

**INDEPENDENT SCHOOL DISTRICT 719
Prior Lake-Savage Area Schools**

REQUEST FOR QUOTE

Submit quote no later than **September 18, 2020** to:

District Services Center
Attn: Jim Dellwo
4540 Tower Street SE
Prior Lake, MN 55372
952-226-0054 phone
952-226-0048 fax

THIS IS NOT A CONTRACT

The Prior Lake School District wishes to solicit quotes for SNOW REMOVAL for the 2020-2021 season at several I.S.D. #719 schools. Quotes are to include all labor, equipment, and incidentals necessary for snow removal during the 2020-2021 snow season.

ISD 719 BUILDING SITES

The building locations requiring snow removal service are listed on the Quote Form. You are expected to visit and familiarize yourself with conditions at each site you plan to offer to service. On the Quote Form, you will be required to indicate only those buildings you offer to service. It is not expected that a single contractor will be awarded the service for all buildings.

CONTRACT AWARD

The ability of a Contractor to perform snow removal from school sites in a safe, timely and efficient manner is of high importance to ISD 719. Accordingly, ISD 719 reserves the right to award a contract or contracts based on criteria other than lowest quote. It is understood that the cost of service to ISD 719 under the contract(s) contemplated is largely determined by the contractor's efficiency in the use of personnel and equipment. ISD 719 intends to consider such factors as past performance to assess Contractors' ability to service the various sites. In this matter, the decision of the ISD 719 Director of Operations shall be final.

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Specifications – Snow Removal 2020-2021

1. The CONTRACTOR shall provide snow removal services for said location(s) within the DISTRICT during the period of the agreement. Such service shall be provided in accordance with the specifications developed and approved by the DISTRICT. The DISTRICT reserves the right to revise or change said specifications, if necessary.
2. The term of this contract is for the period beginning September 30, 2020 and ending June 30, 2021.
3. The CONTRACTOR shall be compensated during the contract period on the basis of rates and conditions agreed upon and specified in the contract.
4. The CONTRACTOR shall submit invoices the 15th **and/or** 30th of the month to:
Prior Lake-Savage Area Schools
Accounts Payable
4540 Tower Street SE
Prior Lake, MN 55372

If more than one school is being serviced by the CONTRACTOR, each site will be invoiced separately. No direct charge will be made for Federal, State, or Municipal sales and excise taxes, for which the District is exempt.

5. The CONTRACTOR shall maintain all equipment used in the removal of snow, keeping said equipment in working condition at all times as not to cause undue delay in the specifications set forth by the DISTRICT.
6. The CONTRACTOR will be responsible for all damage to property, whether real or personal, on the school district premises, which are a result of the execution of this contract.
Damaged property must be repaired and returned to its original condition **no later than June 30, 2021**. The CONTRACTOR must report any and all damages to real and/or personal property to the Supervisor of Outside Maintenance as soon as possible and within twenty-four (24) hours after occurrence.
7. In performance of this contract, the CONTRACTOR shall abide by all Federal, State and local rules and regulations applicable to their equipment while on the DISTRICT'S property.
8. Upon award of the contract, the CONTRACTOR shall submit to the DISTRICT an insurance certificate covering liability, equipment and vehicles.

9. Snow plowing will commence in a timely manner to ensure that snow removal is completed before 6:00 a.m., **seven days a week**. The Supervisor of Outside Maintenance will notify the CONTRACTOR if there exceptions to this schedule.
10. The CONTRACTOR is required to plow in this order:
 - i. Bus drive lanes and bus loading/unloading areas
 - ii. Sidewalks leading from bus loading/unloading area to building
 - iii. Remaining sidewalks*
 - iv. Remaining drive lanes
 - v. Parking lots
 - vi. Playgrounds

* Refer to site map for sidewalk scope
11. If weather conditions exist such that it is impossible for all areas to be completed by 6:00 a.m., prioritize plowing in the order listed above. The work shall be completed as soon as the current weather event allows, and by 6:00 a.m. of the next day at the latest.
12. Plowing by the CONTRACTOR will commence automatically after an event total of one-half inch (1/2") or more **for snow removal to be completed by 6:00 a.m.** Should the snowfall be less than one-half inch (1/2"), the CONTRACTOR will be called by Supervisor of Outside Maintenance if the need for snow/ice removal arises.
13. The CONTRACTOR shall be responsible for keeping the sidewalks relatively free of ice and snow to within 5' of the entrances/ exits of the school. **Sidewalks shall be cleared edge to edge.** Minor cleaning of snow closer to the building that cannot be removed by the CONTRACTOR is to be done by the DISTRICT.
14. Plowing by CONTRACTOR shall include:
 - i. Removing snow in a manner that minimizes packed snow/ice from snow removal equipment on lots and/or walkways
 - ii. Pushing snow over curb and off lots as much as possible to optimize snow piling areas
 - iii. Coordinate with District maintenance staff to remove piled snow from site(s) as needed
 - iv. For each snow event, having the manpower and equipment necessary to be able to clear the entire site within a reasonable timeframe, and by 6am.
15. Supervisor of Outside Maintenance shall communicate if an area(s) is missed by contractor after a snow event. The contractor shall be required to return to complete removal.

