

**SOUTH WINDSOR PUBLIC SCHOOLS**

**1737 Main Street  
South Windsor, CT 06074**

**Bidding Manual for  
Snow Removal  
RFP # 2024-0002**

**BID OPENING**

**August 30, 2023**

**11:00 a.m. - Room 106**

**Ms. Chris M. Chemerka  
Director of Finance & Operations**

**Mr. Darrell Crowley  
Director of Facility Operations**

**LEGAL NOTICE**

**SOUTH WINDSOR PUBLIC SCHOOLS**

**REQUEST FOR PROPOSALS  
FOR  
SNOW REMOVAL  
RFP # 2024-0002**

Documents for Snow Removal and Deicing for the South Windsor Public Schools, RFP # 2024-0002 may be obtained at the Office of the Director of Facility Operations, South Windsor Public Schools, 1737 Main Street, Room 100, South Windsor, CT or online at [www.southwindsorschools.org](http://www.southwindsorschools.org) on or after 8:00 a.m., August 3, 2023.

Sealed proposals will be received at the address listed above until 11:00 a.m., Eastern Standard Time, on Wednesday, August 30, 2023. Thereafter, the name of the firms that have submitted proposals will be publicly read aloud.

A mandatory pre-bid walk through will be conducted on Wednesday, August 16, 2023 at 8:00 am. Bidders should meet at the Philip R. Smith Elementary School Parking Lot, 949 Avery Street, SW, to begin the walk through which will continue to all locations from there. Bids will not be accepted from any firm that does not attend.

The South Windsor Public Schools reserve the rights to: amend or terminate this Request for Proposal; accept all or any part of a proposal; reject any or all proposals, in whole or in part; waive any technical defects, informalities or non-material deficiencies in a proposal; and award the proposal, in whole or in part, including accepting a proposal or part of a proposal, that, in its judgment, will be in the South Windsor Public School's best interests

## **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request is to secure snow removal and deicing services for South Windsor Public Schools (SWPS) for the 2023-2024 school year, with four (4) one-year renewal options.

## **ISSUING OFFICE/ADMINISTRATIVE GUIDANCE**

The SWPS is the issuing office for this document and all subsequent addenda relating to it.

The information provided herein is intended to assist interested bidders in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested bidders with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Bidders are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Please note, however, that all forms provided must be completed and become part of the submitted proposal in order for the proposal to be considered complete.

## **QUESTIONS AND AMENDMENTS**

Any questions regarding the bid, including the process and procedures and specifications, are to be submitted in writing (e-mail acceptable) to:

Darrell Crowley, Director of Facility Operations  
[dcrowley@swindsor.k12.ct.us](mailto:dcrowley@swindsor.k12.ct.us)

And:

Karen Dallaire, Administrative Secretary  
[kdallaire@swindsor.k12.ct.us](mailto:kdallaire@swindsor.k12.ct.us)

The representatives listed about must receive any questions no later than August 22, 2023 by 2:00 p.m. The SWPS will answer all pertinent written questions by issuing an addendum, which shall become a part of the Invitation to Bid, containing all pertinent questions received as provided about and decision regarding same. Such addenda will be posted on the SWPS's website ([www.southwindsorschools.org](http://www.southwindsorschools.org)) by August 24, 2023 by 4:00 p.m. Each bidder is responsible for confirming with the SWPS whether any addenda have been issued, and if so, obtaining a copy of such addenda and completing its Bid in accordance with the Bid Documents modified by such addenda.

No oral statement of the SWPS, including oral statements by the representative listed above, shall be effective to waive, change, or otherwise modify any provision of the Bid Documents, and no bidder or prospective bidder shall rely on any alleged oral statement.

## **RESPONSE DATE**

Two paper copies and one digital copy of your proposal must be received at the SWPS Facility Operations Office, Room 100, 1737 Main Street, South Windsor, CT 06074, prior to 11:00 a.m. on Wednesday, August 30, 2023. Proposals received after the above time will be rejected.

