

## ***COMMUNITY UNIT SCHOOL DISTRICT #308***

***4175 Route 71  
Oswego, IL 60543  
Phone # 630-636-3190***

### **SPECIFICATIONS FOR SNOW REMOVAL**

The Board of Education, Community Unit School District 308, will be accepting sealed bids for **SNOW REMOVAL** for the 2023 - 2024 school year, with the option to renew annually for up to three(3) additional years, at the sole discretion of the District.

***All Bids must be submitted by 10:00 a.m. on June 29, 2023. Note: Faxed bids will not be accepted.***

Please mark your bid envelope "**Snow Removal Bid**" and send to:

**Mr. William Queen Jr.  
Director of Operations  
71 Stonehill Road  
Oswego, IL 60543  
630-636-3190**

- **Pre-Bid Meeting:** Thursday, June 22, 2023 at 10:00 a.m. – 71 Stonehill Rd – Door 2
- **Bid Opening:** Thursday, June 29, 2023 at 10:00 a.m. – 71 Stonehill Rd – Door 2

### **PROPOSALS**

Before submitting your proposal, **EXAMINE** carefully all specifications pertaining to the work and **visit** site with permission of the School District. Submission of proposal will be considered evidence that the contractor is familiar with local facilities, the requirements of the documents and of pertinent State or local codes, State Labor and Material Regulations, and has made due allowance in his/her bid for all contingencies.

### **SUB CONTRACTORS**

No sub-contracting.

### **SALES TAX**

This project is exempt from Illinois Occupational Retail Sales Taxes.

### **SCHOOL DISTRICT RIGHTS**

The Board of Education reserves the right to reject any or all bids, or to waive any irregularities in the bidding and to make the award in accordance with the best interests of Community Unit School District 308. In addition to this, Community Unit School District 308 reserves the right to **immediately** cancel the snow removal contract at any time due to repeated or negligent poor performance, failing to meet the needs of the District and/or for fraudulent billing.

## **SCOPE**

The contractor shall furnish all labor, materials, services, tools, equipment and incidentals required to complete snow removal of all asphalt and concrete surfaces in scheduled areas as defined. After the bid is awarded, additional meetings will take place to review specific details including where snow is to be piled and other details as needed.

## **SNOW REMOVAL & SALT APPLICATION**

- Snow plowing includes driveways, parking lots and playgrounds – all asphalt surfaces.
- Snow plowing and salt application is to occur when notified by a designee of the Operations Department.
- The cost for snow removal PER PUSH is defined as completely plowing the entire property of all snow and one application of salt to these plowed surfaces.
  - The contractor is expected to minimize the number of pushes used and to perform the snow removal as efficiently as possible.
- It is the responsibility of the contractor to contact a designee of the Operations Department after each snow removal occurrence with the total number of pushes. This is critical in order to reconcile services to assure invoices are paid in a timely and efficient manner.

## **SNOW REMOVAL EQUIPMENT & FLEET REQUIREMENTS**

- This bid is for snow removal for the locations listed in the bid proposal form. Snow removal is to be done using standard acceptable industry practices. Bidder accepts all responsibility to have proper equipment and manpower to address all accounts awarded in this bid.
- All vehicles must be properly equipped with safety notification equipment (amber lights, etc.)
- All vehicles must be clearly marked to properly identify the represented snow removal company.
- On site equipment storage and parking may be allowed *in designated locations only*, pending approval by District designee, and must be removed promptly at the end of the season.
- No fleet or equipment repairs are to take place on District property.

## **TIME & SCHEDULE REQUIREMENTS FOR SCHOOLS**

The District requires that ALL school locations under the agreement be **cleared of snow by 5:30 a.m. daily for the high schools and 6:00 am for all other schools, including weekends**, due to student and staff arrival for pre-school activities. If snow continues to fall past 6:00 a.m., it is the responsibility of the contractor to contact the District designee for direction. Also, the District designee will contact the contractor to communicate the needs for additional snow removal anytime during the day.

The afternoon/evening start times for snow removal will vary by building depending on the weather conditions, as well as planned after-school activities. (The deadline of 6:00 a.m. for completion is consistent with all school buildings.)

**On Call:** The District requires a response time of **no more than 1 hour** for arriving at a site to plow in case of emergency needs or unforeseen school activities. This would be on an “on-call” basis.

**Daytime Snow Removal:** In the event where snow falls throughout the day, the contractor must be available to do driveway or lot cleanup if called to do so. If this is needed, the District would contact the contractor.

### **DISTANCE FOR CONTRACTOR**

To qualify for this bid the contractor must be located no more than 20 miles away from the Oswego City Limits. This is to ensure adequate response time.

### **SNOW REMOVAL SEASON**

The snow removal season for this bid is from November 1, 2023 through April 15, 2024.

