



REQUEST FOR PROPOSALS

Wattsburg Area School District

10782 Wattsburg Road

Erie, PA 16509

The WATTSBURG AREA SCHOOL DISTRICT invites qualified vendors to submit proposals for
CONTRACTED SNOW REMOVAL

MANDATORY PRE-SUBMISSION MEETING

All interested vendors must attend a mandatory meeting at which time District personnel will be available to answer questions regarding the proposal. The meeting is scheduled for **September 26, 2018** at the DISTRICT ADMINISTRATION OFFICE, 10782 WATTSBURG ROAD, ERIE, PA 16509

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 Thursday, October 4, 2018 at 10:00 AM

Mail or deliver proposal to the following address:

WATTSBURG AREA SCHOOL DISTRICT
 ATTENTION: BUSINESS ADMINISTRATOR
 10782 WATTSBURG ROAD
 ERIE, PA 16509

TIME SCHEDULE

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| Issue RFP | Monday, September 10, 2018 |
| Pre-Submission Meeting | Wednesday, September 26, 2018, 10AM |
| Deadline for Proposals and Proposal Opening | Thursday, October 4, 2018, 10AM |
| Initial Review of Proposals | October 4 through October 8, 2018 |
| Recommendation to Board | October 8, 2018 |
| Board Decision | October 15, 2018 |

I. GENERAL

The Wattsburg Area School District is seeking proposals for contracted snowplowing for the school district's campus for the 2018-2019 school year. It is the intent of the Wattsburg Area School District to enter into a service agreement with a Contractor who will furnish equipment and operators for removal of snow for parking lots and drives during the 2018-2019 school year.

II. SCOPE OF SERVICES AND GENERAL CONDITIONS

- A. Any snow accumulation of one (1) inch or more automatically necessitates plowing of all areas.
- B. Contractor will furnish sufficient equipment and multiple operators for timely and efficient removal of snow for parking lots and drives.
 - 1. District requires a minimum of three pieces of snow removal equipment adequate to perform snow removal that will be operated simultaneously on campus as prescribed in Section II, Paragraph A and C.
 - 2. District requires availability of a loader for snow removal, snow stacking or widening drives and parking lots on campus within 2 hours at contractor's discretion or at district's request.
- C. All parking lots and drives must be cleaned to a hazard free condition for all personnel, students, and visitors by 5:00 a.m. every day; seven (7) days a week (including holidays) following or during the snowfall. There are no exceptions to this condition unless authorized by the Plant Operations and Transportation Supervisor. 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 5:30AM.
 - 2. The lot behind the elementary school must be clear of snow by 6:00AM for the before school care program.
 - 3. The high school, middle school and administration building lots must be clear of snow by 7:30AM.
 - 4. The elementary school lots must be clear of snow by 8:00AM.
- D. When parking lots and drives are being plowed, 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, 2018.
- 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 Plant Operations and Transportation Supervisor regardless if a snowfall has occurred. Under no circumstances are parked vehicles to be plowed in.

- H. 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.
- I. Excess snow shall be removed as part of the contract herein to indicated pile areas. Where piles are not acceptable, the Contractor shall remove excess snow to dumping areas directed and approved by the Plant Operations and Transportation Supervisor.
- J. 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 cyclone fencing or trash dumpsters. The areas between all islands must be cleared with each plowing.
- K. Response to emergency calls for plowing at any time during any 24-hour period is to be immediate.
- L. A Certificate of Insurance must be filed with the school district by the successful contractor.
- M. 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 Plant Operations and Transportation Supervisor 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.
- N. Damage done by plowing equipment to personal vehicles parked on school district lots is to be reported to the Plant Operations and Transportation Supervisor immediately. Any cost of repair is the Contractor's responsibility.
- O. The Wattsburg Area School District will be responsible for salting and sanding drives and parking lots. The School District will also be responsible for the removal of snow, salting and sanding of all sidewalks.

III. PRIORITY OF SNOW PLOWING

- A. The Plant Operations and Transportation Supervisor 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 Plant Operations and Transportation Supervisor.

VI. FAILURE TO PERFORM

- A. The school district reserves the right to complete snowplowing work that is not accomplished by the successful contractor and back charge the respective contractor at a rate of \$60 per district employee man-hour to be deducted from scheduled contract payments.
- B. 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 a 30 days written notice.

VII. SITE VISIT INFORMATION

The Plant Operations and Transportation Supervisor 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 Wattsburg Area 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 Wattsburg Area School District at a regular or special meeting, as needed, in October 2018. 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 the conclusion of the 2018-19 school year.
- 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. All interested bidders must attend the mandatory pre-bid meeting as scheduled by the district in order to be considered.
2. The Contractor is to include credentials, and resume(s) including references reflecting similar size snow plowing operations.
3. Brief statement/literature piece on the history of the business
4. Number of years that the business has been providing plowing/salting services.
5. Evidence of insurability.
6. Comprehensive equipment list that will be utilized on Wattsburg Area 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. VIN
 - c. Current photograph
7. List of current employees that will be assigned to the campus and copies of their clearances as required by law:
 - a. Act 34 – Pa Criminal History
 - b. Act 151 – PA Child Abuse
 - c. Act 114 – FBI Fingerprinting
8. Proposal must include the cost to the Wattsburg Area 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 till all lawn and grounds are repaired to original condition.

X. ADDITIONAL INFORMATION

Any questions or requests for additional information should be directed to the Plant Operations and Transportation Supervisor at (814) 824-4114 or eric.schultz@wattsburg.org

Attached to this proposal is a map of the Wattsburg Area School District Campus which illustrates the areas that are required for snow removal, and approximate locations of concrete islands. Also attached is an aerial view of the campus.

Wattsburg Area School District
Main Campus
10782 Wattsburg Road, Erie Pennsylvania 16509

- Snow Removal Area
- Island with Concrete Curb
- Lawn No Curb



