



NEENAH
JOINT SCHOOL DISTRICT

REQUEST FOR PROPOSAL
SNOW PLOWING/REMOVAL SERVICES 2024-2025

ISSUED: September 6th, 2024

DUE: September 20th, 2024, at 10am

PROJECT DESCRIPTION:

The Neenah Joint School District is seeking proposals for a one-year contract for snow plowing/removal for all parking lots, access driveways, and other areas as shown on the maps for the 2024-2025 snow season. The specifications and scope of work are attached.

Project Name: Snow Plowing/Removal Services 2024-2025
Questions Due: September 13, 2024
Addendums Issued by: September 17, 2024
Due Date: September 20, 2024
Due Time: 10am
Bids Awarded: No later than September 27, 2024
Bid Type: RFP

Responses to this solicitation shall be submitted to Jason Ebert, Neenah Joint School District, 410 South Commercial Street, Neenah, WI 54956. Proposals may be mailed, or hand delivered, to this address. The outside of the envelope for mailed submissions should be clearly marked **Snow Plowing/Removal Services 2024-2025 RFP**. The proposal is due in the District Office no later than 10am (Local time) – Friday, September 20th. Proposals received after that time will not be considered. Proposals must include a list of the equipment to be used, a certificate of insurance, and no less than three references, preferably one from a school.

The Neenah Joint School District reserves the right to:

- Award this contract in part or whole to a single contractor.
- Reject any or all proposals.
- Waive minor irregularities or discrepancies as defined.
- Negotiate with contractors after proposals have been submitted. The Neenah Joint School District reserves the right to negotiate on any or all components of each proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such will be kept confidential. The negotiation discussions will be held confidential as well until such time as the award is completed.

The contract award will be based upon, but not necessarily limited to, the factors of:

- Qualification of the proposer
- Demonstrated expertise and past experience in conducting similar services
- Service, function, and capabilities proposed
- Cost of proposal

It is intended by the Contractor and the District that the relationship created by this proposal if awarded shall constitute the Contractor as an independent contractor of the district. Neither the Contractor nor any of the Contractor's employees shall be deemed an employee of the district for any purpose whatsoever.

The Contractor agrees to indemnify and hold the district harmless from all judgements, damages, fees, and expenses (including attorney's fees and costs) asserted against or incurred by the district resulting from, arising out of or in connections with:

- a. The breach by Contractor of any provision of this agreement.
- b. The injury or death of any person or the damage to any property resulting from the acts or omission of the Contractor; and
- c. Any activity or proceeding for enforcement of the terms of this Agreement commenced by the district.

This RFP, if awarded and the rights and obligations thereunder shall not be assigned by the Contractor without the written consent of the district, whose consent may be withheld by the district in its sole discretion.

Neenah Joint School District shall have the right to cancel this awarded RFP prior to the expiration of its terms if the school district determines that the Contractor has failed to complete snow removal in a timely fashion as provided herein or if Contractor otherwise breaches any term or condition of this awarded RFP.

This RFP, if awarded constitutes the entire agreement of the parties hereto with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements, whether oral or written.

REQUIREMENTS AND SCOPE OF WORK FOR SNOW REMOVAL SERVICES

1. The term of the Agreement shall commence with the 2024-2025 snow removal season. Locations to be serviced are as shown in the maps included in this RFP and are as follows:

- Clayton Elementary School, 2916 Fairview Rd., Neenah, WI
- Lakeview Elementary School, 1645 S. Commercial St., Neenah, WI
- Neenah Middle School, 1275 Tullar Rd., Neenah, WI
- Spring Road Elementary School, 1191, County Rd. II, Neenah, WI
- Tullar Elementary School, 925 Tullar Rd., Neenah, WI
- Neenah High School, 500 Rocket Way, Neenah, WI

Other locations that the contractor may be asked to service for salting only are as follows:

- Administration Office, 410 S. Commercial St., Neenah, WI
- Alliance Charter School, 920 Higgins Ave., Neenah, WI
- Coolidge Elementary School, 321 Alcott Dr., Neenah, WI
- Hoover Elementary School, 950 Hunt Ave., Neenah, WI
- Horace Mann Elementary School, 1021 Oak St., Neenah, WI
- Taft Elementary School, 133 S. Western Ave., Neenah, WI
- Washington Early Learning Center, 220 E. Franklin Dr., Neenah, WI

2. All roadways, driveways, and parking areas shall be cleaned to be hazard free to all school personnel and students by 6:00 am each day at the Elementary Schools included in the RFP, Middle School, and High School campuses. Plowing will be considered completed with areas scraped to the area's surface and snow accumulation is completely removed from the areas specified.

