

Red Wing Public Schools
2451 Eagle Ridge Drive
Red Wing, MN 55066



Phone 651.385.4500

www.redwing.k12.mn.us

Fax 651.385.4510

REQUEST FOR QUOTE
(3-year contract)
SNOW REMOVAL SERVICES REQUEST FOR QUOTE
THIS IS NOT A CONTRACT

Date: July 27, 2021

Quote no later than: September 1, 2021

Alan Gaylor, CPS

Director of Buildings, Grounds

651.385.4524

The Red Wing School District wishes to solicit quotes for SNOW REMOVAL for the 2021/2022, 2022/2023, 2023/2024 snow seasons. Contractors quoting are expected to be familiar with the streets, parking lots, sidewalks, and driveways areas before sending quotes back to I.S.D. #256.

Snow Removal Items as per attached sheet(s)

Company Name _____

Contact Name _____

Street Address _____

City, State, Zip _____

Phone Number _____

Fax Number _____

Cell Phone Number(s) _____

Pager Number _____

Signature and Date _____

Specifications – Snow Removal

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 by the DISTRICT and approved. The DISTRICT reserves the right to revise or change said specifications, if necessary.
2. The term of this contract is for the period beginning October 1, 2021 and ending September 30, 2022, beginning October 1, 2022 and ending September 30, 2023, beginning October 1, 2023 and ending September 30, 2024. (Per 3 year contract). The DISTRICT at its sole discretion may extend this contract for an additional 3-year period.
3. The CONTRACTOR shall arrange for a meeting with the Head Custodian and Director of Buildings and Grounds to go over the scope of work if awarded a contract, and at the beginning of each snow season.
4. The CONTRACTOR shall be compensated during the contract period on the basis of rates and conditions agreed upon and specified.
5. The CONTRACTOR shall submit invoices on a monthly basis to:

Independent School District #256
District Office
2451 Eagle Ridge Drive
Red Wing, MN 55066

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

6. 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.
7. The CONTRACTOR shall have all of the correctly sized equipment to service the buildings that they bid on. IE: We do not want a 4-foot sidewalk plowed with a truck and 8-foot plow. A properly sized piece of equipment must be used so as to not cause unnecessary damage.
8. The CONTRACTOR will be responsible for all damage to property, whether real or personal, on the school district premises, which are a result of this contract. Damaged property must be repaired and returned to its original condition no later than May 1st of each year. The CONTRACTOR must report all damages to real and personal property to the Director of Buildings and Grounds as soon as possible and within twenty-four (24) hours after occurrence.
9. 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.

10. The CONTRACTOR shall submit to the DISTRICT an insurance certificate covering liability, equipment and vehicles, naming the DISTRICT as an additional insured.
 11. **Plowing by the CONTRACTOR will commence automatically with a snowfall of one (1) inch or more.** Should the snowfall be less than one (1) inch the CONTRACTOR will be called by the Director of Buildings and Grounds or head custodians as the need arises.
 12. In general, we would like to have you wait to plow until a snowfall has ended, unless you hear from the building custodians. If there is less than 3” accumulated on weekend & non-school days mornings, and the forecast is for a significant amount of additional snow, please wait to plow, unless you hear otherwise. We all know that conditions can vary a great deal from site to site, so I will always defer to the custodians and the bus company if they call you for help. The school district calendar is on our main school district web page: www.rwps.org
 13. The first priority for snow removal shall be clearing of snow from bus lanes first. Second priority areas are the parking lot areas & then sidewalks.
 14. The CONTRACTOR shall be responsible for plowing road entrances and exits to the school building relatively free of ice and snow.
 15. The DISTRICT reserves the right to extend and amend contracts for additional snow removal service at contract prices.
 16. The DISTRICT reserves the right to cancel plowing due to school closings, cancellations or the like.
 17. The CONTRACTOR shall inspect the areas and acquaint himself with all physical conditions involved for the schools he/she is quoting.
 18. The CONTRACTOR may quote on one school or a group of schools, but must be able to maintain all that he/she quotes. **Snow removal shall be completed before 6:00 am** so as to not disrupt school and to facilitate doing a better job of clearing lots. 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 assigned due to equipment limitations and past experience.
 19. The CONTRACTOR or DISTRICT shall be able to cancel this contract with a minimum of 60-days notice.
 20. ***Quote forms must be filled out completely. Incomplete forms may be rejected.***
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Hourly Rates For Snow Removal:
(Fill in only the buildings you wish to bid on)

