

**REQUEST FOR PROPOSAL
SNOW / ICE REMOVAL
BRIGHTON AREA SCHOOLS
BRIGHTON, MICHIGAN 48116**

March 22, 2018

1. Brighton Area Schools is seeking bids for Snow Removal of district facilities.
2. A **Mandatory** pre-bid meeting will take place at **9:00 am Wednesday, April 11, 2018**, at 7878 Brighton Road, Brighton, MI. – Main Office. The purpose of the meeting is to clarify the procedures, scope of work and answer any questions.
3. Sealed Proposals will be received not later than **10:00 am Wednesday, April 18, 2018**, at which time the proposals will be opened and recorded as received.
4. Description of the information and content required for your bid is attached. Please complete and add necessary information on additional sheets and return to:

Director of Operations
Brighton Area Schools
125 S. Church St.
Brighton, MI 48116

5. Mark the return envelope: "Snow and Ice Removal Bid"
6. Bidders must complete the required attached Familial Discloser Affidavit.
7. All responses must be printed and signed. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Brighton Area Schools. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
8. The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to the Brighton Area Schools. Price, experience, references and other factors are considered. Brighton Area Schools reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn.

9. The Board of Education or its designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be opened.

Please contact Scott Jacobs at 810-299-4123 or 810-499-3355 if there are any questions

All Inclusive Services for Snow Removal

(a) Purpose

The intent and purpose of this invitation for bids is to establish a term contract to provide snow removal services for Brighton Area Schools, hereafter referred to as BAS.

(b) Scope

The Contractor will be responsible for clearing snow and ice, and for distributing salt/ice-melt in all parking lots, loading docks and related drives on all School District Facilities. The Contractor shall be responsible for **ALL** parking lot loading docks and driveway areas as shown on Exhibit 2. Below is a list of all district buildings requiring snow removal and salting. Parking lot sizes are approximants and contractor is responsible for exact measurements

1. Brighton High School	7878 Brighton Rd.	620,470 Sq Ft
2. Miller Building	850 Spencer Rd.	84,540 Sq Ft
3. B.E.C.C	125 S. Church St	50,000 Sq Ft
4. Maltby Intermediate School	4740 Bauer Rd.	20,250 Sq Ft
5. Hornung Elementary	4680 Bauer Rd.	116,550 Sq Ft
6. Transportation Dept.	5800 Borderline Dr.	252,901 Sq Ft
7. Scranton Middle School	8415 Maltby Rd.	252,000 Sq Ft
8. Hawkins Elementary	8900 Lee Rd.	89,000 Sq Ft
9. Spencer Elementary	10639 Spencer Rd.	77,000 Sq Ft
10. Hilton Elementary	9600 Hilton Rd.	120,000 Sq Ft

(c) Scheduling

- 1) The Contractor shall ensure that all designated areas shall be completely plowed and cleared of snow/ice. All surfaces, including parking lots, driveways, etc. must be cleared of snow and have salt applied at least two (2) hours prior to the start time for each Facility. Snow clearing and salt application must be completed by the times listed below.

High School & Transportation Dept. – 5:30am

BECC & Scranton Middle School – 6:00am

Maltby School – 6:30am

Elementary Schools – 7:00am

- 2) On non-school days the schedule for plowing and salting is to be coordinated with BAS Director of Operations so that snow removal and salting is complete 2 hours before any scheduled events.
- 3) Snow removal must be available at the Contractor's pricing 24 hours a day, 7 days a week, including holidays.
- 4) The Contractor will have salt vehicles and services available for "on call" services, twenty-four (24) hours a day, seven (7) days a week, the Director of Operations may call for Services. Response time to any Facility is required in thirty (30) minutes.
- 5) The Contractor shall be responsible for plowing snow from, and applying salt/ice melt to the School District's facilities on all days, including weekends and days school is not in session, to accommodate use of those parking areas by the community.

