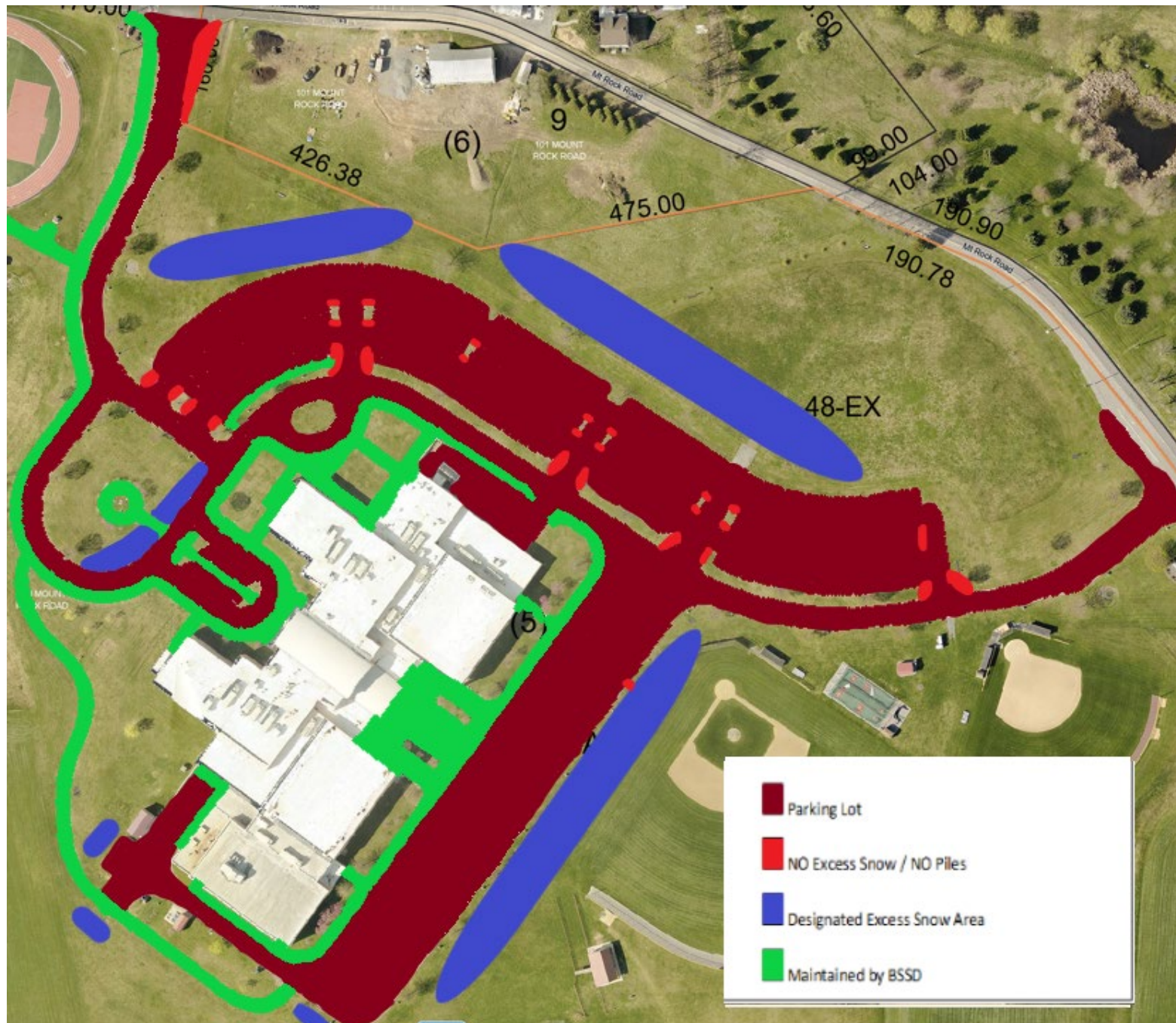
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Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix D – School Property Diagrams