- a. Sealed bids will be received at the Office of the Director of Facility Operations, SWPS, 1737 Main Street, Room 100, South Windsor, CT 06074, until 11:00 a.m., Eastern Standard Time, on August 30, 2023. Bids received after that time will not be considered and will be returned unopened to the bidder.
- b. All bids must be submitted in sealed envelopes, bearing on the outside, the name of the proposal for which the bid is submitted: South Windsor Public Schools Snow Removal Services, Bid# 2024-0002 and the name and address of the bidder.
- c. If forwarded by US Postal mail, the sealed envelope containing the bid and marked as directed above, must be enclosed in another envelope, address as specified.
- d. The bid forms must be completed with a bid price for any or all of the options presented therein, except as otherwise expressly provided herein.

## **TERM OF CONTRACT**

This pricing agreement will cover one fiscal year (July 1, 2023-June 30, 2024) with four (4) one-year renewable options.

The contract cannot be assigned, sublet, sold, transferred, or otherwise disposed of by either party without the written consent of the other.

## **CONSIDERATION OF PROPOSALS**

The submission of a bid will serve as conclusive evidence that the bidder has satisfied itself as to all requirements outlined in the bid documents and to all conditions concerning the work of the contract and the execution of any contract which may ensue. Each proposal should be submitted with the most favorable price and services standpoint. The SWPS reserves the right to reject any and/or all proposals or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the SWPS, will best meet the interests of the SWPS, provided nothing herein, shall be deemed to waive any requirement of federal, state, or local law. Under no circumstances will the SWPS be responsible for the cost of preparing any proposal.

Proposers are advised to provide information detailed sufficiently to enable evaluation of their capabilities, experience, and approach to the services outlined in the proposal. Each proposal should provide a straight forward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposals.

## **OTHER INFORMATION**

The contractor at all times shall observe and comply with all federal, state, and local laws and by-laws, ordinances and regulations in any manner affecting the conduct of the work.

All contractors or other persons providing services for the South Windsor Public Schools shall conform to the provisions of the Connecticut Occupational Safety & Health Act (OSHA) of the State of Connecticut.

Bidders are to address all aspects of the Bid Documents as they will be incorporated into the contract that the SWPS enters into with the selected vendor.

The SWPS reserves the right, either before or after the opening of bids, to ask any bidder to clarify its bids or submit additional information that the SWPS in its sole discretion deems desirable.

### **Costs for preparing bid**

Each bidder's cost incurred in developing its bid are solely its responsibility, and the SWPS shall have no liability for such costs.

### **Ownership of bids**

All bids submitted become the property of the SWPS and will not be returned to bidders.

### **Freedom of Information Act**

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its proposal that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the SWPS, the SWPS shall, to the extent permitted by law, protect from unauthorized use and disclosure such Confidential Information.

### **Non-Collusion**

By submitting a bid, each bidder, and each person signing on behalf of any bidder, certifies under penalty of perjury that, to the best of his/her knowledge and belief, the prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or competitor, and further, that the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.

## **CONTRACT AWARD/EXECUTION**

All bids will be publicly opened and names of companies submitting bids will be read aloud, on the date, time, and at the place identified in the Invitation to Bid. Bidders may be present at the opening.

The SWPS may elect to award the contract to other than the lowest bidder if it is judged to be in the best interest of the SWPS. Criteria which could be applied in the determination would include, but not be limited to, financial responsibility, service, performance on contracts, and experience. During the evaluation of the bids, the SWPS may request bidders to make oral presentations.

The SWPS reserves the following rights: (a) to reject any and all bids, in whole or in part, (b) to waive any irregularity, (c) to award or reject a bid on the basis of previous performance, reputation or experience, (d) to accept the one that will be in the best interest of the district.

No bid will be accepted, nor contract awarded, to any contractor whose performance on any previous contract with this or any other school district has been determined to be unsatisfactory. The SWPS reserves the right to be the sole judge in this decision.

