

NEW PRAIRIE UNITED SCHOOL CORPORATION LAPORTE/ST. JOSEPH COUNTIES, INDIANA

REQUEST FOR SNOW REMOVAL SERVICES

DUE DATE: 12:00 P.M. (NOON) Central, September 20, 2019

Detailed Request for Proposal (RFP) information is available from the New Prairie United School Corporation Administration Building front desk, 5327 N. Cougar Rd New Carlisle, IN 46552. This RFP is also available on the internet at www.npusc.k12.in.us. **The New Prairie United School Corporation (NPUSC) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process.** This RFP does not obligate NPUSC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate NPUSC to accept or contract for any expressed or implied services.

The successful vendor must comply with county, state, and federal equal opportunity requirements. The NPUSC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

Dated: August 30, 2019

A walk-thru for interested parties can be arranged with Mike Krivak from the grounds dept. Call 574-993-3041 to make an appointment.

Section 1-General Information

Introduction and Mandatory Requirements

The NPUSC's expectation, upon completion of the RFP process, is to enter into a two year contract beginning November 1, 2019, with the option of extending the contract for one year pursuant to IC 5-12-11-2.5. The NPUSC expects to develop and/or maintain a collaborative relationship with the successful vendor for snow removal services

1. Taxes-New Prairie United School District is exempt from paying sales taxes. Exemption certificates will be provided upon request.
2. Withdrawal of bids-Any vendor may withdraw their bid at any time prior to the opening of the bids. All bids shall remain firm for acceptance for a period of 120 days beyond the bid opening.
3. Vendor Payment Policy and Procedures Payment-The successful bidder must submit an itemized invoice to NPUSC by the last day of the month when services are

provided. Payment will be made within 30 days after receipt of an invoice for services provided during the prior month, upon inspection, satisfactory performance of the contract, and acceptance and approval by the NPUSC Board of School Trustees.

4. Smoking, the use of tobacco products or alcohol shall not be permitted on the school property at any time.
5. Firm prices-Prices quoted by the vendor shall be firm and not subject to increase during the term of any contractual agreement between NPUSC and the successful bidder as a result of this bid document.

6. Insurance requirements

Vendor agrees, at its sole cost and expense, to purchase, prior to the commencement of services and maintain the following coverage in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in the state of Indiana. Proof of such insurance coverage shall be submitted upon successful awarding of the bid and at any time at the request of NPUSC.

All sub-contracted vehicles must have drivers with valid drivers' licenses and insurance provided at the award of the bid.

Commercial General Liability Insurance: on an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage.

Workers' Compensation: in accordance with all applicable Indiana laws
Professional Liability coverage

Motor Vehicle Liability: If the vendor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then the vendor must have a minimum of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law.

If such insurance is not in force, NPUSC may, at its option, terminate and cancel this contract.

Public Records

Under Indiana State Law, any documents submitted in response to this RFP become a public record upon submission to NPUSC, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

RFP Coordinator,

Upon release of this RFP, all vendor communications concerning this request should be directed to Ed Aikman Director of Building and Grounds 219-477-9698 or Mike Krivak Grounds Lead 574-993-3041. Unauthorized contact regarding this RFP with other NPUSC employees or elected/appointed officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on NPUSC. The vendor should rely only on the written statements contained within this RFP.

Amendments to the RFP

The NPUSC reserves the right to request that any vendor clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of a proposal. The NPUSC reserves the right to change the RFP due date or issue amendments to the RFP at any time. The NPUSC also reserves the right to cancel or reissue the RFP. The NPUSC reserves the right to reject any and all responses, to waive any irregularities and/or informalities in the selection process, to request clarification of information from any vendor and to effect any agreement deemed by the NPUSC to be in its best interest. The NPUSC will not reimburse any vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews, if scheduled. Furthermore, this RFP does not obligate the NPSUC to accept or contract for any expressed or implied services. In the event of a material modification, vendors will be given an opportunity to modify their proposal in the specific areas affected by the modification.

Completed proposals shall be received at:

New Prairie United School Corporation
Care of Ed Aikman
5327 North Cougar Road
New Carlisle, IN 46552

Proposal Submission

Six copies of any printed proposal must be received by the RFP Coordinator no later than due date and time set forth on the cover page of this RFP. Proposals received after the due date and time specified will not be accepted. Vendors accept all risks of late delivery of any mailed proposal regardless of fault. All proposals and accompanying documentation will become the property of NPUSC and will not be returned.

Section 2-RFP Response Elements

Specifications and fees

The vendor shall submit responses and fees to the specifications listed on Attachment I.

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirement of the request.

Client References

Vendor shall submit a minimum of three references (preferably from current public service and/or school clients) who can attest to the Vendor's experience as it relates to providing snow removal services. The references must include contact name, title, address, and phone number.

Non-Collusion Certificate

The proposal submitted for this RFP shall include a completed Non-Collusion Certificate. Please see attached.

Section 3-Evaluation Process

Proposals will be evaluated by the New Prairie United School Corporation Superintendent and/or designee. Final award will be made by the NPUSC Board of School Trustees. Evaluations will be based on criteria outlined herein which may be weighted by NPUSC in a manner deemed appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria will include:

1. Responsiveness to RFP—The NPUSC will consider all the material submitted to determine whether the vendor's offering is in compliance with the RFP documents.
2. Ability to Perform Required Services-The NPUSC will consider the material submitted by the vendor and determine whether the vendor is capable of providing the expertise, experience, quality, innovation, facilities, personnel, and equipment necessary to perform the required duties.
3. Reference-As described.
4. Fees-As described.
5. NPUSC may conduct interviews and site visits as part of the final selection process.

