

**Request for Proposal
For
Snow Removal Services**

**Crestline Exempted Village School District
November 18, 2022**

Responses are due no lather than Friday, December 2, 2022 at 3:00 PM



CRESTLINE EXEMPTED VILLAGE SCHOOL DISTRICT

LEGAL NOTICE TO BIDDERS

Sealed proposals will be received by the Crestline Exempted Village Board of Education, Crestline, Ohio, at the office of the Treasurer of the Board of Education until 3:00 p.m., December 2, 2022, for snow removal services at all district buildings. Specifications are on file at the Administrative Office of the Board of Education located at 401 Heiser Court, Crestline, Ohio 44827. Copies of service requirements may be obtained in person from this office or by contacting Mr. Scott Russell, Director of Building, Grounds & Transportation at: russell.scottl@crestlinebulldogs.org or 419-683-3647 X 4050.

The proposals shall be enclosed in a sealed envelope marked "Snow Removal Services Bid" addressed to the Board of Education, Crestline School District, 401 Heiser Court, Crestline, Ohio 44827. Said proposals shall be publicly opened at 3:30 p.m. on December 2, 2022, in the Board of Education Administration Office for tabulation and to be presented to the Board of Education. Bid scope of services are listed in this document and shall include services at all three district buildings located at the following addresses:

Crestline PK-12 Building - 435 Oldfield Rd. Crestline, OH 44827

- Parking lots (including loading dock area)
- Driveways (including elementary student drop off area)
- Sidewalks
- Walkways to entrances

Crestline Board of Education Building - 401 Heiser Ct. Crestline, OH 44827

- Front parking areas and parking lot
- Sidewalks
- Walkway to entrance

Crestline Exempted Village School District Bus Garage - 511 S. Thoman St. Crestline, OH 44827

- Parking area
- Sidewalk
- Areas in front of bus bays

Bids should include monthly rate, hourly rates, and/or per event rates to determine costs.

The Board of Education reserves the right to reject any and all bids or parts of any or all bids and to waive informalities in the bids received. The Board reserves the right to choose among alternative bids for different materials, methods and systems if within local, state, and federal requirements. The Board also reserves the right to seek clarification of bids after opening. None but the lowest responsible bid shall be accepted. No bids may be withdrawn for at least ninety (90) days after the scheduled closing time for receipt of bids.

By order of the Board of Education of Crestline School District.

Jeff Wilhite, President

Alina Nemec, Treasurer

Scope of Services

1. Requirements:

Contractor to supply all labor, snowplows, front-end loaders, dump trucks, shovels, snow blowers, ice melt, salt, salt spreaders (hand & truck), and safety equipment needed to complete the work. Salt or ice melt can be stored on campus with permission of the Facilities Manager.

2. Snowfall:

Plowing and salting of all paved areas, entrances, walkways, doorways, and clearing/de-icing of all walkways during storms, to permit access and movement of staff if snowfall of more than 2" occurs. It is the Contractor's responsibility to return to the property to keep the entrances, drive aisles, and sidewalks free from ice and snow. At no time shall there be a hazardous/life safety condition.

3. Slippery Conditions Anytime:

When surfaces are slippery and/or temperatures are at or below freezing, the contractor is responsible for applying ice melt, which must be spread on sidewalks and walkways and salt must be spread onto all the parking lot areas. Contractor may only use ice melt types approved by Crestline EVSD in order to reduce costs and to reduce impact on masonry and landscaping.

4. Charges for Services:

The contractor will submit an itemized invoice for each snow event that clearly delineates each component detailed in Attachment A: Bidding Template. For purposes herein, a "snow event" shall be defined as any event related to weather that will cause all or part of the services provided by Contractor to be activated; and such snow event is considered over when all contracted areas have been cleared upon Facilities Manager's approval. The Contractor will not submit additional charges for "during storm clean-up".

5. Approved Areas:

Contractor will pile snow in areas approved by the Facilities Manager. This must be accomplished by blocking minimum employee parking spots. The contractor must also have the ability to remove snow off site, in the event that they are instructed by the Facilities Manager to do so.

6. Additional Salting/De-icing and Shoveling:

As requested by Facilities Manager, contractor may be asked to provide additional salting, de-icing, and/or shoveling on school grounds. This would be in addition to the normal storm accumulations specifications and should be considered to cover the same areas but only when requested by the Facilities Manager. This request would be required to be fulfilled within 1 hour of the Facilities Manager's Call. The contractor will charge Crestline EVSD a set hourly rate for this service.

7. Inspections:

Contractor will inspect property for pre-existing damage and submit a report detailing all pre-existing damage (with photo documentation) by commencement of contract award.

Attachment A: Bidding Template

Bid Submission Date: _____

Company Name: _____

Billing Address: _____

Contact Phone #: _____

Contact Email: _____

Please complete the chart below:

SERVICE TYPE & LOCATION	MONTHLY RATE	HOURLY RATE	PER EVENT RATE
Ice Event Treatment Snow Removal Crestline PK-12 Building 435 Oldfield Rd. Crestline, OH 44827	\$ _____	\$ _____ Number of employees onsite: _____	\$ _____
Ice Event Treatment Snow Removal Crestline BOE Offices 401 Heiser Ct. Crestline, OH 44827	\$ _____	\$ _____ Number of employees onsite: _____	\$ _____
Ice Event Treatment Snow Removal Crestline Bus Garage 511 S. Thoman St Crestline, OH 44827	\$ _____	\$ _____ Number of employees onsite: _____	\$ _____

Preferred Invoice/Billing Method (check all that apply):

- _____ Monthly flat rate
- _____ Hourly rate per employee
- _____ Per event or per "push"