

REQUEST FOR QUOTATION	<p style="text-align: center;">TROY SCHOOL DISTRICT</p> <p style="text-align: center;">1140 RANKIN, TROY, MICHIGAN 48083</p> <p style="text-align: center;">248-823-4052</p> <p style="text-align: center;">FAX: 248-823-4077</p>	REQUISITION
No. 9568		
DUE DATE 9-30-08 NO LATER THAN 3 p.m.		DATE 9-9-08

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with SNOW & ICE REMOVAL per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

TROY SCHOOL DISTRICT BID 9568 SNOW REMOVAL

REQUEST FOR PROPOSAL

The Troy School District (the District) is requesting pricing for snow and ice removal for District owned parking lots, sidewalk/entrance ways (drivable) and all access drives. The District will decide, based on submitted pricing, the extent of subcontracting to be utilized under this Request for Proposal (RFP). The intended contract period will be from November 17, 2008 through April 17, 2009.

Definitions

Contractor – Refers to the person/company to which the attached RFP is directed and, ultimately, the awarded vendor under this RFP.

District – Refers to the Troy School District, a public, K-12 school district operating exclusively within the City of Troy, Michigan.

Ice melter / ice preventer – This term will be used to refer to the application of a substance which is designed to deter the formation of ice and/or thaw existing ice buildup.

Ice Removal – Ice Removal shall constitute the method by which, awarded contractor shall provide for the rapid thawing of ice build-up.

Snow Pushing/plowing –The method of physically and/or mechanically moving accumulated snow across affected paved areas to expose (to the extent possible) bare pavement.

Snow Removal – The method of physically and/or mechanically removing accumulated snow from District owned property.

Traction control – This term will be used to refer to the application of sand, ash or other material used for the purpose of improving traction (by both vehicles and pedestrians) on affected parking lots, (drivable) sidewalk/entrance ways and all access drives.

Contractor Responsibilities

Awarded contractors shall be responsible for the following:

Push accumulated snowfall and/or drifted snow from all affected parking lots, (drivable) sidewalk/entrance ways and all access drives. Pushing of snow shall be done in a manner that minimizes potential damage to Troy School District property (curbs, light poles, building structures, fencing, driveways, adjacent grass areas, trees, vehicles, etc).

Pushing of snow shall also be done to minimize potential damage to non-District owned property (curbs, light poles, building structures, fencing, driveways, adjacent grass areas, trees, vehicles, etc).

Pushing or stacking of excess snow will be permitted only in areas specified by the Director of Operations or his/her designee. Slush must be kept off lots to avoid icing. Improper placement of snow will be removed at the expense of the contractor.

Snow pushing shall occur when there is snowfall in excess of 1.5 inches of heavy snow, or 2 inches of 'fluff' or light snow. Actual determination of snow depth shall be at the sole discretion of the District's Director of Operations or his/her designee. Such determination shall be based upon publicly reported (radio or TV weather reports) snowfall and actual observation of conditions existing on site during the terms of this contract. Snow pile-up caused by blowing and drifting conditions may also warrant additional snow pushing by contractor regardless of actual reported new snowfall.

Snow removal shall be completed by the awarded contractor when conditions exist such that additional pushing of snow would

- 1) Cause damage to District or non-District property,
- 2) Cause the loss of more than two (2) parking spaces on any affected parking lot,
- 3) Result in blocking any egress from a building (occupied or not),
- 4) Result in a high probability of excess melt-off turning to ice which then covers an affected parking lots, (drivable) sidewalk/entrance ways and any access drives.

Improper placing of snow by Contractor will be removed at the expense of the Contractor.

Ice prevention shall be performed at the same time as contractor completes snow pushing/removal. Ice prevention shall be done on the parking lots, (drivable) sidewalk/entrance ways and all access drives referred to under this RFP. Ice prevention shall be done via application of rock salt, calcium chloride or other district approved chemical or approved mechanical means, the intent of which shall be to minimize the formation of ice on affected areas so as to provide for the safe accessibility of vehicles and pedestrians.

