



Invitation for Bids

for

Snow Removal Services

Mount Greylock Regional School District

Mount Greylock Regional School

Williamstown, MA

July 9, 2022
(Date Issued)

Responses are due no later than
12:00 PM EST, Friday, August 5, 2022

Invitation for Bids for Snow Removal Services

Purpose of Request

It is vital that Mount Greylock Regional School District's (MGRSD) facilities be properly maintained to allow for continued access by students, families, and staff, even during and following snow events. The purpose of this solicitation is to hire a vendor to provide Snow Removal services for MGRSD's Mount Greylock Regional School location, located at 1781 Cold Spring Road, Williamstown, MA, as described below.

MGRSD is seeking highly professional contractors who can provide responsive service with exceptional communication and transparency; specifically, transparency in pricing is extremely important so that MGRSD can predict costs/budget accordingly for each snow event.

MGRSD invites written bids from qualified companies for Snow Removal services at Mount Greylock Regional School. The successful company or companies shall be required to enter into a contract that incorporates this Invitation for Bids (IFB), including all of its exhibits, and the Proposal, as may be modified by agreement of the parties.

Selection Criteria

- Proposed cost.
- Confidence in the contractor/compliance with IFB specifications.
- Evaluation of the contractor's available equipment and associated capabilities.
- Proven ability to provide timely and efficient snow removal services and adequacy of client references.

Interested bidders must submit one copy of their response to this IFB no later than 12:00 PM on Friday, August 5, 2022 via email to both jbergeron@mgrhs.org (Joe Bergeron, Business Administrator) and rwnuk@mgrhs.org (Rob Wnuk, Director of Operations).

MGRSD will determine the winning bidder no later than Friday, August 19, 2022 at 12:00 PM and will notify all bidders at or before that time.

Bidders are requested to submit any questions regarding the IFB electronically to both jbergeron@mgrhs.org and rwnuk@mgrhs.org.

Once bids are reviewed, bidders may be contacted for follow-up information.

Submittals must be valid for 14 days following the submission deadline.

Form of Contract

Contract Period: This agreement shall become effective immediately upon execution of the contract, and shall terminate on June 1, 2023, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.

Contract Extension: At the sole discretion of MGRSD, the contract period may be extended annually for up to two additional years (through 2025). MGRSD will notify the Contractor no later than August 1st of 2023 if the contract will be extended through 2024.

Scope of Services

Provided Materials: MGRSD will supply 140 tons of salt to the contractor to use on the campus. In years past, we have averaged 2-3 tons of salt used per visit.

Requirements: Contractor to supply all labor, equipment, and supplies needed to complete the work. Contractor may only use ice melt types approved in advance by MGRSD in order to reduce costs and to reduce impact on surfaces, landscaping, and the environment. Contractor must be able to take salt deliveries from at least a 10-Wheel truck; tractor trailer trucks are preferred. Contractor must provide proof of an enclosed and weather tight building (preferably heated) to store MGRSD's salt.

Snowfall: Plowing and salting of all vehicular paths and vehicular entrances indicated on the map below during and immediately following 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 specified entrances, drives and parking lots free from ice and snow. At no time shall there be a hazardous/life safety condition. In the event that the Director of Operations requests additional snow removal visits by the Contractor, the Contractor is expected to do so within one hour of the Director of Operations' call.

Salting: Contractor must document the amount of salt used throughout the season. Any unused tonnage shall be credited back to MGRSD in the form of a billing credit on the season's final bill (cost per ton to be agreed upon prior to season start). If the Contractor requires additional salt to complete the season, the contractor will need to contact the Director of Operations. Depending on the amount needed, MGRSD may order additional salt or the Contractor will be asked to provide salt at their bid price per ton for salt.



Important note: in addition to the above highlighted areas, there is a short driveway down from the main parking lot to a new facilities building that will require snow removal for the 2022-2023 season and should be included in the Contractor's bid.

Charges for Services: The Contractor will submit an itemized invoice for each snow event that clearly delineates each component detailed in Attachment A: Invoice 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 the Director of Operations' approval. The Contractor will not submit additional charges for "during storm clean-up".

Approved Areas: Contractor will pile snow in areas approved by the Director of Operations. This must be accomplished by blocking a minimal number of parking spots. In the event that these areas become full, Contractor is required to push/pile the snow higher and into other locations on site as needed (and supply all equipment necessary to do so) as directed by the Director of Operations.

Additional Salting/De-icing: As requested by the Director of Operations, Director of Operations, Business Administrator, Principal, or Superintendent, Contractor may be asked to provide additional salting and de-icing. 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 Director of Operations. This request would be required to be fulfilled within one hour of the Director of Operations's Call. The Contractor will charge MGRSD the fee specified in "Ice Event" below in the event of this request.

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.

Curb/Edge of Pavement Indicators: Contractor is required to install curb/edge of pavement indicators before the first snowfall in coordination with the Director of Operations. Contractor will not submit any charge for curb/edge of pavement indicators.