16. Normal school occupancy hours are 6:00 a.m. to 12:00 midnight. If the CONTRACTOR is plowing during school occupancy hours (s)he must make an attempt to contact the drivers of the cars and inform them of his/her intentions.

If the CONTRACTOR is plowing after school occupancy hours, they shall plow around parked cars.

17. The DISTRICT reserves the right to extend and amend contracts for additional snow removal service at contract prices.
18. CONTRACTORS who quote are expected to be familiar with the streets, parking lots, sidewalks, driveways, and paved playground areas prior to submitting their quote(s). The CONTRACTOR shall inspect the areas and acquaint himself with all physical conditions involved for the schools (s)he is quoting.
19. The CONTRACTOR may quote one school or a group of schools, but must have equipment to perform the conditions of this contract in a timely manner at all sites that (s)he quotes.
20. The CONTRACTOR will be required to meet on site to verify snow storage locations with the Supervisor of Outside Maintenance after contract award and prior to the start of the snow removal season.

The DISTRICT reserves the right to award contracts as it deems would best serve the DISTRICT.

The DISTRICT may limit the number of buildings an individual contractor may be awarded due to equipment limitations and past experiences.

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QUOTE FORM

THIS QUOTE FORM IS TO BE COMPLETED BY OFFEROR, SIGNED AND RETURNED TO
ISD 719 AS INSTRUCTED IN REQUEST FOR QUOTE.

The undersigned, having become familiar with local conditions affecting costs and with the contract documents associated with this request for quote, hereby offers to furnish snow removal services in accordance with such specifications.

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Street Address _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Complete and return all pages for consideration of quote.

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SNOW REMOVAL EQUIPMENT LIST

HOURLY RATES FOR EQUIPMENT INCLUDING OPERATOR

Please list only the specific equipment you propose to use for snow removal on lots you quote, not a list of the equipment you own and/or have available.

List the hourly rates applicable to each type of equipment on your list.

These rates are to be the only billable rate to be charged for services performed. Rates are applicable only to actual on-site work time and not for travel time to and from the job site.

<u>Equipment Description</u> (including plow/blade size)	<u>Model/Year</u>	<u>Rate</u>
1. _____	_____	\$_____per hour
2. _____	_____	\$_____per hour
3. _____	_____	\$_____per hour
4. _____	_____	\$_____per hour
5. _____	_____	\$_____per hour
6. _____	_____	\$_____per hour
7. _____	_____	\$_____per hour
8. _____	_____	\$_____per hour

Sand/salt will be applied only with approval from Head of Outside Maintenance

Per ton of salt/sand applied	Per ton of road salt applied	Per ton of ClearLane applied	Per ton of granite chip applied

Company Name: _____

Date: _____

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SNOW REMOVAL LOCATIONS

It is not expected that any one contractor will be awarded a contract for services for all buildings. On the list that follows, please place an “X” in the space beside each building you offer to service.

Building Name	Building Address	Place an “X” below
Prior Lake High School	7575 150 th Street W. Savage, MN 55378	
<u>AND</u>		
Hamilton Ridge Elementary	8100 157 th Street Savage, MN 5578	
La ola del lago at Grainwood Elementary	5061 Minnesota Street Prior Lake, MN 55372	
Five Hawks Elementary	16620 Five Hawks Avenue Prior Lake, MN 55372	
Glendale Elementary	6601 Connelly Parkway Savage, MN 55378	
Redtail Ridge Elementary	15200 Hampshire Avenue Savage, MN 55378	
Westwood/Edgewood Schools	5370 Westwood Drive SE Prior Lake, MN 55372	
Jeffers Pond Elementary	14800 Jeffers Pass NW Prior Lake, MN 55372	
District Services Center	4540 Tower Street SE Prior Lake, MN 55372	

Company Name: _____

Date: _____

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**Snow Removal
Quote Sheet**

Price per snowfall per total accumulation

Snowfall Amount	Up to 2 inches	2+ to 5 inches	5+ to 8 inches	8+ to 12 inches	12+ inches
Prior Lake High School 7575 150 th Street W. Savage, MN 55378 <u>AND</u> Hamilton Ridge Elementary 8100 157 th Street Savage, MN 5578					
Grainwood Elementary 5061 Minnesota Street Prior Lake, MN 55372					
Five Hawks Elementary 16620 Five Hawks Ave Prior Lake, MN 55372					
Glendale Elementary 6601 Connelly Parkway Savage, MN 55378					
Redtail Ridge Element. 15200 Hampshire Ave. Savage, MN 55378					
Jeffers Pond Element. 14800 Jeffers Pass NW Prior Lake, MN 55372					
District Services Center 4540 Tower Street SE Prior Lake, MN 55372					

Company Name: _____

Date: _____