No contract will exist unless and until a written contract is executed by both the SWPS and the contractor. No bidder can claim any contract rights by virtue of submitting a bid, including the lowest bid.

Bidders will not include federal excise taxes nor state sales taxes from which SWPS are exempt.

## **INDEMINIFICATION**

The contractor agrees to indemnify, defend, and hold harmless the SWPS, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract.

## **INSURANCE**

The successful contractor shall provide a certificate of insurance naming the SWPS and the Town of South Windsor as "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Connecticut.

- A. General Liability (including completed operations coverage) - \$1,000,000 (combined single limit) and \$2,000,000 aggregate coverage  
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- B. Worker's Compensation per state statute
- C. Comprehensive Automobile Liability:  
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- D. Excess/Umbrella Liability (with all liability coverages as underlyers): \$5,000,000
- E. Workers' Compensation & Employers Liability-\$1,000,000 in Employers Liability limits

## **EQUAL OPPORTUNITY – AFFIRMATIVE ACTION**

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education transacts business with firms which are in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination. By submitting a bid you are indicating your firm does not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identify or expression, except in the case of a bona fide occupational qualification.

--END SECTION--

## Detailed Specifications

### Description of Services

The scope of the services requested is as follows:

Snow Removal and or deicing from all driving surfaces, parking lots, designated sidewalks (entire width and length), loading ramps and asphalt play areas as noted on drawings and identified in walk through.

A snowfall of more than two inches (2") shall constitute a snow storm between **November 25<sup>th</sup> and March 1<sup>st</sup>**. For the purpose of determining measurements, the measurements reported by CTWeather.com or equivalent for South Windsor will be used.

Plowing and deicing shall commence automatically as soon as more than two inches of snow has fallen and shall continue until snow has been completely cleared of all area under contract, which shall be maintained clear of snow between November 25<sup>th</sup> and March 1<sup>st</sup>. In no case shall more than four inches (4") of snow be allowed to accumulate in areas to be plowed.

Events which deposit less than two inches (2") of snow and/or ice shall be plowed only upon the specific request of the SWPS or it's duly authorized agent.

For any storms that occur prior to November 25<sup>th</sup> or after March 1<sup>st</sup>, the contractor will be notified if plowing services or deicing services are required.

All driveways, parking areas and designated sidewalks must be plowed clean at least one and half (1.5) hours before school starts. (see location sheet for each location start time and snow cleared by times). All other areas shall be cleared immediately after above stated time.

All areas designated to be plowed must be cleared completely to the asfalte base and open to full length and width of area. Fire hydrant, catch basins and drains should be kept clear of snow. Snow shall not be plowed or piled against the building or block doors, exits, walkways, dumpster, loading dock or other areas specified by SWPS representative.

Deicing treatment shall be supplied by the SWPS through the Town Garage, located on Burgess Rd. SW. The material will be loaded by the Public Works department at a time when they are available. Contractors shall make their truck(s) and drivers available at those times. It is the contractors responsibility to maintain all areas at all times.

All snow removal and deicing service must be to the satisfaction of the Director of Facility Operations and will be the sole judge of acceptability of the work. This decision shall be binding and will not be the subject of question or dispute.

The SWPS reserves the right to put additional personnel, supervisory or otherwise, on the job if the contractor does not appear within two (2) hours after being called. The Director of Facility Operations has the right to call in another contractor and all additional costs for this service will be assessed against the awarded contractor.



Contractor shall supply two (2) phone numbers that are monitored and available at all times. The contractor shall be available to respond 24 hours a day, seven (7) days a week for all storms and or events. A storm may last more than 24 hours and require multiple return visits by the contractor.

Contractor will automatically respond from November 25<sup>th</sup> to March 1<sup>st</sup> on storms of more than two inches (2") and notify the Director of Facilities Operations or SWPS designee via phone call or text message when mobilizing and provide a time of arrival.