	<u>Equipment Description</u> (Including plow size)	<u>Model Year</u>	<u>Rate for 2021-22</u>
1.	_____	_____	\$_____ Per Hour
2.	_____	_____	\$_____ Per Hour
3.	_____	_____	\$_____ Per Hour
4.	_____	_____	\$_____ Per Hour
5.	_____	_____	\$_____ Per Hour
Sand/Salt	_____		\$_____/Yard
Truck(s)	_____		\$_____/Per Hour

Sanding Rates: (The district contracts with the City of Red Wing for sanding services but may, on occasion call for CONTRACTOR services. The CONTRACTOR should not sand unless specifically requested to do so.)

*NOTE: If the rate is to change from year to year, please attach a sheet stating what the rates will be, or the maximum percentage increase per year. Rates shall not increase during each snow season.

Please estimate cost of snow removal for a 4” snowfall, with heavy wet snow. Please include all bus lanes, sidewalks, driveways, and parking lots for the following schools. Please estimate only schools you are interested in doing.

Please contact the head custodian (Building list and contact information is listed below) if you have any questions on what should, or should not normally be plowed so you may provide the most accurate estimate possible.

Total Estimate Per Time:

Red Wing High School
2451 Eagle Ridge Drive
(Including River Bluff Education
Center which is located on the high school
Campus)

Prairie Island Ice Arena
370 Guernsey Lane

Jefferson Elementary School
601 Buchanan Street
Only cleared enough for fire department access

Colvill Family Center (Includes Women’s Shelter)
269 East 5th Street

Sunnyside Elementary School
1669 Southwood Avenue

Burnside Elementary School
5001 Learning Lane

Twin Bluff Middle School
2120 Twin Bluff Road

Verification that your drivers and equipment meet Department of Transportation (DOT) requirements.

Items such as, but certainly not limited to:

- If the vehicle is over 10,000 lbs. GVW, the driver must carry a proper CDL and the truck must carry a USDOT number
- Hours of service must be logged.
- If the vehicle is 26,000 lbs. or greater, drug and alcohol requirements apply.

These are only a few of the requirements. Red Wing Public Schools needs to verify that your drivers and equipment meet all Local, State and Federal requirements, as required in the bid documents, which becomes our contract upon awarding work to your company.

Company Name _____

Owner Name _____

Owner Signature and Date _____

Street Address _____

City, State, Zip _____

Contact Person Office Phone Number: _____

Contact Person Cell Phone Number: _____

Building & Head Custodian Contact Information:

<u>Bldg./Name</u>	<u>Office #</u>	<u>Custodial Off.</u>	<u>Cell #</u>
PRAIRIE ISLAND ARENA			
Dan Anderson, Arena Supervisor	651-267-4346		651-380-5961
BURNSIDE ELEMENTARY			
Jeff Meyer, Head Custodian	651-385-4700	651-385-4711	651-380-9656
COLVILL FAMILY CENTER			
Mark Hendrickson, Co-Custodian (AM) Bob Sanden Co-Custodian (PM)	651-385-8000	651-385-4773	651-388-1026 651-250-5070
RED WING HIGH SCHOOL			
Al Harteneck, Head Custodian	651-385-4600	651-385-4625	651-380-2507
RIVER BLUFF EDUCATION CENTER			
Brian Bygd, Head Custodian			651-764-9305
SUNNYSIDE ELEMENTARY			
Travis Krig, Head Custodian	651-385-4570	651-385-4581	651-380-9657
TWIN BLUFF MIDDLE SCHOOL			
Lonny Bombach, Head Custodian	651-385-4530	651-385-4554	651-764-0687
JEFFERSON			
Scott Simonson, Lead Maintenance	651-385-7854		651-380-9661
Buildings & Grounds Assistant			
Lynn Nibbe	651-385-4501		
Director of Buildings & Grounds			
Alan Gaylor	651-385-4524		651-380-9662

CONTRACTOR SIGNATURE _____ **DATE** _____

TITLE _____

COMPANY _____

**THIS DOCUMENT BECOMES A CONTRACT ONCE IT IS SIGNED BY THE
SCHOOL DISTRICT**

APPROVED BY RED WING PUBLIC SCHOOLS

SIGNATURE _____

Director of Buildings & Grounds

DATE _____