

# Request for Proposal

Sacopee Valley Elementary School  
*Snowplowing and Sanding for Winter Seasons*  
2017 – 2018  
2018 – 2019  
2019 – 2020  
213 South Hiram Road  
Hiram, ME 04041

## **Article 1. Introduction**

MSAD 55 requests that your company make a proposal for your services, snowplowing and sanding, at Sacopee Valley Elementary School. The following proposal request will outline the project goals and detail the format for your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines stated in Section 2.04.

### **Section 1.01 Location**

This proposal is for snowplowing and sanding at Sacopee Valley Elementary School located at 213 South Hiram Road in Hiram, Maine.

### **Section 1.02 Management**

Mark Howland, Facilities Director, will be managing this project. Mark Howland will be responsible for supervising the execution of the contract.

### **Section 1.03 Contact Information**

Please contact Mark Howland, Facilities Director for questions about the proposal submission or project details:

Phone: 207-625-2490 ext. 1141

Fax: 207-625-7065

Email: [mhowland@sad55.org](mailto:mhowland@sad55.org)

## **Article 2. Project**

### **Section 2.01 Mission**

The contractor will furnish all necessary equipment, materials, and labor and perform all work per these project specifications.

### **Section 2.02 Project Specification**

This project will be active from October 1, 2017 – May 1, 2018; October 1, 2018 – May 1, 2019; and October 1, 2019 – May 1, 2020.

1. The Contractor shall furnish all necessary equipment, materials (including sand and salt) and labor and perform all work per these specifications.

2. All driveways, parking lots, walkways, decks, and stairs are to be cleared of snow and/or ice. This includes any walkway, deck, or stairway leading to the building and/or modular units and leading up to all entrances of the building. The contractor is responsible for removing all ice and snow up to all entrances to the building and modular units.
3. The Contractor shall use appropriate methods and practices of plowing and material application, and must begin no later than when snow accumulation has reached a depth of 2" or ice/sleet accumulation has reached a depth of ½".
4. Work shall be completed prior to 7:00 am on Monday – Friday and on Saturday and Sunday by 9:00 am. This is regardless of whether or not school is in session.
5. To the extent practicable, snow shall be plowed away from the building to the outside of the drive and parking area. Any cost of pushing back snow banks to make room for more snow shall be at the Contractor's expense. Bucket loading or other removal of excess snow banks shall be at the Contractor's expense, as deemed necessary by the District.
6. Paved areas will be sanded and/or salted whenever the pavement conditions may be hazardous for driving and walking. Sanding and/or salting may be required at times other than when the snow is plowed and, in addition to the Contractor's judgment must be done upon request by the District. It is important that sanding, when required, be completed in a timely manner.
7. The Contractor shall provide a telephone number where she/he may be reached at all times. Inability to contact the Contractor within a reasonable amount of time, as determined by the District, may result in a breach of the contract and any expenses resulting there from will be deducted from the contractual fee.
8. No steel or other treads, which may mutilate the paved areas, are to be used.
9. Payment to the Contractor shall be made in ten equal biweekly installments commencing with the District's first pay warrant in December.

## 10. Equipment Requirements

The Contractor must furnish a sufficient number of plow trucks, and equipment for snow removal to meet the contract specifications. In accordance with law, all such trucks shall only be operated by persons having a valid operator's license. All trucks, plows, loaders, and spreader systems shall be identified in the "Equipment Listing" document, and all equipment is subject to the District's approval, both prior to the initial award of the contract and at anytime prior to or during any Winter Season. Failure to provide equipment that the District deems sufficient to reliably and safely meet the terms of this contract shall be grounds for contract termination.

## 11. Property Damage

The Contractor shall be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect, or misconduct of the Contractor including but not limited to lawns, fencing, signs, and curbing. The preceding sentence includes damage to vehicles. The Contractor agrees to reimburse the District for the replacement of property damaged by the Contractor if resulting from the Contractor's negligence as determined by the District. The District may repair or replace the damaged property with its own forces or with contracted forces, and all costs will be deducted from amounts otherwise due the Contractor.

## 12. Termination

Notwithstanding any other provision of this Contract, the Contractor shall be in default and the District, may terminate this Contract, if the Contractor:

- fails to begin the work as required by the Contract;
- fails to perform the work with sufficient workers and equipment or materials to meet the terms of the Contract;
- subcontracts any of the work without the approval of the District;
- fails to perform the Work in a satisfactory manner as determined solely by the District.

### **Section 2.03 Contractor Requirements**

Should your proposal be accepted, we expect you to contribute the following to the project:

The Contractor agrees to complete all Work as specified in Section 2.02. The Contractor shall be responsible for providing all supervision, labor, equipment, tool supplies, permanent and temporary materials required to perform the Work including all required documentation at the conclusion of the project, and performing all other work indicated in the Contract.

The Contractor is required to obtain Criminal History Record Check (CHRC) Approval through the Maine Department of Education. A copy of this document must be supplied to

the Superintendent before the contract will be awarded. The Contractor will also be responsible for providing written verification that all other employees on this project have been background checked.

