

**BID PROPOSAL**

**Snow Removal for Commodore Perry School District**

The undersigned \_\_\_\_\_, submits herewith, in conformity with the general terms and conditions and specifications for the above mentioned public bid, the following proposal for: **Snow Plowing/Snow Removal**

Commodore Perry SD – Contract Period	August 19, 2024-June 30, 2026
Please quote for both:	
Cost per occurrence	
Cost per year	
Optional Equipment (if needed in addition to equipment used for regular snow removal):	

Company Name	Date	Phone	
Address	City	State	Zip Code
Name (Print)	Title		
Sign			

# SPECIFICATIONS

For

## Snow Plowing/Snow Removal

Intent:

The purpose of this bid is to secure a single source for snow removal and salting for the specified period.

Basis Of Award:

The Commodore Perry School District will award this contract to the vendor who meets the specified qualifications and offers the lowest cost for the two-year period.

Contract Period:

Prices offered on the proposal schedule shall be firm for the specified period. The Commodore Perry School District (owner) and the contractor, if mutual agreement is reached, may extend the contract for up to two (2) additional years. Any extension shall be at the same price, terms, and conditions as the previous year; however, the owner has the sole discretion to reject or accept such extension. Evaluation for extension of the contract will be done yearly at the anniversary date of each of the contracts, but in no case shall the duration of this contract exceed six (6) years in total.

General:

Interested bidders are encouraged to visit and inspect the school site before submitting a bid in order to familiarize themselves with work requirements. Additional information, if required, can be obtained from the Supervisor of Buildings and Grounds, 724-253-3255 x1222. The Supervisor of Buildings and Grounds will assist in inspection and review. Failure to visit the school will not relieve the contractor of their obligation to confirm their ability to perform the work indicated.

Scope of Work:

Furnish all equipment, vehicles, labor and supervision to perform the following:

- 1) Remove all snow from entrance roadways, parking lots, sidewalks, and other areas as listed and specified herein. All areas must be cleaned to a hazard free condition for all personnel, students, and visitors by 6:30 AM every day; Monday-Saturday, (6) days a week following or during the snowfall. Snow removal does not need to occur on Thanksgiving Day, Christmas Day, or New Year's Day. There are no exceptions to this condition unless authorized by the Supervisor of Buildings and Grounds. Plowing to clear snow by 6:30 AM is also required if snow is continuing to fall prior to that time.
- 2) Contractor must stake all curbs, islands, and other areas to prevent concrete, lawn and other damage.
- 3) Any snow accumulation of one (1) inch or more automatically necessitates plowing of all areas.
- 4) In the event of a continuing snowfall throughout a day when school is in session, additional plowing will be done in all bus lanes and driveways to be completed by 2:00 PM.
- 5) The contractor shall be required to remove any snow/ice due to drifting at all times or as requested by the Supervisor of Buildings and Grounds regardless if a snowfall has occurred.
- 6) Under no circumstances are parked vehicles to be plowed in.

- 7) All parking lots should be widened out as soon as possible after the main plowing and salting is completed. Large piles of snow at the perimeters may, at times, be required to be pushed back but only after the ground is frozen.
- 8) Excess snow/ice shall be removed as part of the contract herein to indicated pile areas.
- 9) Snow needs to be plowed away from the buildings to the perimeters of the roadway/parking lots, and never be plowed against any door, stairwells, or other emergency exit areas. Likewise, no snow is to be pushed up against or dumped on trash dumpsters or fire hydrants.
- 10) Salting is to be sufficient to prevent slipping and sliding and is to be uniformly spread using appropriate spreading equipment.
- 11) Salting is not a suitable substitute for a required plowing at any time.
- 12) Response to emergency calls for salting and/or plowing at any time during any 24 hour period is to be immediate.
- 13) Salt all areas after removal of snow. Salting of all areas that have had snow removal shall be started immediately after removal of all snow. Additional salting or more frequent salting shall be done if so directed by the Supervisor of Buildings and Grounds.
- 14) Salt all areas after ice storms. In the event of slippery conditions due to ice storms, freezing rain, or icy conditions, salting shall be started immediately. The Supervisor of Buildings and Grounds may order salting at any time, if in his judgment he feels it is required in order to maintain safe driving and walking conditions. Spreading of salt shall be done by mechanical spreaders attached to the rear of the trucks.
- 15) Spot salting shall be performed where needed, i.e. where run-off from melted snow has frozen. This salting shall be done daily, if need be, and completed prior to school opening (6:30 AM) or any other event taking place at any school at **no** extra cost to the owner.

Equipment to be used:

- 1) Snowplowing/ice control equipment is to be appropriately sized for the job. For example: large, heavy and or wide tracking equipment is not to be used on narrow areas.
- 2) All maintenance, supplies, equipment and spares, fuel, lubrication, vehicle repairs, etc. and necessary service facilities shall be provided by the contractor.
- 3) 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.
- 4) Equipment to be used for this contract may be inspected by the Supervisor of Buildings and Grounds prior to award of contract, and at any other time he feels is necessary.