Contractor shall provide including but not limited to: all labor, supervision, tools, equipment and staging of equipment. Certifications, safety vests for visibility and all other necessary items and components required to satisfactorily service the SWPS.

On the proposal form the contractor must submit the names and addresses of subcontractor(s), if applicable, that will be utilized by the contractor for their phase of the work during the contract period. All sub-contractors will be required to comply with the provisions of under INSURANCE and all other provisions and tenets of the contract proposal.

Contractor must have equipment and staff to adequately perform the specified services at all times. In the event of mechanical breakdown of equipment or trucks, contractor will be expected to provide back-up equipment or trucks to satisfactorily service the SWPS needs. Cost of the storm by depth remain in effect regardless of number of visits or durations.

Contractor shall plow snow to areas that will not block or inhibit sight lines for drivers on the roadways, parking lots and sidewalks.

Contractor shall comply with all municipal ordinances and/or regulations pertaining to snow removal from public property. Contractors to comply with all SWPS policies while on site.

Freezing rain, sleet, hail and snow mix or some or all of these conditions occur, if directed to report by the Director of Facility Operations, the contractor shall provide continual scraping and deicing applications during the event until conditions are deemed safe by the Director of Facility Operations.

Contractor must honor the school fire alarm. When an alarm is sounded, all personnel must cease all activities and move all personnel and equipment at least seventy-five (75) feet away from the building(s).

All "No Parking" signs are to be honored. Driveways, parking lots, means of access should not be obstructed by any vehicles. Buses and emergency vehicles must have ready access to the building's entrance at all times.

Contractor to coordinate with the Director of Facility Operations storing equipment and or trucks at school facilities and/or Town Garage in approved designated areas.

#### Additional Services-SWPS Request Only

##### Snow Relocation on site:

Contractor to provide tools, equipment and operators to relocate snow at schools to a specific location onsite and designated by SWPS. Contractor shall be responsible for all transportation costs.

Snow Relocation and Hauling Offsite:

Contractor to provide tools, equipment and operators to relocate snow from schools to an offsite location. Contractor shall be responsible for all transportation costs.

Pre-season requirements:

Contractor shall conduct a pre-season site survey and document via photos and submit to the Director of Facility Operations any existing conditions of property damage. The purpose of the site survey is so both parties are aware of existing damage by November 1<sup>st</sup>.

The Director of Facility Operations will notify contractors of areas where snow piles can not be located to stop refreezing and poor drainage.

Contractor shall supply and mark or stake including but not limited to the following: Meters, valves, pumps, transformers, generators, fire hydrants, curbs, landscape and islands, roadways, parking lots, sidewalks, catch basins and any other areas requested by the Director of Facility Operations.

Contractor is responsible for maintaining all markers and stakes at its own cost during the winter season.

Damage:

Contractor shall be responsible for promptly repairing or replacing any damage to SWPS property or personal property on site. Contractor shall reimburse SWPS for costs of any repairs, replacement if damaged property preformed at the SWPS expense.

Post-season requirements:

Contractor shall remove all stakes or markers by April 30<sup>th</sup>.

Contractor shall perform post season clean-up to include: Curb repair, raking and level lawn areas, reseed if needed, fence repairs.

**Contractor Billing:**

Payment will be at the rate quoted per storm. Bills for service will be submitted on a monthly basis for the previous month by the 10<sup>th</sup> of the following month.

All billing must be submitted to the South Windsor Board of Education, Facility Operations, 1737 Main Street, South Windsor, CT 06074

**Vendor References:**

The organization/company providing the Snow Removal Services to the SWPS must have successfully provided similar services in Connecticut. Please list two other Connecticut client(s) including contact names, addresses, phone numbers and email addresses.