3. Notification for:

- a. Any accumulating snow of between .5" and 2" may require plowing. The contractor shall contact the District's Director of Facilities (or designee) on whether to plow or not.
- b. Any snow accumulation of 2" or more automatically necessitates plowing of all areas, at all locations.

4. The contractor has the responsibility to monitor weather conditions prior to and during each storm.

5. Responsibility for plowing includes doing so as required on weekdays, weekends and holidays with no exception unless otherwise authorized by the Director of Facilities (or designee).
6. The Director of Facilities of the school district is to be notified at 5:30 am when problems arise which may result in the failure to complete all work by 6:00 am.
7. Snow plowing equipment is to be appropriately sized for the job. For example: large, heavy, and/or wide tracking equipment is not to be used on narrow sidewalks.
8. All damage done to school property, trees, lawns, car stops, fences, signposts, lamp posts, playground equipment, curbing, flagpoles, etc., is to be reported to the school district the same day it happens and is to be repaired by the contractor as soon as possible. This would include any damage done to driving and walking surfaces. Repairs to the lawn are to be done prior to the grass-cutting season in the spring.
9. Any damage by plowing equipment to personnel vehicles parked on school district lots is to be reported immediately. Said cost of repairs is the contractor's responsibility.
10. Under no circumstances are parked vehicles to be plowed in.
11. All parking areas should be widened as soon as possible after the main plowing is completed. Large piles of snow at the perimeters may, at times, be required to be pushed back but only after the ground is frozen and only with the approval of the Director of Facilities (or Designee).
12. Snow should always be plowed away from the building and never be plowed against any doors, stairwells, or fire escape ladders. Likewise, no snow is to be pushed up against or dumped on fencing, trash dumpsters, or fire hydrants. Additionally, no snow is to be pushed onto non-school district property.
13. Response to emergency calls for plowing anytime during the day is expected to be immediate.
14. All prospective bidders should thoroughly inspect the site prior to submitting a bid. Once selected, the successful bidder will meet with the Director of Facilities (or Designee) to discuss the specifics of each area.

15. A written survey of all pre-existing damage to playground equipment, flag poles, car stops, signs, driving areas, walkways, etc. is to be done by the selected bidder prior to the commencement of the first snowfall. A copy of this survey is to be given to the Director of Facilities.

16. Obligations and Responsibilities of the Contractor:

a. The Contractor shall be responsible for providing sufficient equipment and qualified personnel to carry out all Contractors' obligations to the Neenah Joint School District as detailed in the Specifications and Scope of Work section. The contractor shall not deviate from these Specifications without prior written authorization of the district.

i. Upon award, the Contractor shall supply the names and driver's license numbers of those employees likely to work on school district property. The contractor shall update this information with the district upon any changes.

ii. The District reserves the right to deny individual employees for the contractor from working on school property.

b. Contractor shall invoice for each day (clearing) work is completed in accordance with prices determined in the RFP.

iii. Contractor shall provide phone numbers to the Director of Facilities (or designee), including contractor's main office and after-hours numbers, as well as cell phone or telephone numbers for plow truck drivers assigned to the district.

c. Contractor shall provide the district with monthly invoicing for services which shall include:

i. Purchase order (PO) reference number

ii. Location of services rendered.

iii. Dates of services rendered.

iv. Rate charge for service v. Billing terms

17. Contractor, at his/her/its own expense, shall obtain and maintain in full force general liability insurance, motor vehicle insurance, and worker's compensation insurance in amounts deemed below by the district. Certificate(s) of Insurance shall be included with the Contractor's proposal showing the below requirements have been met.

a. Worker's Compensation Insurance for the state required amount.

b. Commercial General Liability with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage. The district must be named as an additional insured to such policy. Additional insured can be added upon award.

c. Automobile Liability with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage. The district must be named as an additional insured to such a policy. Additional insured can be added upon award.

d. Certificates should state that if for any reason the insurance is canceled, or the limits of the liability are reduced, the insurance company shall notify the district thirty (30) days in advance of any reduction in coverage or full or partial cancellation, and with any provision relieving the insurer of responsibility for giving such notice deleted.