(d) Specifications

- 1) The Contractor, prior to the first snowfall shall check all areas to note borders, hedges, and pipes.
- 2) The contractor shall mark all permanent hazards including fire hydrants with a flag, if needed, 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) When snow drifting and snow continues 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 users.

- 4) Snow removal shall occur when one (1) inches or more of snow/sleet etc. accumulates on the ground surfaces, including parking lots, loading docks, driveways, etc. Snow removal shall occur as to maintain all surfaces, including parking lots, driveways, etc., in a "slip free" condition, clear of snow and ice at all times.
- 5) Salting shall occur when ¼" of snow/sleet or freezing rain accumulates on the ground surfaces, including parking lots, loading docks, driveways, etc. Salting shall occur as to maintain all surfaces, including parking lots, loading docks, driveways, etc., in a "slip free" condition.
- 6) Snow/sleet, must be removed from the ground surfaces (i.e., parking lots, loading docks, driveways, 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. If Contractor damages School District property (e.g., grass, parking blocks, signs, etc.) it shall be repaired at Contractor's sole cost and expense to a condition as good as prior to such damage.
- 7) The Contractor is required to check parking lots and driveways and salt as needed maintaining slip free pavement.
- 8) The Contractor shall spread salt/ice melt only at spread rates approved by the School District.
- 9) All Snow Removal Services must be available at the Contractor's pricing between November 1 and April 30.
- 10) Under no circumstances shall the Contractor dump or store snow from other locations on School District property.
- 11) The Contractor shall be responsible to plow snow and apply salt/ice melt to the School District transportation facility parking areas after all route buses have departed each day.
- 12) Non-approved Snow Removal Services will not be paid for.
- 13) The use of tobacco products is prohibited on school property at all times.
- 14) All work must be performed by the Contractor; no part of this contract may be sub-contracted.

15) Clearing of snow and ice from sidewalks is not included in this contract.

(e) Services/Equipment/Supplies Provided by Contractor

- 1) 100% of all labor, equipment, supplies and materials to provide the services described in this section are the responsibility of the Contractor.
- 2) Provide a list of ALL service vehicles that will be used to perform the snow removal and salting services for BAS. List them on the form labeled "Exhibit 1" and return with sealed bid.

(f) Services/Equipment/Supplies provided by BAS

- 1) BAS will NOT provide any labor, equipment, supplies or materials for the use of this Contractor. BAS will also not provide storage for supplies or equipment.

(g) Anticipated Work Load

- 1) As needed from November 1 through April 30 of each year.

(h) Basis of Pricing

The School District is seeking price quotes for all Snow Removal Services, broken down into management and labor. This pricing shall be fixed for all three (3) years of the Initial Term. The contractor shall provide snow removal as outlined in this bid packet of all drives, loading docks and parking lots after one inch (1") of snow accumulation or more. The contractor shall provide salting/de-icing of drives, loading docks and parking lots as outlined in this bid packet. (Alt. 2) The contractor shall provide a "per push" for snow removal; and (Alt. 3) The contractor shall provide a "per salt" charge. (Alt. 4) The contractor pricing would be held for an additional 2 years after the initial three years.

(i) Additional Specifications

- 1) **Commercial General Liability Insurance:** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form

General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.

- 2) **Professional Liability Insurance (Errors & Omissions):** of \$1,000,000 each occurrence and \$3,000,000 annual.
- 3) **Workers Compensation including Employer's Liability Coverage:** of \$100,000 each accident, \$500,000 annual aggregate, in accordance with all applicable Michigan law.
- 4) **Motor Vehicle Liability:** If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then Contractor must have a minimum amount of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If insurance coverage furnished by Contractor is on a "claims made" basis, the Contractor shall continue the coverage required under this contract for a minimum period of three years after the expiration or termination of this contract.
- 5) In addition, Contractor shall include the following as Additional Insured: Brighton Area Schools including its elected and appointed officials, employees, and volunteers.