**Selection Criteria:**

Selection will be based on the candidate's ability to offer a complete range of services at a competitive price. Candidate responses will be evaluated based on:

- Responsiveness of the proposal in developing a comprehensive work plan and processes
- Qualifications, experience in and credentials of the professionals assigned to the client
- Ability to communicate effectively
- Cost

--END SECTION--

**REQUEST FOR PROPOSALS  
FOR SOUTH WINDSOR PUBLIC SCHOOLS  
PROPOSAL FORM**

The company identified below agrees to all of the conditions, specifications and instructions contained in the attached specifications and will provide the services designated therein as specified.

Snow plowing price include operators, equipment and trucks needed 24 hours a day/seven (7) days a week including holidays.

All eight (8) locations included in price.

Price includes application of ice melt post plowing including operators, all equipment and trucks needed.

Dusting to 2" Per Event SWPS Approval Required	2" to 4" Per Event Automatic Response	4" to 8" Per Event Automatic Response	8" to 12" Per Event Automatic Response	Cost per Inch above 12"
\$	\$	\$	\$	\$

Cost of SWPS supplied ice melt per hour when contractor arrives at Town Garage or 1st School:

\$

Cost of snow relocation on site per hour **at SWPS Request Only**

\$

Cost of snow relocation off site per hour **at SWPS Request Only**

\$

\_\_\_\_ References Submitted

Acknowledgement of Addendum #1 \_\_\_\_\_ (if issued)  
(Please Sign)

Acknowledgement of Addendum #2 \_\_\_\_\_ (if issued)  
(Please Sign)

### List of Equipment and Trucks

<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Blade Size</b>	<b>Tons</b>	<b>Cubic Yards</b>

<b>1</b>	<b>2</b>
<b>24 Hour Monitored Phone Number</b>	<b>24 Hour Monitored Phone Number</b>

List Sub-Contractors: (if applicable)

<u>Name</u>	<u>Address</u>

The undersigned is submitting this bid without collusion with any other individual or corporation.

**SUBMITTED BY:**

Firm:\_\_\_\_\_

Signature\_\_\_\_\_

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

Name\_\_\_\_\_

\_\_\_\_\_

Title:\_\_\_\_\_

\_\_\_\_\_

Telephone:\_\_\_\_\_

E-mail Address \_\_\_\_\_

**AFFIRMATIVE ACTION STATEMENT**

Date\_\_\_\_\_

The employment policies and practices of \_\_\_\_\_  
(Vendor)  
Are to recruit and employ qualified job applicants without discrimination based on race, creed,  
color, religion, age, sex, national origin or handicap and to treat all employees equally without  
discrimination because of race, creed, color, religion, age, sex, national origin or handicap.

\_\_\_\_\_  
(Signature)

