



Kalkaska Public Schools

Snow Removal RFP

Revised: 10-2-2019

October 2019

Kalkaska Public Schools

Snow Removal Request for Proposal – THREE-YEAR BID (2+1 yr Option)

Instructions to Bidders

1. Please bid on a per-trip basis. The school district will pay each month for the number of trips made.
2. Bid an hourly rate for extras including loader, grader and sanding.
3. Please state the equipment you will be using to execute this job.
4. If bidding on sanding, please bid price per yard.
5. An on-site pre-bid inspection of each school is required.
6. Please submit bid on sheet provided by Kalkaska Public Schools (attached).

General

1. Snow removal plans should be made according to weather conditions and accumulated snow, or at Kalkaska Public Schools' discretion. (Snowfall of two inches or more requires service.)
2. Snow should be removed Monday through Friday between the hours of 3 a.m. and 6:30 a.m. on days when school is scheduled to be in session. The snow on the south side of the high school, west and south side of Birch Street Elementary needs to be removed prior to 6 a.m. All snow needs to be removed by 6:30 a.m.
3. The snow does not need to be removed on weekends or when school is not in session, unless coordinated with Eric Stowers or designee.
4. Snow shall be removed from parking areas so as to prevent a traffic hazard or reduce parking areas. Snow must not be placed in front of dumpsters, utility meters or in other areas requiring access by vendors/visitors.
5. In cases of negligence, the contractor assumes responsibility for any damage to school property while in the process of snow removal.
6. Please work with building administrators or designee if you need to have vehicles removed during the course of snow removal.
7. Sand/salt/icemelt must be applied when needed in designated areas.

Specifications for Snow Removal

Locations

1. *Birch Street Elementary*
 - Circle drive including maintenance drive.
 - All parking lots including area between gates.
2. *Cherry Street Intermediate*
 - Parking on Coral Street.
 - Parking lot next to tennis courts.
 - Parking on Cherry Street.
 - Playground area within the fence.
 - Parking area along Fourth Street, including sidewalk.
 - Fourth Street.
3. *High School*
 - Circle drive.
 - Parking along Dresden Street, snow must be removed from area.
 - Parking lot west of school building.
 - Parking area by gymnasium.
 - Bus drive – both sidewalks by bus drive, sidewalk running along the bus drive.
4. *Middle School*
 - Circle drive and parking area in front of school, sidewalk around circle drive.
 - Parking lots in front and by gymnasium including sidewalks.
 - All roads leading into the middle school (one-way roads).
 - Drive behind middle school (including parking lot along Dresden Street).
 - Walkway from middle school to high school.
5. *Rapid City Elementary*
 - Circle drive and parking lot.
 - Parking area along River Street, along 1st Street, and at the north end of the building
 - Sidewalks.
6. *Bus Garage*
 - All areas around building inside fence.
7. Insure all areas of parking maintain the same amount of parking spaces.
8. Equipment may be stored at the bus garage site in designated area.

Insurance

Comprehensive liability \$1,000,000 minimum (Must provide proof of same).

Billing

To be billed monthly and paid after Board approval (no earlier than the 10th of the following month.)

REQUIRED: CALL 231-564-1518 TO BE SHOWN ALL AREAS WHICH NEED TO BE PLOWED.

Kalkaska Public Schools
Snow Removal Bid Sheet

Winter 2019, 2020 and 2021*

Name of Bidder/Company: _____

Contact Person/Telephone Number: _____

1. Total Cost Per Trip: \$_____

2. Equipment to be Used on Sites:

3. Hourly Rate for Special Equipment:

4. Sand/salt/icemelt -

5. Additional comments:

Please submit sealed bid to Kalkaska Public Schools, 315 S. Coral Street, Kalkaska, Michigan 49646.

*Note: At the District's option, a one-year extension may be granted, with the same terms, through the 2021/22 season.

DEADLINE: BY 2:00 P.M. On October 18, 2019