The Contractor shall have in force, throughout the life of the contract the following insurance:

**Workers' Compensation:** Contractor shall carry Workers' Compensation Insurance or shall qualify as a self-insurer with the State of Maine Workers' Compensation Board in accordance with the requirements of the laws of the State of Maine.

**Commercial General Liability:** Contractor shall carry commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

**Automobile Liability:** Contractor shall carry automobile liability insurance covering the operation of all motor vehicles including any that are rented, leased, borrowed, or otherwise used in connection with the Project. The minimum limit of liability under this section shall be \$300,000.00 per occurrence.

#### **Section 2.04 Timeline**

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project:

Optional Bid Project Meeting	Wednesday, August 2, 2017 at 8:00 am
*Meeting will start at MSAD 55 Superintendent's Office and visit the location after	
Request for Proposals Delivered	Wednesday, July 26, 2017
Deadline for Proposals	Friday, August 11, 2017 at 12:00 pm
Anticipated Project Award Date	Thursday, August 17, 2017

The Contractor submitting a bid shall acquaint himself with the school site prior to submitting a bid for that school(s).

### **Article 3. Proposal**

#### **Section 3.01 Summary of Proposal**

##### **a. Expectations**

Contract will be awarded based on the information presented in the proposals received. We will award contract based on the proposal expected to be the most beneficial to our project based on a variety of factors. MSAD 55 reserves the right to award more than one contract, accept the lowest price offer, and refuse any contract without obligation to MSAD 55 or to the company offering the proposal. MSAD 55 reserves the right to waive technical on immaterial non-comforties in bids if in the best interest of MSAD 55. In general, when the competitive bid process is utilized, MSAD 55 shall award contracts to the lowest responsible bidder which MSAD 55 deems can satisfactorily fulfill the contract. MSAD 55 also reserves the right to reject any or all bids.

There will be no bid bonds, performance bonds, or payment bonds required.

**b. Proposal Deadline**

All proposals must be submitted to MSAD 55 by Friday, August 11, 2017 at 12:00 pm to be considered for their contribution to the Sacopee Valley Elementary School Snowplowing and Sanding Project.

1. Sealed bids should be submitted in a sealed enveloped marked "SVES Plowing and Sanding Bids" on the bid form and attachments. Bids should be submitted to MSAD 55, 137 South Hiram Road, Hiram, ME 04041 by 12:00 pm on Friday, August 11<sup>th</sup>, 2017.

**c. Proposal Format**

MSAD 55 requires that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

1. Contractor Summary  
Include a brief summary of your company including owners' names or those persons authorized to sign contracts for your business.
2. Expected Results  
Use this section to include a summary of your timeline for completing the project.
3. Price  
Use this section to include the LUMP SUM bid price.
4. Equipment Listing  
Use this section to list the equipment that will be used on this project.
5. Insurance  
Please provide a certificate of insurance with MSAD 55 named as the insured party.
6. Examination and Investigations  
Use this section to acknowledge the review of the specifications.

# Proposal Form

Contractor: \_\_\_\_\_

Project: Sacopee Valley Elementary School  
Snowplowing and Sanding for Winter Seasons  
2017 - 2018  
2018 - 2019  
2019 - 2020  
213 South Hiram Road  
Hiram, ME 04041

Project Owner: MSAD 55  
137 South Hiram Road  
Hiram, ME 04041

## **Article 1. Contractor Summary**

Form is attached.

## **Article 2. Expected Results**

I agree to execute a Contract for the above named Project and to start work on the Project within the times that are detailed in the Contract documents that are drawn up in relation to the Project.

## **Article 3. Price**

I propose, as Contractor, to furnish all the labor and materials that are required to complete the above named project and to execute the project in strict conformity with all plans, request for proposal, and other specifications provided by MSAD 55. Also, all laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating to the Project will be followed.

All for the lump sum price of

\$ \_\_\_\_\_ for winter season 2017-2018.

\$ \_\_\_\_\_ for winter season 2018-2019.

\$ \_\_\_\_\_ for winter season 2019-2020.

## **Article 4. Equipment Listing**

Form is attached.

## **Article 5. Insurance**

Upon issuance of contract, I will provide a certificate of insurance with MSAD 55 named as the insured party.

**Article 6. Examination and Investigations**

I do hereby acknowledge that I have carefully examined the specifications for the Project that have been provided by the Project Owner and reviewed all documentation that has been issued in connection with the Project.

Finally, I have fully examined the work site where the Project will be carried out and have considered all conditions or limitations that exist or that may develop affecting the Project. I make this proposal on the basis of the above examinations, inspections, and determinations and not on the basis of any representations or promises that the Project Owner or an agent of the Project Owner has made to me.

I understand that I must submit the Criminal History Record Check (CHRC) approval through the Maine Department of Education. A copy of this document must be supplied to the Project Owner before the contract will be awarded. The Contractor will also be responsible for providing written verification that all other employees on this project have been background checked.

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Signature of Bidder

Date

# Contractor Summary

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information (Primary Contact): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