(j) Contract Conditions

1. This contract is for snow removal for the following time period from November 1, through April 30, of each year the contract is in effect; expiring June 30, 2021.
2. This agreement shall be automatically renewed each fiscal year starting July 1st and ending June 30th for an initial period of three (3) years, starting with the date services commence hereunder. This agreement is terminated at the end of a three-year period ending June 30, 2021. If bidding as (Alt. 4) contractor would agree to hold prices for an additional 2 years, ending June 30, 2023.
3. It is agreed by the parties hereto that in the event of an alleged breach of any provisions of this agreement the offended party shall, by written notice, give to the offending party thirty (30) days, commencing with the receipt of said notice to correct the alleged breach. In the event said breach is not so remedied within the thirty-day period, the offended party may in its discretion give written notice to the offending party at the end of an additional thirty-day period the offended party shall consider this

agreement cancelled hereunder. In the event of termination, all amounts due and owing shall be adjusted to the effective date of the termination.

4. In the event the Contractor shall fail, neglect, or refuse to perform any and all services under this Contract, Brighton Area Schools may perform such duties under the Contract and charge the Contractor, or deduct the amount from subsequent payments. In addition, Brighton Area Schools reserves the right to "contract out" for failed services and charge the Contractor for the services rendered.
5. The Contractor shall indemnify and hold harmless BAS, its administrators and employees, or agents of the district, from and against all liability, claims, suits, damages, and/or loss and expenses, including but not limited to legal fees arising out of personal injury, loss of life, and/or damages to property, including BAS property, and from any penalty, fine or charge incurred for any violation or breach of any law, rule or regulation when any of the aforesaid injuries or damages are caused or occasioned by the acts, errors, omissions, or negligent acts of the Contractor, its employees or agents.

BID PROPOSAL FORM – SNOW / ICE REMOVAL MATERIALS

Contractor's Company Name: _____

Name: _____

Signature: _____

Title: _____

Address: _____

Phone #: _____ (Work #) _____ (Cell #)

Accompanying this proposal is a 5% bid bond, payable to the Brighton Area School District in which sum it is agreed, shall be forfeited as liquidated damages to Brighton Area Schools, if the undersigned fails to execute the contract for the above stated work after due notification of the award of contract to the undersigned.

To furnish all labor, material, equipment necessary to provide the services required by the Brighton Area School District Request for Proposal for Snow and Ice Removal Services per specifications contained in these bidding documents dated March 22, 2018.

Complete all pricing on the next page of this packet.

Contract Period November 1st 2018 – June 30th 2021			
Facility	Base Bid (per facility)	Alt. # 2 (per push)	Alt. # 3 (per salt)
Brighton High School			
Miller Building			
B.E.C.C			
Maltby Intermediate School			
Hornung Elementary			
Transportation Dept.			
Scranton Middle School			
Hawkins Elementary			
Spencer Elementary			
Hilton Elementary			
Total			

Alt. # 4 contactor pricing will be held for an additional 2 years

YES _____ **NO** _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

All bidders must complete the following disclosure compliance with MCL-380.1467 and attach this information to the bid. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Brighton Area School Board or the Brighton Area Schools Superintendent. The district will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Brighton Area School Board are: Bill Trombley, John Conley, Andy Burchfield, Dave Chesney, Roger Myers, Alicia Reid and Ken Stahl. The Brighton Area Schools Superintendent is: Dr Gregory Gray.

The following are the familial relationship(s):

Owner/Employee Name	Related To:	Relationship:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

BIDDER'S FIRM NAME: _____

BY (SIGNATURE): _____

PRINTED NAME & TITLE: _____

STATE OF MICHIGAN

COUNTY OF _____

Subscribe and sworn before me on this _____

Day of _____, 20____, a Notary Public

In and for _____ County,

Notary Public

My Commission expires _____

Exhibit 1

Exhibit 1

Equipment List

The following vehicles will be made available for snow plowing at Brighton Area Schools.

	Make	Model	Year	License Plate Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Exhibit 2