

TOMAH AREA SCHOOL DISTRICT

Department of Buildings & Grounds

129 West Clifton Street

Tomah, Wisconsin 54660

608 374-7361

Request for Proposal – Snow Removal and Ice Control Services

The Tomah Area School District is requesting proposals from qualified contractors to provide snow removal and ice control services for the following District properties during the winter season. Locations can be excluded and should be clearly explained in the submitted proposal.

Camp Douglas Elementary
81 Junction Street
Camp Douglas WI

Oakdale Elementary
217 S. Oakwood St
Oakdale WI

Warrens Elementary
409 Main St
Warrens WI

Wyeville Elementary
225 W Tomah Rd (Hwy 21)
Wyeville WI

The District intends to award the services to the proposer whose proposal is determined to be the most advantageous to the District, considering cost, experience, equipment, reliability, and ability to meet District schedules and safety requirements. Site maps are available on request.

SCOPE OF SERVICES

- Snow Removal – The contractor shall provide snow removal services including, but not limited to:
 - Plowing parking lots, driving lanes, and service roads.
 - Clearing sidewalks, pedestrian paths, ramps, and accessible routes.
 - Sidewalks must be passable and safe for pedestrian use.
 - Clearing building entrances and emergency exits.
 - Snow removal typically begins with any snow or ice accumulation.
- Ice Control
 - Application of salt or other District-approved ice-control materials.
 - Priority attention to stairs, high-traffic and accessible pedestrian areas, as well as bus loading and unloading zones, building entrances, and staff parking areas prior to arrival and dismissal times.
 - Monitoring and reapplication as needed to prevent refreezing.

- Service Timing
 - Services should be completed prior to 7:00 am on regular school days and within 24 hours of the conclusion of any weather event occurring on weekends and school breaks.
 - Contractor must be available 24 hours a day, 7 days a week including weekends and holidays.

EQUIPMENT REQUIREMENTS:

- Plow Truck/Loaders
- Sidewalk Clearing Equipment
- Salt Spreaders/De-icing Systems
- Backup Equipment in case of breakdown

CONTRACT TERM:

- Initial term will commence on October 15, 2026, and terminate on June 30, 2027.
- The contract terms will renew automatically for the subsequent year (July 1 – June 30) unless either party provides written notice to not renew the contract on or before July 1 of any given year.

PRICING FORMAT:

- Cost per mobilization (includes plowing and snow blowing/shoveling)
- Material cost – per mobilization or unit used. (salt or de-icer)
- Invoicing must be term Net 30 days

LAWN AND TURF DAMAGE REPAIR REQUIREMENTS – The contractor shall be responsible for repairing any turf or landscape damage resulting from snow removal operations. Any repairs needed due to damage must be discussed with the Grounds Supervisor prior to repairs being made.

- Damage Prevention
 - Use appropriate equipment and techniques to minimize turf damage.
 - Installation of snow markers/stakes at property edges.
 - Avoid unnecessary driving on lawn areas.
- Repair Scope: Repairs shall include, but not be limited to:
 - Reseeding damaged grass areas.
 - Topsoil replacement and leveling.
 - Repair of ruts, tire track, and compacted soil.
 - Restoration of landscaping features damaged during operations.
- Performance Standards
 - Turf repair must result in uniform, healthy grass coverage
 - Repairs must be completed by June 15.
- Costs
 - Any repairs that are a result of negligence to follow prescribed practices will be the responsibility of the contractor along with all costs incurred by the contractor.
 - Contractors must bill any other costs of turf repair separately to the district after approval from the Grounds Supervisor.

