



MANAWA

Students choosing to excel; realizing their strengths.

Request for Proposal

Snow Removal Services 2019-2022

March 4, 2019

A. Purpose

The School District of Manawa Board of Education is seeking proposals for qualified contractors for snow removal services for the School District of Manawa for a three-year (3) contract for the winters of 2019-20, 2020-21, 2021-22 for three sites.

B. Scope of Services Requested

a. Contractor shall plow lots and driveways and remove snow upon request at the following locations:

i. Little Wolf Jr. /Sr. High School, 515 E. 4th Street, Manawa WI, including:

- All drives around building.
- All parking lots.
- All utility (meters, fire hydrants, transformers) and generator access.
- All sidewalks, stairways, and entrance ways as per walk through.
- All other areas as needed and requested.

ii. Manawa Elementary School, 800 Beech Street, Manawa WI, including:

- All drives around building.
- All parking lots.
- All utility (meters, fire hydrants, transformers) and generator access.
- All sidewalks, entrance ways, and pathways around building as per walk through.
- All other areas as needed and requested.

iii. Parking Lot Across from Manawa Elementary School (West of School)

- Entire gravel overflow parking lot.

iv. Empty Lot, 585 E. 4th Street, Manawa WI, including:

- Drive between Beech St. and the high school as per walk through.
- All overflow parking areas.
- All other areas as needed and requested.

b. The successful bidder shall furnish all equipment, fuel, labor, and any other necessary functions to complete the snow removal requested by the District.

c. The following individuals are the only District employees that can make requests to lead contractor:

- a. Carmen O'Brien, Business Manager at 596-5332 or 715-602-3303
- b. Melanie Oppor, District Administrator at 596-5300 or 920-896-3133

- d. A complete list of equipment to be used shall be provided on the attached form.
- e. A complete list of employees providing the service shall be provided on the attached sheet.
- f. Contractor must ensure snow removal is completed by 6:00 a.m. on school days unless approved otherwise with the Business Manager or designee. Weekend/School Recess Day removal is flexible based on building usage and will be communicated by the Business Manager or designee. The District will provide the contractor with a school year calendar and a calendar of events for weekends. The contractor may need to come out during the day if a snow or ice event occurs that could cause unsafe conditions at the end of the school/work day or when evening/weekend events are scheduled.
- g. Invoices from the contractor will be paid monthly. Invoices must detail total hours, by site, worked in order to receive payment.
- h. The District has final authority when to request plowing. To maintain responsible budgeting on behalf of the district's taxpayers, the Business Manager makes the decision on when to use the plowing service and when to complete snow removal in-house.
- i. It is expected that the contractor will do a walk through with a district representative and that the contractor will mark the perimeters of the areas to be cleared.

C. Contract Term

- a. The term of this agreement will begin November 1, 2019 and run through April 30, 2022.

D. Insurability

- a. Contractor shall provide proof annually of the following insurances:
 - i. Certificate of Insurance to the District upon submitting a bid. Insured amounts must reach \$3 million dollars.
 - ii. Contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him and any employee performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages which may arise from operations under this contract whether such operations be by himself or by anyone directly or indirectly employed by him and the amounts of such insurance shall be as follows: Public Liability Insurance in an amount not less than \$100,000 for injuries, including accidental death to any one person, and subject to the same limit for each person. In an amount not less than \$300,000 on account for one accident; and Property Damage Insurance in an amount not less than \$100,000.
 - iii. Waiver of subrogation in favor of the district on the auto, general liability, and workers compensation coverage. The district should be listed as an additional insured on the commercial auto and general liability coverage.
 - iv. Contractor shall maintain during the life of this contract, Workmen's Compensation Insurance for all of his employees employed at the site of the project as per state statute.
- b. The District is not responsible for any damage to equipment while providing services to the School District of Manawa.

- c. Property damage inflicted to School District property by contractor shall be reported immediately to the Business Manager, Carmen O'Brien. It is the contractor's duty to exercise reasonable care when providing this service.
- d. Contractor shall indemnify and hold harmless the school district from and against all claims, damages, losses and expenses caused by the contractor's negligence and resulting from performance of the contractor's work under this contract.

E. Cost of Services

a. Please provide an hourly rate for snow removal for each of the following sites: (If necessary, please provide an attached sheet of equipment to be used at each site if rates vary.)

i. Little Wolf Jr. /Sr. High School, 515 E. 4th Street, Manawa WI

1. Basic Hourly Rate _____

2. Equipment List _____

ii. Manawa Elementary School, 800 Beech Street, Manawa WI

1. Basic Hourly Rate _____

2. Equipment List _____

iii. Parking Lot Across from Manawa Elementary School (West of School)

1. Basic Hourly Rate _____

2. Equipment List _____

iv. Empty Lot, 585 E. 4th Street, Manawa WI

1. Basic Hourly Rate _____

2. Equipment List _____

b. Itemize any additional costs by the service below:

F. Alternate Salt and Sand Option

a. Salt or sand applications at all sites are approved by the Business Manager or designee.

b. Price of salt _____

c. Price of sand _____

G. Submission of RFP

- a. You may mail, fax, PDF, or deliver in person your proposal. Label the printed/sealed proposal with the words “Snow Removal Proposal” or place the words “Snow Removal Proposal” in the subject line.
- b. Before taking RFP’s to the Board of Education, the Business Manager and/or the Buildings and Grounds Committee may conduct a personal interview with owner/president to go over proposal if necessary.
- c. Proposals due, **March 22, 2019 at 10:00 AM.**
 - i. School District of Manawa
Carmen O’Brien, Business Director
800 Beech Street
Manawa, WI 54949
 - ii. cobrien@manawaschools.org

H. Award of Contract

- a. April 29, 2019 Board of Education Meeting by vote of the Board of Education. Evaluation of bids will be based upon cost and capabilities of performing requirements of RFP. The District reserves the right to modify this proposal or reject any bids at its sole discretion.

I. Termination of Contract

- a. The Board of Education of the School District of Manawa reserves the right to terminate the contract with the winning contractor at any time for not fulfilling the obligations listed in any of the sections of the RFP.
- b. The contractor shall be subject to a liquidated damages fee in the sum of five-thousand dollars (\$5,000) plus any legal fees if the contract is terminated before to completion of this contract and once approved by the Board of Education.
- c. The contractor shall indemnify the School District of Manawa and any of its employees and also hold harmless from any and all liability. The District must be listed on contractor’s insurance certification by the date of BOE approval.

J. Verification Section – Dual Signatures on this page create a binding contract for services encompassing all parts of this RFP unless mutually agreed upon.

Contractor

Name of Contractor _____

Signature _____

Contact Information _____

Date Submitted _____

- References
1. _____
 2. _____
 3. _____

The Board would appreciate contractors being present at the Buildings & Grounds Committee meeting for a walk through on //////////, in the District Office located in the Manawa Elementary School, 800 Beech St., in the Board Room at //////// a.m. and to answer any questions pertaining to the RFP.