Damage: Director of Operations and Contractor will conduct walkthroughs at the end of each winter. At that time an assessment of any damage done by the Contractor over the winter will be identified. Contractor is required to make arrangements to repair any damage to property prior to May 15th of each year. If the damage requires a longer timeframe to repair, such timeframe will be discussed with and agreed to by MGRSD. Contractor will repair all damage and remove all curb indicators before final payment and/or contract termination/ extension.

Emergency Contact: Contractor shall provide emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor will respond within one hour to any call made by the Director of Operations, Business Administrator, Principal, or Superintendent for snow removal services.

Insurance Requirements: Contractor must hold Comprehensive General Liability, Automobile Liability, and Property Damage Insurance coverage of not less than \$1,000,000 and Workers Compensation. Employer's Liability Insurance coverage of not less than statutory limits must be maintained by the Contractor throughout the course of the work. A current and original Certificate of Insurance listing MGRSD as ADDITIONAL INSURED must be received by the Director of Operations prior to beginning the work.

Indemnification of Client and Property Owner: Contractor agrees to indemnify and hold MGRSD, its affiliates and each of their respective School Committee, officers, agents and employees harmless from and against all claims, demands, losses, damages and judgments, including court costs and attorneys' fees and any payments relating to taxes due or similar items, arising out of or based upon (i) any breach or alleged breach by Contractor of any representation, warranty, certification, covenant, obligation or other agreement set forth in this Agreement, and (ii) any third party claim, including, but not limited to, all claims by any employee of Contractor or its subcontractors, sub-subcontractors, or suppliers, arising out of or resulting from the performance of any work for MGRSD by Contractor, its agents, employees, subcontractors, sub-subcontractors and suppliers in connection therewith.

Professionalism: At all times Contractor will act in a professional manner. Noise will be kept to a minimum to be respectful of MGRSD's neighbors. Also given that this location is a school, smoking & profanity will not be allowed.

Snow/Ice Removal Completion Timelines

Unless requested otherwise by MGRSD, the entrance, drives and parking lot must be completely cleared no later than 6:00 am. Access must be maintained until 9:00 pm.

Pricing

The Contractor must provide pricing for the following work and costs must be 100% all inclusive:

Type of Event	Price Proposal
Ice Event	
Snow 2-3" (or by request under 2")	
Snow 3.1-6"	
Snow 6.1-9"	
Snow 9.1-12"	
Snow 12.1-18"	
Additional	
Price per ton for salt (if needed above the District provided salt)	\$ per ton

For any snow event above 18", Contractor will provide an additional per inch price that will be added on top of the quoted cost for snowfall between 12.1-18". Inch counts will be rounded up to the nearest inch to calculate costs.

Formula: Base Cost for 12.1-18" + (Added cost per inch above 18" x # of inches above 18")

Example: The Contractor has provided a price of \$100 for snow removal 12.1-18". For every inch above 18" the Contractor has quoted an additional cost of \$20. If it snows 20.5", it is rounded up to 21". This means the cost for the snow removal is \$160.00 - (\$100 + (\$20 x 3 inches)).

Exhibits to Be Submitted by Contractor

1. Contractor must submit a cover page with name and contact information.
2. Contractor must provide a brief overview of the Contractor's history, philosophy and capabilities.
3. Contractor must describe its strongest competitive advantages.
4. Contractor must provide a summary of **all** service contracts executed within the last five (5) years and comparable in size to the proposed contract, with the name and telephone number of each contact person.
5. Contractor must provide its price proposal, as detailed in the Pricing section above.
6. Contractor must submit completed Attachments B, C and D

7. Contractor must submit proof of a weather tight building for salt deliveries and allowable type(s) of salt delivery trucks.

Attachment A: Invoice Template

INVOICE

Invoice Date: _____ Company Name: _____

Billing Address: _____

Contact Phone #: _____ Contact Email: _____

Date of Snow/Ice Storm: _____

1.) Total Accumulation (if snow):

Check Here	Accumulation	Rate (per contract)
	Ice Event	
	Snow 0-3"	
	Snow 3.1-6"	
	Snow 6.1-9"	
	Snow 9.1-12"	
	Snow 12.1-18"	

2.) If above 18", indicate the exact number of inches:

# of inches	Cost per Inch over 18" (per contract)

Total Cost of Storm: \$ _____

Attachment B: Tax Compliance Certification

Pursuant to M.G.L. c.62C,§49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Date)

(Signature of individual submitting bid or proposal)

(Printed name of person signing RFQ)

(Name of business)

(Business Address)

(Business phone number)

Attachment C: Certificate of Non-collusion

The undersigned hereby certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. This bid or proposal is made without any connection or consultation with any other person making any bid or proposal for the same work.

(Date)

(Signature of individual submitting bid or proposal)

(Printed name of person signing RFQ)

(Name of business)

(Business Address)

(Business phone number)

Attachment D: Certificate of Corporate Authority

The principal, officer or person to sign below pledges under penalties of perjury, that he or she has been designated by the owner(s) or the board of directors of the below named firm as an authorized representative.

(Date)

(Signature of individual submitting bid or proposal)

(Printed name and title of the person signing RFQ)

(Name of business)

(Business Address)

(Business phone number)