**MUST BE ENCLOSED WITH BID**

## SCHOOL LOCATIONS & DETAILED MAPS

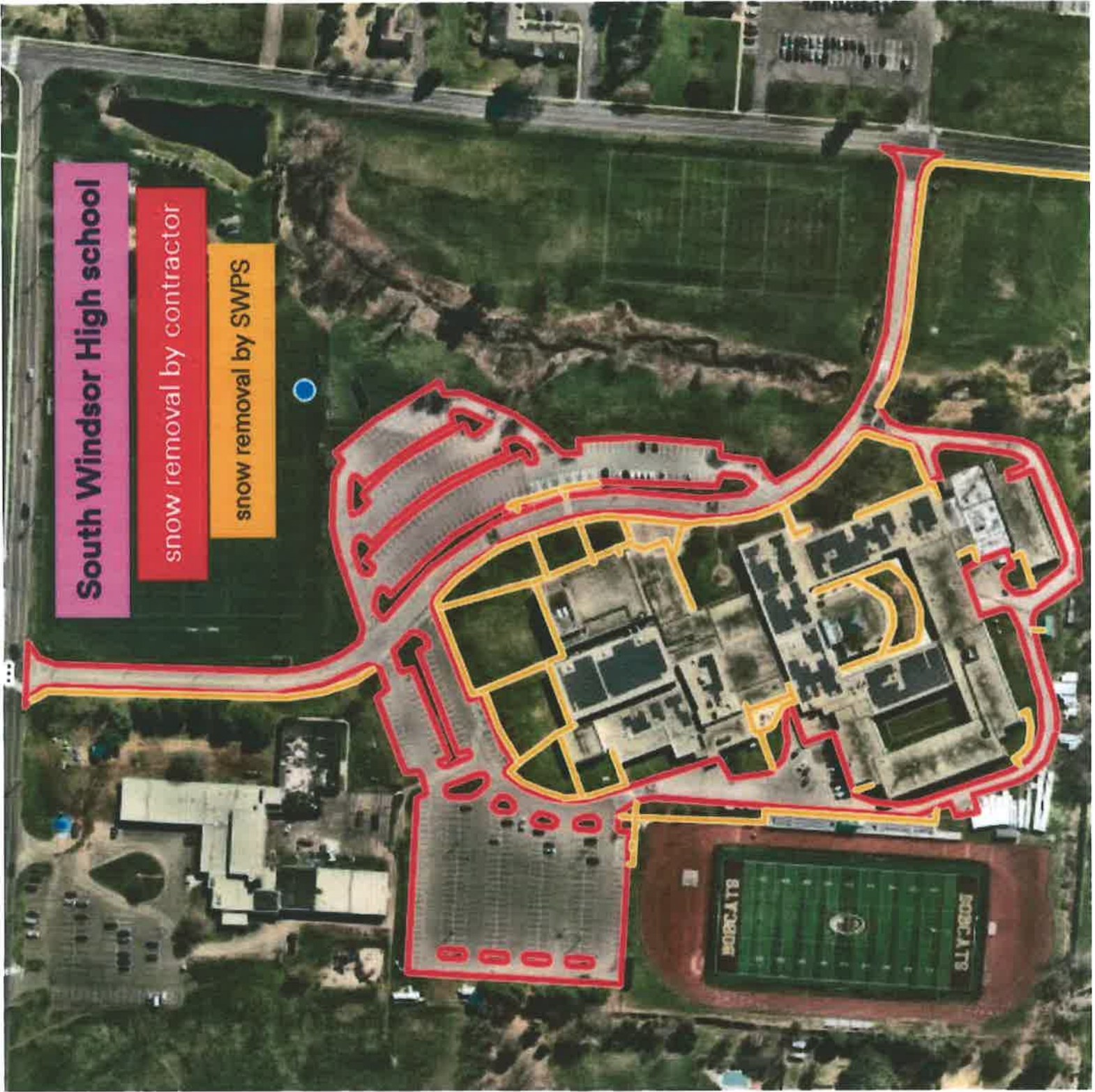
<b>School</b>	<b>Address</b>	<b>Snow Cleared By Time</b>	<b>School Start Time</b>
South Windsor High School	161 Nevers Road	5:55 AM	7:25 AM
South Windsor High School Annex	91 Ayers Road	5:55 AM	7:25 AM
Ellsworth Administrative Offices	1737 Main Street	6:00 AM	-
Timothy Edwards Middle School	100 Arnold Way	6:35 AM	8:05 AM
Orchard Hill Elementary School	380 Foster Street	7:15 AM	8:45 AM
Eli Terry Elementary School	569 Griffin Road	7:15 AM	8:45 AM
Philip R. Smith Elementary School	949 Avery Street	7:45 AM	9:15 AM
Pleasant Valley Elementary School	591 Ellington Road	7:45 AM	9:15 AM