Ice removal shall be performed when weather conditions permit the formation of icy build-up on affected areas previously cleared of snow. The intent of ice removal shall be to provide for the safe accessibility of vehicles and pedestrians.

Under certain weather conditions, application of ice control/prevention chemicals may be rendered ineffective. In such cases, District may require the application of sand, ash or other pre-approved materials to increase vehicular and pedestrian traction. Application of sand, ash or other materials must be at the specific request of the District. Pricing will be as per the response to this RFP.

Contractor shall perform all services on the school premises in an efficient, timely, safe and professional manner without damaging school district property. Contractor is to operate before school openings in the morning and to be finished when possible by **6:00am** during normal school days. Contractor may be called in for additional snow and ice removal at the rate specified within the response to this RFP after normal school hours, holidays and weekends.

Contractor will be responsible for all repairs or damage to Troy School District property (curbs, light poles, building structures, fencing, driveways, adjacent grass areas, trees, vehicles, etc) caused by his/her equipment, personnel or materials used. Contractor will also be responsible for all repairs or damages to non-District property (curbs, light poles, building structures, fencing, driveways, adjacent grass areas, trees, vehicles, etc) caused by his/her equipment, personnel or materials used.

In the case that the Contractor cannot meet the deadline, the School District may contract out or perform clearing duties itself and receive from the vendor the cost incurred. In the case that School District employees perform the work, the Contractor will pay all School District labor costs for snow and ice removal specified, plus district expenses incurred for the snow and/or ice removal. Furthermore, any Contractor leaving the parking lot in an unsatisfactory condition will be required to return and complete the job with no additional compensation.

Contractor agrees that in the performance of its work under the contract, it shall abide by and comply with all applicable Federal, State and Local laws, codes and regulations, including but not limited to the Occupational Safety and Health Act of 1970.

Because other activities of the district may be occurring at the same time as the service covered by this agreement, the Contractor shall cooperate with the Owner's Representative to ensure that all work progresses not only in a manner which does not conflict with other activities, but also improves the safety of participants in those activities.

In all instances, Contractor shall be responsible to physically inspect each site awarded under this RFP (and subsequent contract) to ascertain the extent to which snow pushing, snow removal, ice prevention or ice removal is warranted. These inspections are to occur on such timeline as to permit the completion of needed tasks by the related deadline referred to above. Nightly inspections by awarded Contractor during times of inclement weather conditions are anticipated by the District.

Contractor certifies that compliance with the below listed insurance requirements will be maintained at all times during the life of this contract. Failure to maintain these insurance requirements is grounds for immediate cancellation of this contract.

INSURANCE REQUIREMENTS

As a condition of performing work under the Agreement, Contractor will keep in force, at all times during performance of the Work, policies of insurance covering all Basic Insurance Requirements and any applicable Supplemental Insurance Requirements. The requirements identified below are minimum requirements. If the Agreement or other Contract Documents impose additional or higher standards. Contractor shall meet those as well. Where a Controlled Insurance Program ("CIP") is specified in the Contract Documents, these insurance requirements shall not apply to coverage's supplied by the CIP, but shall apply to coverage's which Contractor is required to carry outside the scope of the CIP.

Basic Insurance Requirements

Workers' Compensation covering Contractor's statutory obligations in the State(s) in which the Work is to be performed or Federal statutory obligations, if applicable to the Project and Employers' Liability insurance with limits of liability of \$1,000,000 per accident. Where applicable, a US Longshore and Harborworker's Compensation Act endorsement must be included.

If Contractor employs the services of leased employees for the Work or for a portion of the Work, it will be required to submit evidence, to the satisfaction of the Troy School District, that such leased employees are fully covered by the minimum limits of Workers' Compensation and Employers' Liability Insurance. Such evidence shall include, but not be limited to, submission of the applicable leasing agreement.

Automobile Liability insurance with the minimum limit of \$1,000,000 per accident covering Contractor's owned, non-owned and hired automobiles.