PROPOSAL BID FORM

The undersigned, having clearly examined the attached requirements and scope of work, proposes the following pricing. The proper submission of this form by the bidder will be considered as the bidder offers to enter into a contract in accordance with the provisions set forth herein.

The award may be in part or in whole; the Project may be awarded to separate vendors, based on the best interest of the district.

Complete the bid form below as listed.

Neenah High School and Middle School

Hourly Rate for Snow Plowing/Removal with Pickup Truck or Equivalent	
Hourly Rate for Snow Plowing/Removal with Skid Steer	
Hourly Rate for Snow Plowing/Removal with Wheel Loader or Backhoe	
Hourly Rate for Snow Plowing/Removal with Tri-Axel or Quad-Axel Dump Truck	
Hourly Rate for Truck Used to Salt Only	
Cost of Salt Per Pound	

Clayton, Lakeview, Spring Road, and Tullar Elementary School

Hourly Rate for Snow Plowing/Removal with Pickup Truck or Equivalent	
Hourly Rate for Snow Plowing/Removal with Skid Steer	
Hourly Rate for Snow Plowing/Removal with Wheel Loader or Backhoe	
Hourly Rate for Snow Plowing/Removal with Tri-Axel or Quad-Axel Dump Truck	

Hourly Rate for Truck Used to Salt Only	
Cost of Salt Per Pound	

All Other Locations

Hourly Rate for Truck Used to Salt Only	
Cost of Salt Per Pound	

LIST OF EQUIPMENT ATTACHED

Yes _____ No _____

CERTIFICATE OF INSURANCE ATTACHED

Yes _____ No _____

LIST OF REFERENCES ATTACHED (3 REQUIRED)

Information Should Include

- Company Name
- Address
- Contact Person
- Email Address
- Services Used and Years Used

Yes _____ No _____

ADDENDUM(S) - REQUIRED

List addendum number(s) you received. _____, _____, _____, _____

SUPPLIER SIGNATURE - REQUIRED

The following signature indicates that your firm agrees to meet or exceed this RFP's specification unless any exceptions are clearly stated in writing on this RFP form or attached as a separate sheet to this Neenah Joint School District RFP form.

Company Name	
Street Address	

City, State and Zip	
Date	
Signature	
Printed Name and Title	
Phone Number	
Email Address	

Maps

Map Color Key/Label Key	
Blue	Contractor Responsible Area
Yellow	NJSD Grounds Responsible Area
Red	NJSD Custodial Responsible Area
Red Circle with Snowflake	Location of where snow to be piled

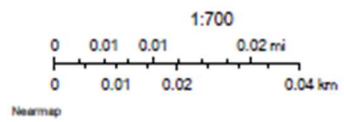
Grounds Map - Lakeview Elementary



Clayton Elementary








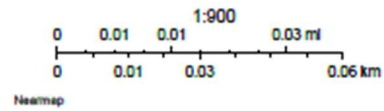
-  Dumpster
-  Snow Pile Location
-  NJSD Custodians Snow Removal
-  Contracted Services Snow Removal
-  NJSD Grounds Snow Removal



Spring Road Elementary



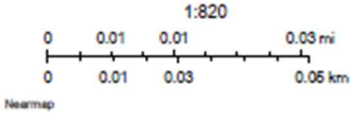
-  Dumpster
-  Snow Pile Location
-  NJSD Custodians Snow Removal
-  Contracted Services Snow Removal
-  NJSD Grounds Snow Removal