# South Windsor High school

snow removal by contractor

snow removal by SWPS







Ayers Rd

Ayers Rd

Ayers Rd

snow removal by contractor

now removal by SWPS

SWHS Annex



**Ellsworth Administration Offices**

snow removed by contractor

snow removed by SWPS





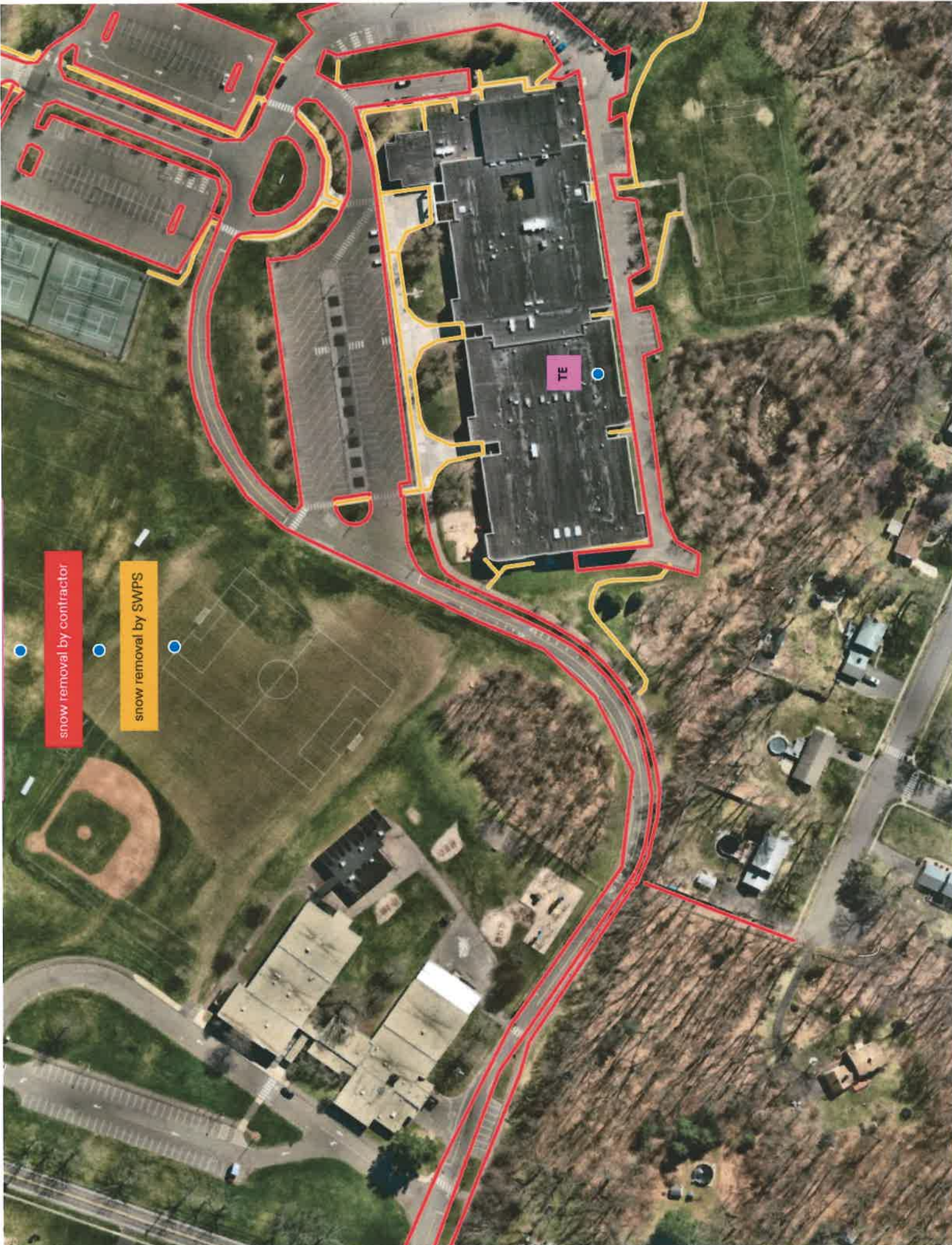


**Timothy Edwards & Orchard Hill  
Complex**