CONTRACTOR QUALIFICATIONS

- Company or individual background and experience
- Minimum of 3 references
- Seasonal staffing plan.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals will include;

- A list of non-school district equipment used for snow removal, including transportation of listed equipment.
- The following text “proposal to furnish equipment, gasoline, and perform the necessary labor for the completion of snow removal at Camp Douglas, Oakdale, Warrens, and/or Wyeville.
You may delete any school(s) you wish not to bid on.”
- The following text “Property will be cleared of snow on hard surfaces prior to 7:00 AM on all school days, 9:00 AM for late starts, and within 24 hours of the conclusion of the winter weather event on non-school days.”
- The following text “hard surfaces will be salted and snow removed for early dismissals.”
- The following text “We agree to follow accepted industry standards for snow removal safety protocol. Failure to remove snow safely will result in loss of payment and/or contracts.” This includes using and directing the discharge chute of snow removal equipment in a safe direction away from people, buildings, and vehicles.
- The following text “We agree to cease snow removal when children are present and/or not at a safe distance during snow removal. Snow removal on playgrounds will not take place when children are present.”
- The following text “Contractor agrees to repair and/or replace and invoice the district for any damage caused by snow removal to district property including hard surfaces and green spaces upon approval from Grounds Supervisor.” The repairs must be completed between the end of the winter weather season and June 15.
- The following text “Contractor will be responsible for the repair and costs associated with damage occurring from negligence to follow prescribed practices.” These repairs must be completed between the end of the winter season and June 15.
- The following text “Snow will be plowed or discharged onto district property and may not be left on the rights-of-way or on roads or roadways.”
- The following text “Snow will be removed from building entrances and hard surfaces safely treated.”
- Text listing cost per time for each school with additional per unit material cost.
- Payment terms. Net 30 days.
- Proof on Insurance
 - General Liability Insurance
 - Vehicle and equipment Insurance

PROPERTY DESCRIPTIONS

Wyeville Elementary:

- Remove snow from all sidewalk areas and treat as needed approximately 530 lineal feet of sidewalk.
- Remove snow from large asphalt area in front of school and treat as needed, including main building entrance, approximately 4200 sq.ft.
- Remove snow and treat as needed large asphalt playground area east of the school, approximately 9750 square feet.
- Remove snow from steps outside south entrance of school.

Oakdale Elementary:

- Remove snow from 20-foot-wide front circular drive approximately 380 lineal feet of driveway and treat as needed.
- Remove snow from 15-foot-wide rear drive approximately 130 lineal feet of driveway and 4500 sq.ft. of rear parking lot and treat as needed. Dumpsters must be left accessible.
- Remove snow from and treat as needed upper parking lot approximately 6400 sq.ft. of parking lot as well as approximately 500 lineal feet of driveway around storage building and access to front and rear loading doors.
- Remove snow from asphalt area south of main entrance, approximately 800 sq.ft.
- Remove snow and treat as needed the east entrance of school off playground.
- Remove snow and treat as needed steps leading from upper parking area to building entrance.

Camp Douglas Elementary:

- Remove snow from all sidewalk areas and treat as needed approximately 700 lineal feet of sidewalk.
- Remove snow from and treat as needed the 24-foot-wide driveway approximately 48 feet long into parking lot and remove snow from parking lot on east side of school, approximately 6400 sq.ft. Dumpsters must be left accessible.
- Remove snow from and treat as needed the 14-foot-wide bus turnout on west side of school, approximately 170 lineal feet of driveway.
- Remove snow and treat as needed the main building entrance, back entrance, as well as staff entrance behind building off parking lot.

Warrens Elementary:

- Remove snow from and treat as needed from 140 feet of a ten-foot-wide driveway in the rear of school along with back loading area near dumpsters and shed. Dumpsters must be left accessible.
- Remove snow from and treat as needed the concrete area immediately west of the school-between the school and the playground-approximately 30'X 90'.
- Remove snow from and treat as needed the 370 feet of a five-foot-wide sidewalk along the south side of the school along staff parking lot including the building main entrance.
- Remove snow from and treat as needed approximately 140 feet of a five-foot-wide sidewalk along the east/front of school-including the bus loading walkways and sidewalk ramps.
- Remove snow from and treat as needed approximately 180 feet of a five-foot-wide sidewalk from the east doors toward Main Street and from the east door to the access driveway.