Commercial General Liability Insurance written on the 1988 ISO OCCURRENCE policy form or subsequent versions with the minimum limits of liability as follows:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury	\$2,000,000
Each Occurrence	\$2,000,000

This coverage shall include coverage for premises-operations, independent contractors' protective products and completed operations, personal injury and broad form property damage (including coverage for explosion, collapse, and underground hazards), and Contractual Liability protection with respect to Contractor's indemnification obligations under the Contract Documents. Products-completed operations coverage must be maintained for at least two years after final completion of the Project.

Troy School District Responsibilities

The District will be responsible for any snow pushing or ice prevention/removal during regularly scheduled school hours, unless the contractor is in the process of completing their services beyond the deadline contained within this RFP due to unforeseen conditions.

District shall make every effort to notify the Contractor:

- Whenever a scheduled activity within an affected building will necessitate additional snow pushing or ice prevention/removal
- Whenever conditions exist that warrant other additional actions by awarded Contractor
- Whenever conditions exist that do NOT warrant actions by awarded contractor when such actions would otherwise be completed
- Whenever the application of traction control materials is deemed necessary.

Pre-Bid Meeting

Bidders are **STRONGLY** encouraged to attend a pre-bid meeting which will be held at 3:00 pm at the staff parking lot (John R entry) of Athens High School, 4333 John R Road, Troy, MI 48085.

Questions, clarifications and site walk-through will be addressed at that time. This pre-bid meeting will be held on **Thursday, September 25, 2008 at 3:00 pm.**

Bid Submission

Bidders must submit their bid response in a sealed envelope to:

Purchasing Department
Troy School District
1140 Rankin
Troy, MI 48083

All submitted bids MUST BE CLEARLY marked "Bid 9568 SNOW REMOVAL"

Properly completed bids must include the above Affidavit of Bidder, proof of insurance as specified, pricing sheet (see below) and minimum of three (3) references. Bids may be rejected if not submitted with all required supporting documentation.

The Troy School District Board of Education reserves the right to accept or reject any and all bids, or to split awards by location, or to accept bids which best benefits the Troy School District. Bids will not be accepted if submitted after the deadline specified to bidders.

The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened. Facsimile bids are NOT acceptable.

References

Minimum of Three (3) references are required.

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Company: _____

Primary Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

TROY SCHOOL DISTRICT BID 9568 SNOW REMOVAL

Locations to be Contracted Out for Services:

**Athens High School
 4333 John R Road
 Troy, Michigan 48085**

Trip Charge		Trip Charge	Per Trip	Per Trip
Snow Removal	Ice Removal	Snow Removal / Salt Combined	Ice Removal	Traction Control
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Troy High School
 4777 Northfield Parkway
 Troy, Michigan 48098**

Trip Charge		Trip Charge	Per Trip	Per Trip
Snow Removal	Ice Removal	Snow Removal/ Salt Combined	Ice Removal	Traction Control
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Troy School District Snow Removal Bid 9568

	Advanced	<u>ABC Paving Co.</u>	
	<u>Aggregate</u>	<u>0" - 4"</u>	<u>4" - 8"</u>
ATHENS HIGH SCHOOL			
Trip Charge: Snow Removal	\$ 475.00	\$ 2,641.68	\$ 3,962.52
Trip Charge: Ice Removal	750.00	5,661.96	5,661.96
 Trip Charge: Snow Removal/Salt Combined	 1,225.00	 8,303.64	 9,624.48
Per Trip: Ice Removal	750.00	5,661.96	5,661.96
Per Trip: Traction Control	400.00		
 TROY HIGH SCHOOL			
Trip Charge: Snow Removal	525.00	2,641.68	3,962.52
Trip Charge: Ice Removal	750.00	5,661.96	5,661.96
 Trip Charge: Snow Removal/Salt Combined	 1,275.00	 8,303.64	 9,624.48
Per Trip: Ice Removal	750.00	5,661.96	5,661.96
Per Trip: Traction Control	400.00		

Salting based on 20 tons/snow event

Backer Landscaping: No Response
 Rizzo Services: No Response
 Parks Landscaping: No Response
 B & L Landscaping: No Response
 ODE Brownlee Gravel: No Response
 Alastra Construction: No Response
 Lawn Barber: No Response
 Suburban Management: No Response
 Rolar Inc: No Response