snow removal by contractor

snow removal by SWPS





snow removal by contractor

snow removal by SWPS





Timothy Edwards & Orchard Hill  
Complex

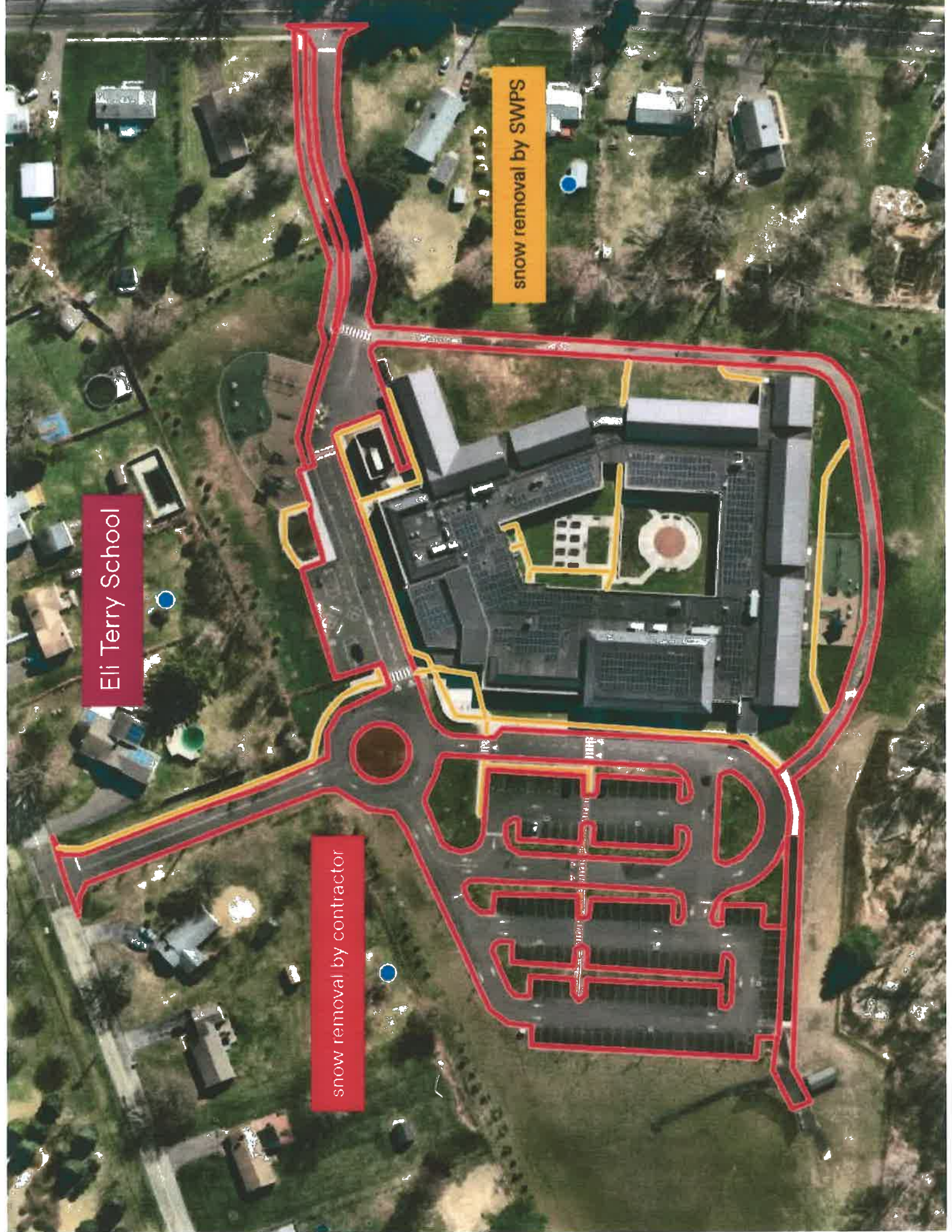
snow removal by contractor



Eli Terry School

snow removal by SWPS

snow removal by contractor





**Phillip R Smith School**

snow removal by contractor

snow removal by SWPS

