

**Request for Proposal for Snow Removal and Related Services**

The River Valley School District is seeking the services of a single commercial snow removal company to provide district wide snow removal, plowing and related services as needed. Award will be made on the basis of the overall best proposal as calculated by River Valley School District's estimated number of occurrences for the services quoted. The proposal shall be for a 3-year period (July 1, 2024 – June 30, 2027) with negotiated annual increases not to exceed the consumer price inflationary index.

|  |
| --- |
| **Proposals are due in the River Valley School District Central Office by 4:00 pm on Friday, January 5, 2024.** |

**Snow Removal & Related Services for River Valley School District**

July 1, 2024 – June 30, 2027

|  |
| --- |
| **Sites to be Plowed** |
| **Location** | **Address** | **Areas** | **School Phone** | **Contact** |
| RV Early Learning Center | 1370 Cherry St., Plain, WI 53577 | * North Parking Lot
* School Bus Lane
* Parking Lot,
* East Parking Lot
* Asphalt Playground Surface
 | 608-546-2228 | Jeni Meuer |
| RV Elementary | 830 W. Daley St., Spring Green, WI 53588 | * School Bus Lane
* North Parking Lot
* Northeast Parking Lot
* Asphalt Playground Surface
 | 608-588-2559 | Jeni Meuer |
| RV Middle School | 660 W. Daley St., Spring Green, WI 53588 | * South Parking Lot
* East Parking Lot
* West Parking Lot
* Asphalt Playground Surface
* Daley Street from Westmor to RV Elem.
 | 608-588-2556 | Jeni Meuer |
| RV High School  | 660 W. Varsity Blvd., Spring Green, WI 53588 | * East Parking Lot
* School Bus Lane
* North Parking Lot & Drive
* Northwest Parking Lot
 | 608-588-2554 | Jeni Meuer |

