



Forestville Central Schools

REQUEST FOR PROPOSALS

Forestville Central Schools

12 Water Street

The FORESTVILLE CENTRAL SCHOOL DISTRICT invites qualified vendors to submit proposals for **CONTRACTED SNOW REMOVAL**

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 copy) of the completed proposal in a sealed envelope clearly marked "SNOW REMOVAL PROPOSAL"

Proposals are due by Wednesday, July 17, 2019 at 4:00 p.m. Mail or deliver proposal to the following address:

FORESTVILLE CENTRAL SCHOOL DISTRICT

ATTENTION: Jennifer Fitzgerald

District Treasurer

12 WATER STREET

FORESTVILLE NY, 14062

TIME SCHEDULE

Issue RFP	Monday, June 17, 2019
Deadline for Proposals and Proposal Opening	Wednesday, July 17, 2019 4:00 p.m.
Initial Review of Proposals	July 18-23, 2019
Recommendation to Board	Wednesday, July 24, 2019
Board Decision	Thursday, August 1, 2019

I. GENERAL

The Forestville Central School District is seeking proposals for contracted snowplowing for the school district's campus for the 2019-2020 school year. It is the intent of the Forestville Central School District to enter into a service agreement with a Contractor who will furnish equipment and operators for removal of snow and salting of parking lots and drives during the 2019-2020 school year.

II. SCOPE OF SERVICES AND GENERAL CONDITIONS

- A. Any snow accumulation of (2) inches or more automatically necessitates plowing of all areas.
- B. Contractor will furnish sufficient equipment and operators for timely and efficient removal of snow and salting of parking lots and drives.
 - 1. District requires availability of a front loader for snow removal, snow stacking or widening drives and parking lots within 2 hours at contractor's discretion or at district's request.
 - 2. All Snowplows shall be equipped with plow shoes or rubber blades.
- C. All parking lots and drives must be cleaned and salted to a hazard free condition for all personnel, students, and visitors by 6:30 a.m. every day; Monday-Saturday following or during the snowfall. There are no exceptions to this condition unless authorized by the Director of Facilities. Plowing should continue if snow continues to fall in accordance with the following schedule:
 - 1. The bus garage area must be clear of snow by 5:30 a.m.
- D. During dismissal times at elementary school and all vehicles are to stop moving and the engines are to be shut down when children are present. Plowing is not to resume until all of the children are back inside the building. There is no exception to this procedure.
- E. Contractor must stake all curbs, islands, and other areas to prevent concrete, lawn and other damage by November 1, 2019.
- F. In the event of a continuing snowfall though out a day when school is in session, additional plowing will be done in all bus lanes and driveways to be completed by 2:00 p.m.
- G. The contractor shall be required to remove any snow due to drifting at all times or as requested by the Director of Facilities regardless if a snowfall has occurred. Under no circumstances are parked vehicles to be plowed in.
- H. Spreading salt/sand to prevent ice covered driveways and parking surfaces. The District will be responsible for purchasing of salt/sand. The District will also provide storage for salt/sand. Contractor is responsible for truck salter/sander and loading of salt/sand from provided storage.

- I. All parking lots should be widened out as soon as possible after the main plowing 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.
- J. Excess snow shall be removed as part of the contract. Where piles are not acceptable, the Contractor shall remove excess snow to dumping areas directed and approved by the Director of Facilities.
- K. Snow needs to be plowed away from the buildings and not be plowed against any door, stairwells, or other emergency exit areas. Likewise, no snow is to be pushed up against or dumped on fencing or trash dumpsters. HS/MS front wall parking spaces along with areas between islands must be cleared with each plowing.
- L. Response to emergency calls for plowing at any time during any 24-hour period is to be immediate.
- M. A Certificate of Insurance must be filed with the school district by the successful contractor.
- N. Any and all damage done to school district property, i.e., trees, lawns, fences, sign posts, lampposts, flagpoles, etc. is to be reported to the Director of Facilities 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.
- O. Damage done by plowing equipment to personal vehicles parked on school district lots is to be reported to the Director of Facilities immediately. Any cost of repair is the Contractor's responsibility.

III. PRIORITY OF SNOW PLOWING

- A. The Director of Facilities will determine the general priority order of snow plowing, this order may change from time to time based on school needs.
- B. The School District will provide a map of the campus with areas to be snowplowed.

IV. INSURANCE REQUIREMENTS

- A. A certificate of insurance must be supplied prior to the start of work
- B. Minimum limits of Coverage:
 - 1. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 2. Umbrella/Excess Liability \$1,000,000 per occurrence/\$1,000,000 aggregate
 - 3. Automobile Liability \$500,000 combined single limit
 - 4. Workers Compensation Statutory

V. SUBCONTRACTING

- A. The Contractor submitting a proposal shall perform the work primarily with its own work force.
- B. If Contractor is using subcontractor(s) it shall be noted on the bid form.
- C. Any change in the status of subcontractors will require prior notification and approval from the Director of Facilities.

VI. FAILURE TO PERFORM

- A. 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 needs of the district, this agreement may be terminated by the school district with 30 days written notice.

VII. SITE VISIT INFORMATION

The Director of Facilities will answer questions and provide a tour of the School District campus upon request at a reasonable time during the workday.

VIII. AWARD OF CONTRACT

- A. The Forestville Central 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.
- B. The District will select and inform the lowest responsible bidder. Upon notification, the contractor will provide clearances as required by law prior to board approval. Failure to do so will result in forfeiture of the contract.
- C. Awarding of contract will be made by the Forestville Central School District at a regular Board meeting on August 1, 2019. The awarding of the contract may be based upon but not necessarily limited to items specified in this RFP or lowest responsible bidder.
- D. The period of this contract will be from date of award until June 30, 2020.
- E. The contract may be terminated by either party upon thirty (30) days-notice.

- F. The Contractor can request, in writing, to renew the contract with same terms and conditions ~~thirty~~ (30) days prior to the end of the term. Upon written agreement between the Owner and the Contractor, said contract may be renewed annually.

IX. RFP PROPOSALS

As a minimum, the following information must be included as part of the submitted RFP:

1. The Contractor is to include credentials, and resume(s) including references reflecting similar size snow plowing operations.
2. Brief statement/literature piece on the history of the business.
3. Number of years that the business has been providing plowing/salting services.
4. Evidence of insurability.
5. Comprehensive equipment list that will be utilized on Forestville Central School District's campus in accordance to this RFP. The list must include the following for each vehicle and/or piece of equipment:
 - a. Year, make and model
 - b. Current photograph
6. Proposal must include the cost to the Forestville Central School District for snowplowing and must be a seasonal rate and not an hourly rate. Proposal must include payment terms. Final payment may be held until all lawn and grounds are repaired to original condition.

X. ADDITIONAL INFORMATION

Any questions or requests for additional information should be directed to James Hart, Director of Facilities at (716) 965-6531 or jhart@forestville.com

Additional information regarding the bid process are to be addressed to Mrs. Jennifer Fitzgerald, District Treasurer at (716) 965-6533 or JFitzgerald@forestville.com

Attached to this proposal is an aerial map of the Forestville Central School District Campus.