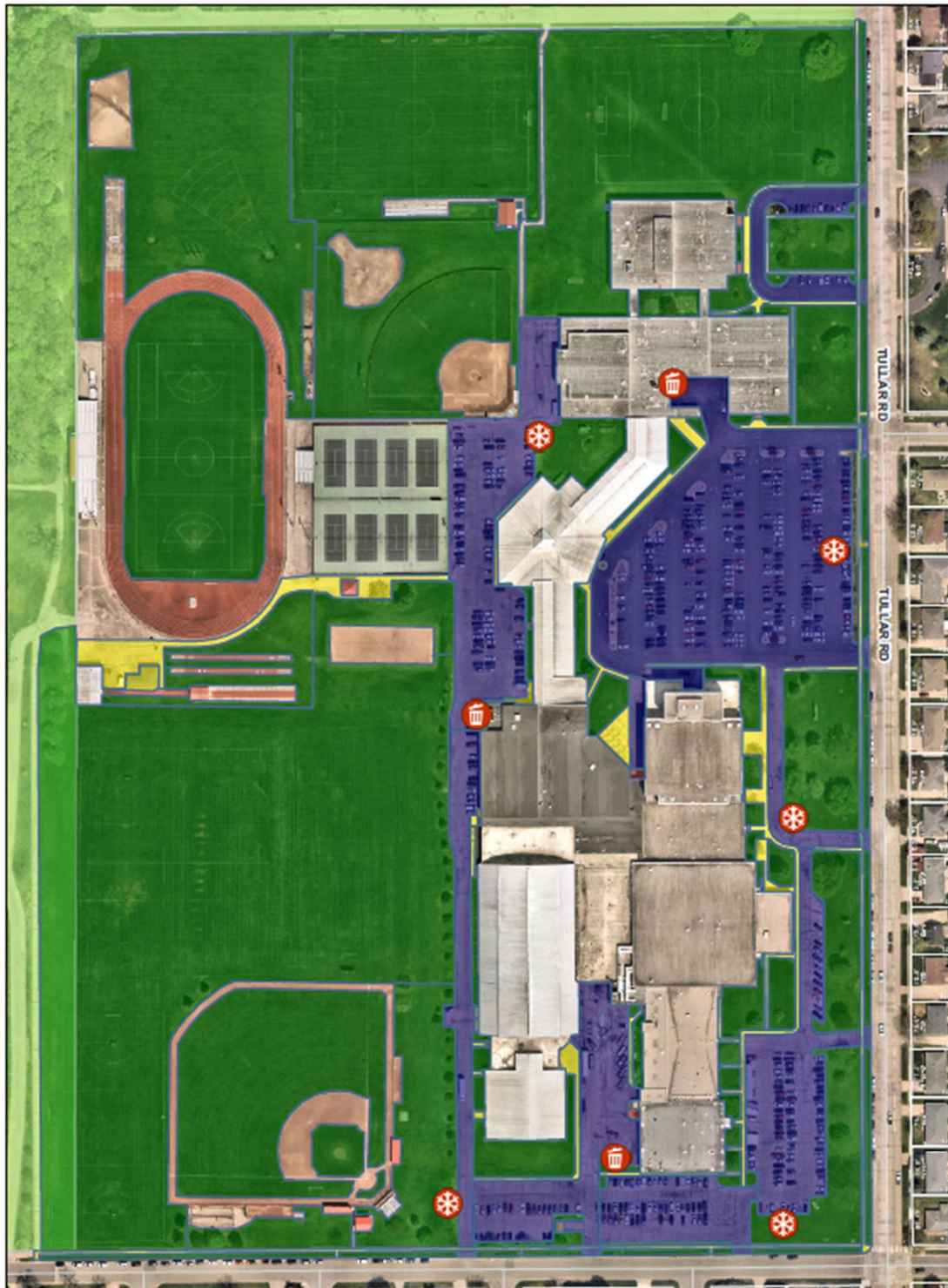
Tullar Elementary



-  Dumpster
-  Snow Pile Location
-  NJSD Custodians Snow Removal
-  Contracted Services Snow Removal
-  NJSD Grounds Snow Removal



Neenah Middle School



-  Dumpster
-  Snow Pile Location
-  NJSD Custodians Snow Removal
-  Contracted Services Snow Removal
-  NJSD Grounds Snow Removal