Accidents and Damages:

- 1) A Certificate of Insurance must be filed with the school district by the successful bidder.

- 2) Any and all damage done to school district property, i.e., trees, lawns, car stops, fences, sign posts, lamp posts, playground equipment, flagpoles, etc. is to be reported to the Supervisor of Buildings and Grounds the same day it happens and is to be repaired/replaced by the contractor as soon as possible. This includes any damage done to drive and walking surfaces. Repairs to lawns are to be done prior to the grass-cutting season in the spring.
- 3) Any damage done by Contractor's equipment to personal vehicles parked on school district lots is to be reported to the Supervisor of Buildings and Grounds immediately. Any cost of repair is the Contractor's responsibility.

Payment to Contractor:

- 1) The contractor shall submit a monthly invoice to the District. Payments shall be made following approval of the invoice at the next regularly scheduled monthly Board meeting following submission of the invoice.

Contractor Requirements:

- 1) Contractor must provide twenty-four (24) hour service and maintain a telephone service for response to emergency service calls 24 hours a day, 7 days a week.
- 2) Contractor must ensure snow removal is accomplished in the most efficient, cost-effective manner as possible, using appropriate equipment for the task.

Failure to Perform:

- 1) The school district reserves the right to complete snowplowing and/or salting/sanding work that is not accomplished by the successful contractor and back-charge the respective contractor.
- 2) Should the Contractor fail to comply with any of the terms or conditions set forth, or should the school district determine that the Contractor is in any other way unfit, unqualified or unable to perform all of the snow removal and/or salting needs of the district, then and in that event, with a 30 day written notice, this agreement may be terminated by the school district.
- 3) This agreement may be cancelled by mutual agreement between the district and the Contractor.
- 4) In the event that the Contractor defaults in the performance of the contract and the District incurs legal costs and fees to enforce its contractual rights, the Contractor shall be liable to the School District for said costs and fees.

Award of Contract:

- 1) Awarding of contract will be made by the Commodore Perry School District at a regular Board meeting on August 19, 2024.
- 2) The Commodore Perry School District reserves the right to accept or reject any or all proposals or any combination of proposals that would be in the best interest of the School District. The right is also reserved to waive any irregularities in the proposals which are received.

Contracted Areas:

Commodore Perry School District consisting of one property located at 3002 Perry Highway, Hadley, PA

**Specific areas to be plowed at each school are as indicated herein:**

Commodore Perry Elementary & High School

All paved entrance roadways from Perry Highway into the school, including the circle loop, and all parking areas. Sidewalks are also to be cleared of snow and ice.

## **GENERAL TERMS AND CONDITIONS**

- 1) Bids for Snow Plowing/Snow Removal will be received by the Commodore Perry School District until 12:00 PM, Monday, August 12, 2024 at which time they will be publicly opened.
- 2) Bids will be received at 3002 Perry Highway, Hadley, PA 16130, Attn: Michelle Goehring, Business Manager.
- 3) Bids must be typewritten or printed in ink and must be signed by the bidder on the enclosed proposal form. Unsigned bids will not be considered.
- 4) Bids shall show unit prices. Where the figures are irreconcilable, award will be made on the basis of unit price for the item.
- 5) Bid prices shall include permit fees, inspection fees, and any other costs necessary.
- 6) Changes or alterations in the bid are not permitted.
- 7) The contractor is liable for damage to all property and equipment. All traffic, signs, regulations, and speed limits are to be strictly observed. Vehicles may not be left unoccupied, without the prior removal of the ignition keys.
- 8) The Commodore Perry School District is a non- smoking facility.
- 9) Contractor will hold the Commodore Perry School District, its affiliates, subsidiaries, successor, agents, representatives, servants, employees, and assigns harmless and will indemnify them against any and all claims, demands, liabilities, losses, civil penalties, fines, damages of any kind and all related costs or charges arising out of, or related in any way to, the services provided by contractor.
- 10) Prices bid by successful bidders shall be held firm through June 30, 2026.
- 11) The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:
  - a. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
  - b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

- 12) The Contractor shall furnish a list of employees who are assigned to work at the District facilities. This list shall include the names and complete home address of each employee. Contractor's employees who may come in contact with any student will require the approval of the Board of Directors of the Commodore Perry School District. Further, each employee must satisfy the requirements of all mandatory background checks and submit the results of the background checks to the Superintendent of the Commodore Perry School District. These background checks are to be completed at the expense of the Contractor or employee. The background checks are; FBI fingerprint, Child Abuse Clearance CY113, and Act 34 Criminal Record Check.
  
- 13) The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed, age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.