



October 5, 2026

On behalf of the School District of Jefferson, I would like to invite you to provide a competitive bid on the district's plowing and snow removal for the upcoming winter season (2026-2027).

Per Board Policy 6320.02, this project requires, at minimum, multiple competitive bids from qualified vendor contractors. In order to provide a qualified competitive bid, reference the bid package and technical documentation attached to this letter. All competitive bids are **due no later than 3:00 PM CST on October 16, 2026**. All competitive bids should be delivered via email **or** in a sealed envelope marked "District Snow Removal 2026-2027" and delivered to the District Office, 206 South Taft Avenue, Jefferson, WI 53549. Proposals will be opened and reviewed by the Director of Business Services and Buildings and the Building and Grounds Director at 9:00 AM CST on October 19, 2026.

This RFP is an offer to contract with the school district and does not constitute a final contract until the school district and vendor sign a final agreement that is approved by the School Board. The School District of Jefferson reserves the right to reject any proposals in its sole discretion. Furthermore, the School District of Jefferson reserves the right to waive, in its sole discretion, any irregularities or procedural issues with any proposal submitted. A recommendation will be brought to the full Board of Education during its October 28th, 2026, meeting.

Ryan J. Bandt
Director of Business Services
920-675-1044
bandtr@sdoj.org

REQUEST FOR PROPOSAL (RFP)

SCHOOL DISTRICT OF JEFFERSON
District-wide Snow and Ice Removal
206 SOUTH TAFT AVENUE
JEFFERSON, WI 53549
10/5/2026

FOR: **SCHOOL DISTRICT OF JEFFERSON**

OWNER CONTACT: **School District of Jefferson**
Contact: Tim Graffin, Buildings and Grounds Director
Phone (Office): 920-675-1090
Phone (Cell): 920-342-0197
Email: graффint@sdoj.org
Fax: 920-675-1020

RESPONSES DUE: October 16, 2026, by 3:00 PM CST

RESPONSES DUE TO: email to: graффint@sdoj.org, Tim Graffin, Buildings and Grounds Director
or
School District of Jefferson – DISTRICT OFFICE
206 South Taft Avenue, Jefferson, WI 53549
ATTN: Tim Graffin, Buildings and Grounds Director

A. PURPOSE OF RFP

The School District of Jefferson (Owner) is requesting proposals from qualified contractors to service our district's snow and ice removal for the 2026-2027 winter season.

B. PROPOSALS

All RFP responses shall be received by the District no later than 3:00 PM CST on October 16, 2026. All cost associated with the preparation of a response is the sole responsibility of the submitting vendors.

Contractors shall carefully examine all sites and specifications of the work involved and shall make all necessary investigations to inform themselves thoroughly as to the facilities. Also, to inform themselves thoroughly as to all the difficulties that may be encountered in completing all the work required under the specifications effectively.

Ordinary care shall be taken to avoid any damage to the Jefferson School District grounds or property. In the event of damage, the contractor, first party, shall repair all damage to district property, to include, but not limited to, grass areas, dumpster enclosures, broken curbs, etc., caused by said contractor in a timely manner, or the District shall have said damage repaired and will forward the costs to the contractor, first party responsible.

The District intends to award the contract for this work to a contractor who has available all the necessary operating equipment, experience, and personnel to meet all time schedules, regardless of the severity of weather.

In the determination of the successful bidder, the District reserves the right to take into account and give reasonable weight to: the extent of the contractor's experience on work of the nature involved, and the probability of the work

being carried out to successful completion within the time specified by the methods and with the equipment the contractor proposes to use

The School District of Jefferson is seeking proposals from qualified and experienced snow removal contractors for the 2026-2027 winter season. The contractor will be responsible for providing comprehensive snow and ice management services to ensure the safety of students, staff, and visitors and to prevent school closures due to hazardous conditions. Services must be performed at all designated district properties.

Contractors may schedule an on-site visit with the District to ensure adequate information is obtained to submit a qualified proposal. Please email Tim Graffin, Buildings and Grounds Director, to schedule an on-site visit.

The scope of services desired is defined in this Request for Proposal (RFP). The Owner shall have the right to modify this scope as it deems necessary. Any attempt to contact the District's leadership other than the contact listed above may result in disqualification. All replies will become the property of the School District of Jefferson.

Contractor shall not subcontract services unless identified in the original proposal and agreed upon by the District.