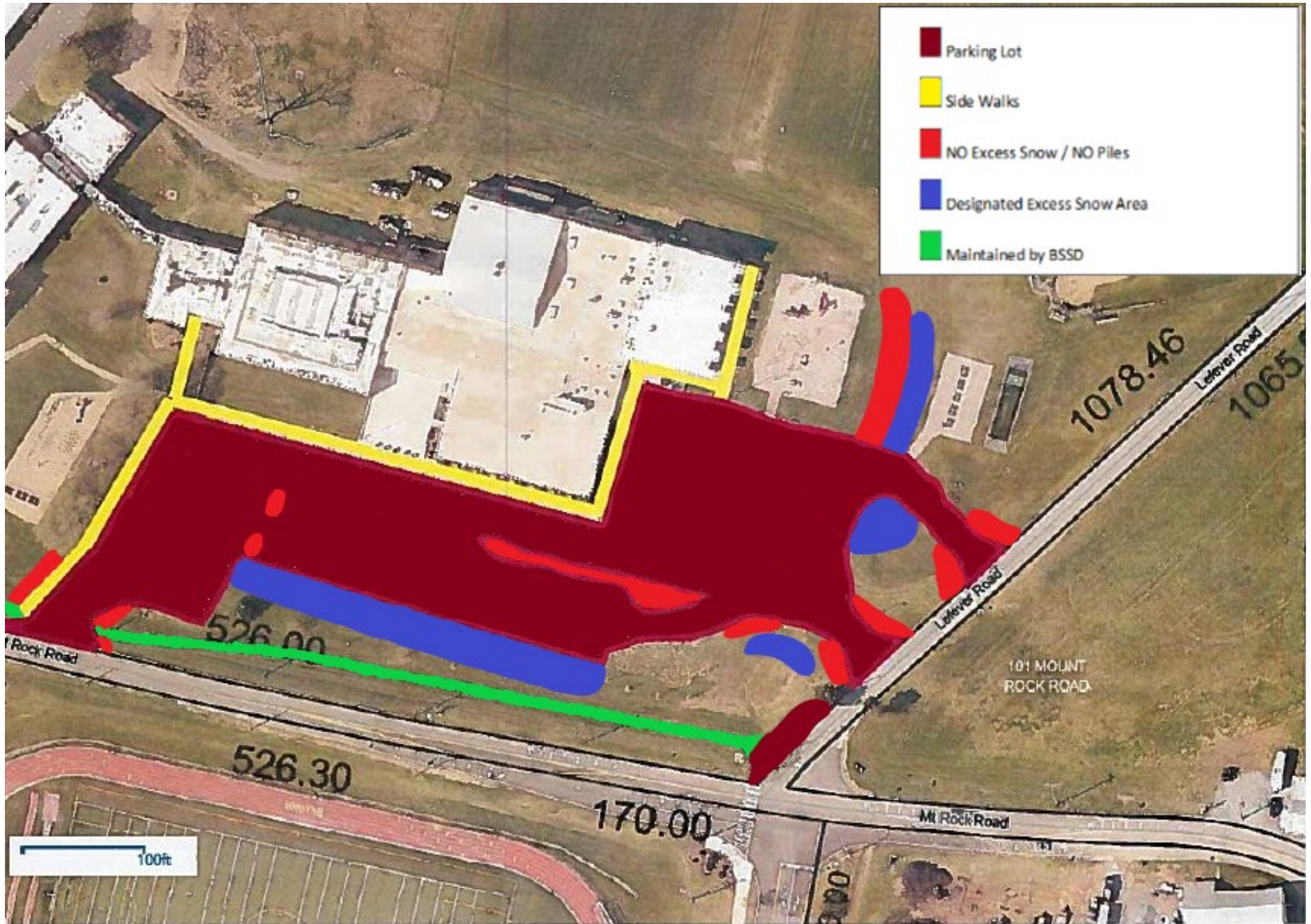
High School





# Appendix D – School Property Diagrams

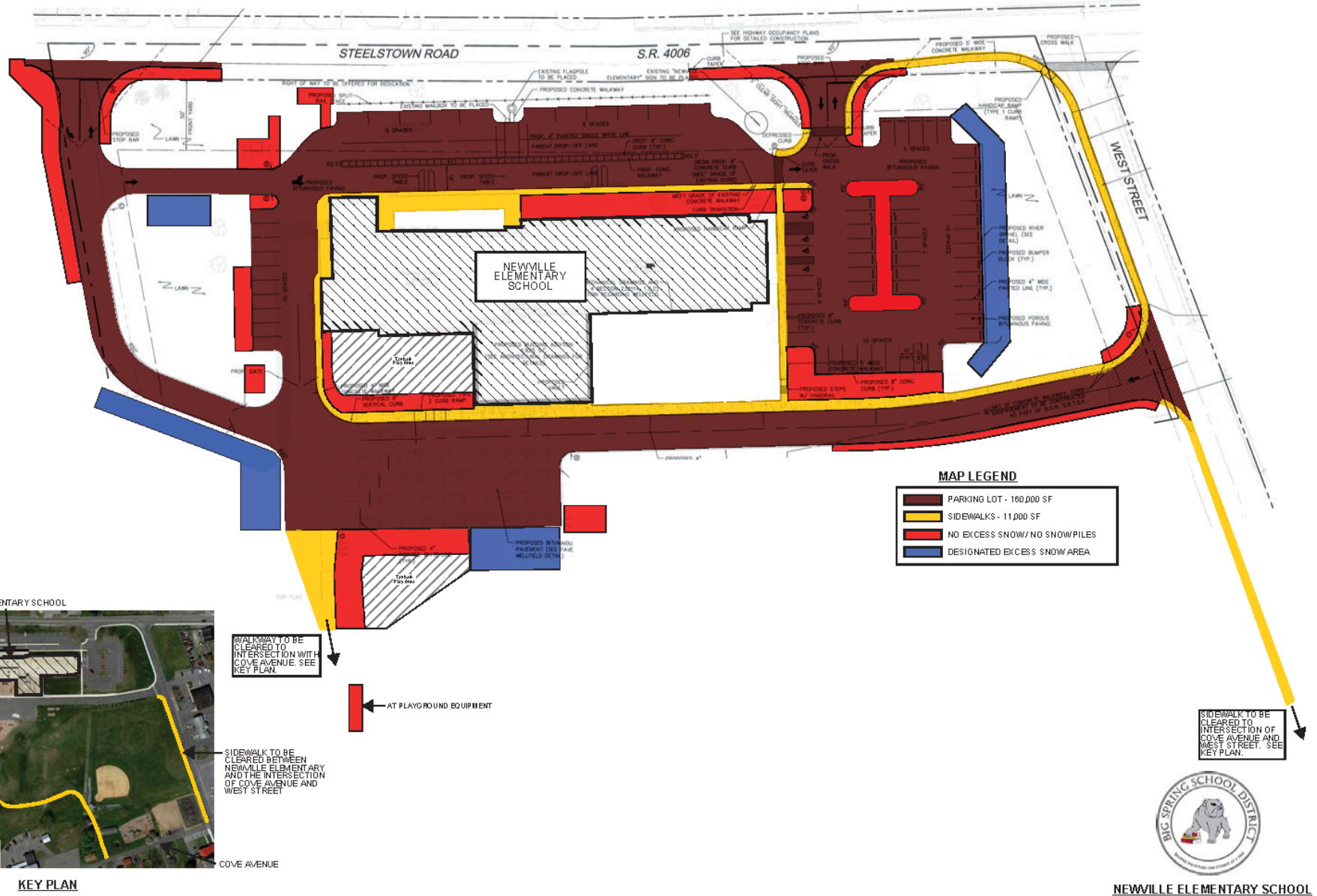
Mt Rock