**Telephone Numbers**

Jeni Meuer Cell Phone: 608-574-5862

Backup Contact: Scott Moore, 608-459-5847

River Valley District Office (West End of Middle School): 608-588-2551

**SCOPE OF WORK FOR SNOW REMOVAL & RELATED SERVICES**

1. Obligations of Contractor: The contractor shall provide the following services to the River Valley School District:
	1. Plowing is required when there is one inch or more of snow on the parking lots, sidewalks and playgrounds.
	2. Plowing will be considered completed when areas are crapped to the area’s surface and the snow accumulation are completely removed from the areas specified.
	3. Plowing of sidewalks will be done by power broom whenever possible.
	4. Salting is to be done by contractor on parking lots and sidewalks only. School District to provide salt via Sauk County contract or coordinate with contractor.
	5. Snow plowing must be completed by 7:00 AM on regularly scheduled school days and by 8:00 AM on non-school days.
	6. Include a certificate of the insurance indicating Liability, Property Damage, and Workers Compensation coverage.
	7. Contractor must have the ability and equipment to complete each school by the above stated times. If River Valley School District equipment is needed to complete a contracted school’s plowing, the time will be deducted from the contractor’s invoice at $40.00 per hour.
	8. Contractor will be responsible for damage incurred while plowing with exception of sod and grass damage at the edges of the plowed areas. Damages will be noted and will be deducted from the final invoice of the year unless damages are evident before that time.
	9. Heavy snowfalls may require bobcat, dump truck and loader work.
	10. Successive renewal increases will not exceed the consumer price inflationary index.
	11. Contractor equipment stored on River Valley School District property shall be the sole responsibility of the contractor and coordinated with Jeni Meuer.
2. Term: The term of this agreement shall commence on July 1, 2024 and expire at on June 30, 2027.
3. Right of District to Cancel: River Valley School District shall have the right to cancel this Agreement prior to the expiration of its terms in the event the school district reasonably determines that the Contractor has failed to complete snow removal in a timely fashion as provided herein or if Contractor otherwise breaches any term or condition of this Agreement.
4. Responsibilities of Contractor: The Contractor shall be responsible for providing sufficient equipment and qualified personnel to carry out all Contractors’ obligations. A list of equipment to be used in carrying out these obligations shall be included with the Contractor’s proposal. The Contractor shall be responsible for the maintenance and repair of all equipment. The Contractor shall endure that all personnel have all necessary licenses, permits, and qualifications to operate any equipment used in performing the obligations of Contractor under this Agreement. The Contractor shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations in performing Contractor’s obligations under this Agreement.
5. Independent Contractor: It is intended by the Contractor and the District that the relationship created by this Agreement shall constitute the Contractor as an independent contractor of the District. Neither the Contractor nor any of the Contractor’s employees shall be deemed an employee of the District for any purpose whatsoever. The Contractor shall be responsible for paying and/or withholding all federal, state and local income, unemployment and social security taxes and assessments with respect to all of its employees.
6. Insurance: The Contractor shall obtain and maintain in full force general liability insurance, motor vehicle insurance, and worker’s compensation insurance in amounts deemed below by the District. A Certificate of Insurance shall be included with the Contractor’s proposal showing the below requirements have been met.
	1. Workers Compensation
	2. Commercial General Liability with a combined single limit of not less than $1,000,000 per occurrence for bodily injury and property damage. The District must be named as an additional insured to such policy.
	3. Automobile Liability with a combined single limit of not less than $1,000,000 per occurrence for bodily injury and property damage. The District must be named as an additional insured to such policy.
	4. A certificate of insurance must be sent to the District showing the above requirements have been fulfilled. The certificate should state that if for any reason the insurance is cancelled, or the limits of the liability are reduced, the insurance company shall notify the District 30 days in advance of any reduction in coverage or full or partial cancellation, and with any provision relieving the insurer of responsibility for giving such notice deleted.
7. Indemnification: The contractor agrees to indemnify and hold the District harmless from and against any and all losses, claims, obligations, liabilities, actions, causes of action, judgments, damages, fees and expenses (including attorney’s fees and costs) asserted against or incurred by the District resulting from, arising out of or in connection with:
	1. The breach by Contractor of any provision of this agreement;
	2. The injury or death of any person or the damage to any property resulting from the acts or omissions of the Contractor; and
	3. Any activity or proceeding for enforcement of the terms of this Agreement commenced by the District.
8. Assignment: The Agreement and the rights and obligations thereunder shall not be assigned by the Contractor without the written consent of the District, which consent may be withheld by the District in its sole discretion. This Agreement shall be binding upon and shall apply to the benefit of the parties hereto and their respective successors and permitted assignees.
9. Entire Agreement: This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter hereof, and supersedes all prior contemporaneous agreements, whether oral or written.

I will complete the Snow Removal & Related Services for River Valley School District as specified in the above scope of work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Signature Date

Please indicate cost on this page and your proposal for the following items:

|  |
| --- |
| **Cost per Snow Removal Bid Amounts** |
| **School** | **1 - 3 inches** | **3.1 - 6 inches** | **6.1 - 9 inches** | **9.1 + inches** |
| Early Learning Center |  |  |  |  |
| Elementary |  |  |  |  |
| Middle School |  |  |  |  |
| High School |  |  |  |  |
|  |  |  |  |  |
| Price for Spreading Salt at Schools | \*Please enter an amount for all schools per occurrence.$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per occurrence |
| Price per hour for partial plowings for sidewalks and bus lanes during School Day when needed | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour |

* Some snowfalls may require multiple plowings during the school day or due to blowing & drifting snow.
* If fuel prices exceed $4.00 per gallon a fuel surcharge may be added.

List of Equipment that is owned for snow removal & related services:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If more space is necessary to list equipment, please attach a separate sheet of paper.***

References (Please list 3 names and phone numbers):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal:**

I will complete the Snow Removal and Care for the River Valley School District as specified in the Request for Proposal for the specified period of time under the conditions outlined for the above amount.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***Please submit pages 4-6 (proposal) and certificate of insurance by 4:00 PM on Friday, January 5, 2024 to:***

Scott Moore, Business Manager, 660 W Daley St., Spring Green, WI 53588

Phone: 608/588-2551; Email: smoore@rvschools.org