C. SCOPE OF WORK

The scope of work includes snow plowing, de-icing, and snow removal for all parking lots and driveways at the following locations:

- East Elementary School - 120 South Sanborn Avenue, Jefferson, WI
- West Elementary School - 900 West Milwaukee Street, Jefferson, WI
- Sullivan Elementary School - 618 Bakertown Road, Sullivan, WI
- Jefferson Middle School - 501 South Taft Avenue, Jefferson, WI
- Jefferson High School - 700 West Milwaukee Street, Jefferson, WI
- District Office - 206 South Taft Avenue, Jefferson, WI

The contractor must be prepared to respond to snow accumulations of 1 inch or more. The response must be automated and not require a call from the district. **The successful bidder will be required to have all lots and high-priority areas cleared and salted by 7:00 AM on school days or for weekend events.**

Specific Services:

- Plowing: Plowing of all designated parking lots and driveways.
- De-icing/Salting: Application of a granular de-icing agent (e.g., rock salt) on all parking lots and main driveways.
- Snow Relocation/Hauling: In the event of a significant accumulation, the contractor will be responsible for relocating snow to designated on-site storage areas.

D. TIMELINE

10/05/2026	Issue Request for Proposal (RFP)
10/16/2026	RFP Responses Due by 3:00 PM CST
10/19/2026	Opening and review of qualified bids
10/26/2026	School Board Approval of Contractor

The above dates are subject to change at the Owner's discretion.

E. EVALUATION AND SELECTION PROCESS

Proposals will be reviewed by an evaluation panel consisting of individuals selected by the District. The District, at its discretion, may select based on the qualifications stated in the proposal and may or may not interview. The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.

Proposals will be reviewed using the following criteria/elements:

- Conciseness, responsiveness, and completeness of information requested, objectives, and deliverables as outlined in the RFP.
- Fee schedule
- Prior experience, qualifications, references, and past performance.
- Experience/expertise in PreK-12 school projects.

F. SUBMITTAL REQUIREMENTS

1. Fee Proposal
2. K-12 Educational Experience (on request)
 - a. Provide a list of K-12 educational projects, including name, address, contact person, and telephone number for whom similar or related services have been provided within the last five years. Include a short description of the project.
 - b. Provide a list of recent K-12 educational references, including contact information.
3. Company Information and a list of Key personnel (on request)

G. FEE PROPOSAL

Bidders are required to submit pricing based on a per-plow event mode for the three elementary schools and hourly rates for our other locations. A "plow event" is defined as any period of continuous or intermittent snowfall requiring a complete plowing of all lots and drives, which may be a single push or multiple pushes over a 24-hour period.

Per-Plow Event Pricing: Please provide a flat rate for each school for a single plowing event. The rate should include plowing and clearing of playgrounds, with a price per pound for salting, including labor and truck.

School Property

School Property	Price Per Plow /Snow Event
East Elementary School, including playgrounds	\$
West Elementary School, including playgrounds	\$
Sullivan Elementary School, including playgrounds	\$
Total Per-Event Cost	\$

Hourly Rates: In addition to the per-plow event rates, the district requires an hourly rate for work performed per hour/per truck for the High School/District Office and Middle School.

Equipment/Personnel	Hourly Rate (per hour)
Personnel and Truck (with plow)	\$
End Loader*	\$
Skid Steer	\$
Second End Loader (as needed)*	\$
Price Per Pound for Salt (including Truck and Personnel)	\$ (per lb)
Second End Loader (as needed)	\$

**Equipment Availability:* The district requires that an end loader be on-site for the duration of the winter season or before a significant snow event to remove snow in a timely fashion. Please include this as a separate line item. Additionally, the district requires the ability to have another end loader available on short notice, along with a skid steer, in the event of a major storm or a specific need for snow removal. Please confirm this capability.

The district cuts payments on the 15th or 30th of every month. Payment will be made within 30 days of invoices being received and verified completion of work.

H. CERTIFICATE OF INSURANCE

No contract shall be issued until Contractor has furnished satisfactory proof of workers' compensation coverage and a liability insurance policy in full force and effect in a company authorized to do business in the State of Wisconsin for total operations in the amount of at least one million dollars (\$1,000,000.00), with the Owner to be named certificate holder. A complete liability umbrella policy covering injury, death, or destruction of property of any person other than the Contractor shall be included and remain in effect during the duration of the agreement.