Section 4-Contract and Terms

The term of this contract will be a one (2) year contract beginning November 1, 2019, with the option of extending the contract for one year pursuant to IC 5-12-11-2.5. The Vendor shall allow NPUSC and the Indiana State Board of Accounts access to requested records, documents,

and information in order to perform periodic audit by the NPUSC may terminate the contract without cause upon 90 days written notice.

ATTACHMENT 1

SPECIFICATIONS FOR SNOW REMOVAL SERVICES

- A “PUSH” is when the contractor comes in and removes snow from all the designated areas. A snowfall that blankets the area requires a “PUSH”.
 - There may be times when a “Touch-Up” is needed when the contractor comes in and removes snow in only part of the designated areas. Drifting snow over only small portions of the designated areas would require a “Touch-Up”.
 - Proposal should include separate costs for a “PUSH” and “Touch-Up” for each location.
 - Only snowfalls of two (2) or more inches should be plowed unless notified by the Director of Facilities or the Grounds Lead.
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1. Contractor will be responsible for marking or flagging protruded areas such as sidewalks, curbing, islands, manhole covers, etc.
 2. The vendor is responsible for repairs of any lawn and/or property damaged caused by the contractor and/or its subcontractors. Twenty (20%) percent of each invoice will be retained by NPUSC in the event damages are caused. All repairs are to be completed no later than April 15 of the current school year. Upon satisfactory inspection by NPUSC personnel, the retainage will be released, it is the responsibility of the contractor to show the 20% retainage on each invoice submitted. IF the specified damages are not repaired by April 15 of the current school year, NPUSC reserves the right to retain the retainage.
 3. Vendor must ensure a one hour response time.
 4. If the contractor’s unsure whether to perform a “PUSH” or “Touch-Up”, he should contact the Director of Facilities or the Grounds Lead for instructions.
 5. The Director of Facilities or the Grounds Lead can at any time request a “PUSH” or “Touch-Up” and inform the contractor not to perform a “PUSH” or “Touch-Up”
 6. When submitting your proposal, please list all available equipment that could potentially be used by your company at NPUSC. This list includes but is not limited to loaders, plows, and blowers. List specific equipment to be used for narrow sidewalks and tight areas. Also, large equipment for pushing back or removing very large piles of snow.
 7. In case of excessive snow fall, contractor must ensure large piles of snow can be moved if necessary.

8. Contractor will ensure that any equipment used on sidewalks will not damage the concrete.
9. Snow cannot be piled in ways that become a visual impairment to drivers or pedestrians at drive and parking lot entrances. It is understood that snow in some areas will have to be pushed greater distances to avoid this.
10. Plowing must be completed before the start of each school day. Hours vary per location. They are as follows:

High School- 5:00 A.M.

Middle School- 5:00 A.M.

Olive Elementary- 5:00 A.M.

Rolling Prairie Elementary 5:00 A.M.

Prairie View Elementary 6:00 A.M.

11. Contact person upon award of contract

ATTACHMENT 2

AREAS AND LOCATIONS

- NEW PRAIRIE HIGH SCHOOL WEST AND EAST COMPLEX

All asphalt areas:

- Visitor/faculty lot and Main Front Entrance.
- South drive from Cougar Rd. to the back side of the High School East
- West side - front drive and both parking lots
- North side from Cougar Rd. to the athletic field entrance gate
- East side parking area by High School East maintenance delivery area
- All sidewalks and South parking lots.
- All Asphalt areas surrounding the transportation facility

- NEW PRAIRIE MIDDLE SCHOOL

All asphalt areas:

- Front drive and parking lot
- Drive from boulevard to back parking lot and the back parking lot
- Drive and two small parking areas by the receiving area
- All sidewalks around the building and all entry ways
 - All stairs will be shoveled by NPUSC staff
- Sidewalk from Middle School to Tennis Court crosswalk

- OLIVE ELEMENTARY SCHOOL

All asphalt areas:

- North side - Staff/visitor parking lot and bus loading area including entrance drive
- South side - Both parking areas up to building and drive from Bray St. to and including trash dumpster
- Asphalt playground area

There are sidewalk areas that will not be accessible by plow trucks, but will be your responsibility to remove snow.

- PRAIRIE VIEW ELEMENTARY SCHOOL

All asphalt areas:

- North side - Entrance drive and staff/visitor parking lot
- West side - Entrance drive, parking lot and bus loading area
- South side - Both parking areas up to building and drive to and including trash dumpster
- Asphalt playground area

There are sidewalk areas that will not be accessible by plow trucks, but will be your responsibility to remove snow.

- ROLLING PRAIRIE ELEMENTARY SCHOOL

All asphalt areas:

- South side - Both entrance drives and bus loading area including staff/visitor parking lot
- West side - Both parking lots and paved area east of ball diamond
- North side - Driveway to cafeteria area
- Sidewalk (parallel to Michigan St. by ball diamonds) from Hatfield St. to main entrance drive
- Asphalt playground area

There are sidewalk areas that will not be accessible by plow trucks, but will be your responsibility to remove snow.

***We reserve the right to plow areas as needed during the day due to drifting conditions.**

9/2/09