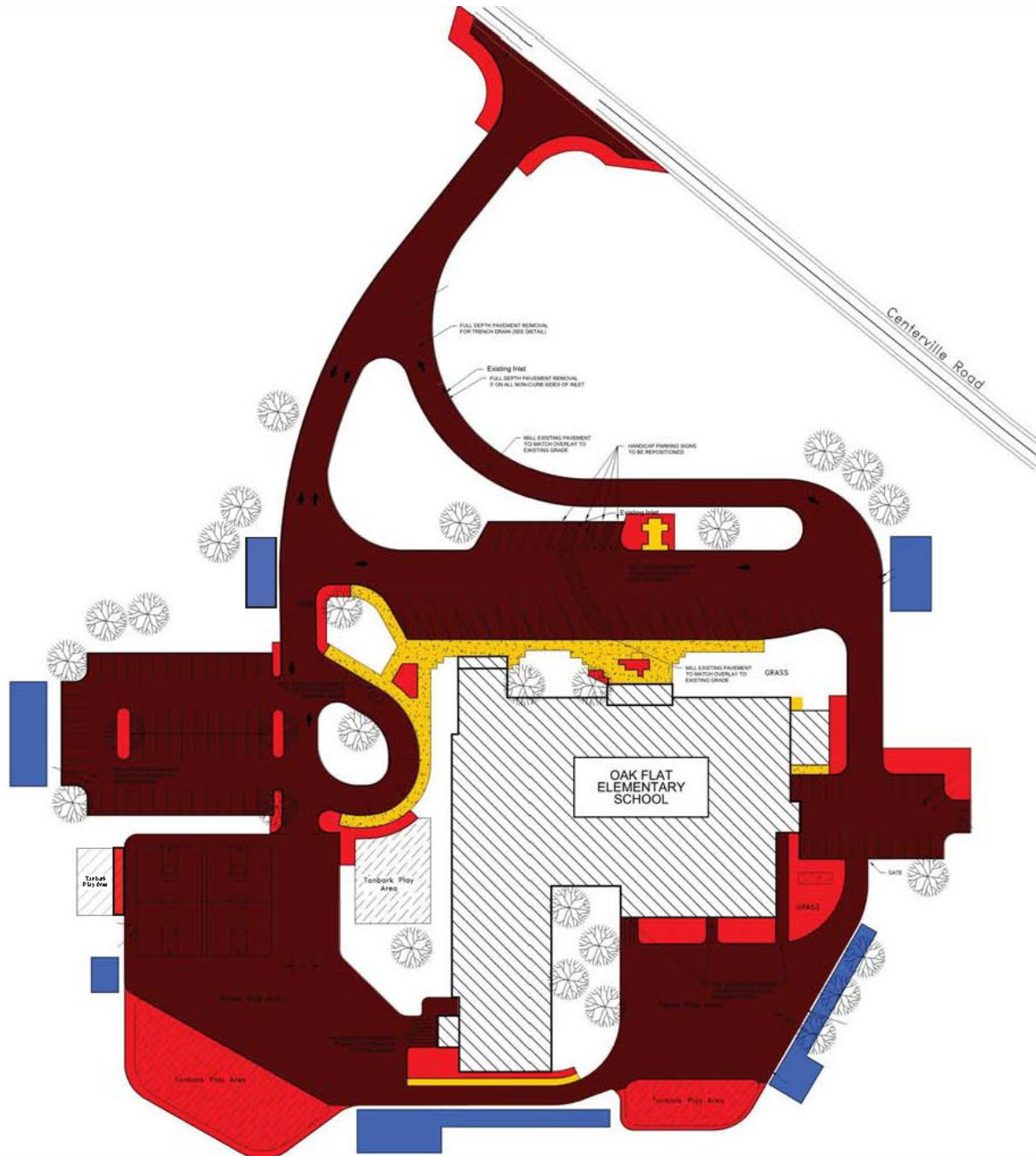
# Appendix D – School Property Diagrams

Newville



**Appendix D – School Property Diagrams**

Oak Flat



**MAP LEGEND**

	PARKING LOT - 160,000 SF
	SIDEWALKS - 11,000 SF
	NO EXCESS SNOW / NO SNOW PILES
	DESIGNATED EXCESS SNOW AREA



**OAK FLAT ELEMENTARY**  
**2016-2017 SNOW REMOVAL**  
**DATE: OCTOBER 4, 2016**