### **SNOW PILES AT SCHOOLS**

The District designee will meet with the winning bidder(s) to discuss the placement of the piles of snow during removal. This is to ensure that **no sidewalks, walking paths, doorways, etc. are obstructed**. This will also ensure a minimum number of parking spots are lost to snow storage. **No parking spots can be lost at either high school and cannot be used for snow piles.**

### **MEASUREMENTS**

The contractor shall verify all areas to be plowed on site. Each school is unique in its needs for snow removal. The contractor is responsible to examine the building sites and ensure the company has full capability to perform the needed job at all locations bid. Please know that Google Earth is not always accurate. Do not rely solely on Google Earth for your measurements.

### **AWARDING BIDS**

The bid will be awarded to the lowest bidder(s) for snow removal provided they meet the required specifications and needs of the District. **Bids will be awarded based on the per push bid amount including salt application on all asphalt surfaces and concrete (when applicable).** By submitting a bid, the contractor agrees to be responsible for awarded buildings.

### **QUALITY ASSURANCE**

The contractor agrees that all requirements set forth by the District are communicated to workers assigned to each account to assure consistency between drivers.

### **SNOW RELOCATION ON SCHOOL PREMISES**

In the event that an extreme amount of snowfall occurs, it may be necessary for relocation of snow piles. If needed, snow will be relocated from parking lot or playgrounds to designated open field areas on the same property. The Bid Proposal Form has a specific section to include the hourly rate for the contractors required equipment and labor to complete this task if requested. This ability is a requirement to qualify as a bidder for snow removal.

### **SAFETY**

Contractor is expected to use extreme caution when operating snow removal equipment on school and Transportation properties, being aware of the possible presence of children (particularly on playgrounds), District employees, service trucks and buses. Excessive speeding on the property is not acceptable and will not be tolerated. While the majority of snow removal will be done outside of school hours, in some events the schedules may overlap if snow removal is necessary during daytime hours. Any concerns should be communicated to the District and/or Transportation designee.

### **PROPERTY DAMAGE DURING SNOW SEASON**

All property damage must be reported immediately to District designee. It is the responsibility of the contractor to make all repairs. The District reserves the final right to determine the time requirement for the completion of these repairs. Repairs must be performed by contractors approved by the District that comply with insurance and prevailing wage requirements.

### **SPRING CLEANUP AFTER SEASON**

Contractors will be responsible for final cleanup / site restoration after the snow season has ended. This includes and is not limited to the restoration of any damaged grass areas, replacement of damaged parking curbs, fencing, signs, posts, or other damage resulting from the snow removal for the season and removal of all equipment stored on District 308 property. **All equipment is to be removed and restorations completed no later than April 30<sup>th</sup> and to the District's satisfaction.**

### **RESTORATION**

All lawn areas disturbed by snow removal shall be re-graded to form a smooth transition from the existing lawn to the new sidewalk at a maximum slope of 6:1 and shall be treated by the application of black dirt and seed blanket. This item will be considered incidental to the bid and no added compensation shall be allowed.

- Provide **pulverized** topsoil, seed blanket and care of grass during establishment period for a complete surface restoration or lawns, parkways and other areas disturbed as a result of the construction.
- Provide watering, replanting and continue as necessary until a close healthy stand of specified grasses is established.
- Replace lawns not showing a close uniform stand of healthy specified grasses for up to 1 (one) year after acceptance of substantial completion of job by School District and maintain until acceptance.
- Scarify the compacted sub-grade to a depth of 3 inches to receive the topsoil.
- Provide a mixture of black dirt having at least 90 percent passing a No. 10 sieve, free of large roots, brush, sticks, weeds, stones larger than ¼ inch in diameter, and any other debris.
- Spread at least 4 inches of prepared topsoil in areas of new grading raked smooth and level.
- Grade flush with walks, curbs, and paving.
- This item will be considered incidental to the bid and no added compensation shall be allowed.

### **PAYMENT/INVOICES**

Invoices must list the date, location and number of pushes, sidewalk clearing and salt only events separately to allow reconciliation of service history information for approval. Please submit invoices by the 20th of the month to ensure payment at the next month's Board of Education Meeting, which is generally the second Monday of the month.

### **TERMS OF THE AGREEMENT**

The initial term of this agreement shall be for one year with the option to renew for three additional one-year terms. Every attempt will be made to award the bid on an overall responsive, low cost basis between contractor(s) and District personnel. No price escalation throughout the course of this agreement without prior consent by the District.

### **INSURANCE**

The successful bidders must supply Community Unit School District 308 with a Certificate of

Insurance that outlines all of their coverage and names Community Unit School District 308 as an additional insured. A minimum of \$1 million coverage is required for insurance coverage.

**Insurance certificates MUST be submitted with this bid.**

**PREVAILING WAGE / CERTIFIED PAYROLL REQUIREMENTS / INVOICES**

The contractor is required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination and Preference to Illinois workmen.

Contractor must pay prevailing wage to all employees during the course of this project. Prevailing wage shall be as scheduled by county for which the work is contracted.

Please note it is the full responsibility of the contractor to understand and comply with the prevailing wage labor grade pay scales and requirements.

**COMMUNITY UNIT SCHOOL DISTRICT 308**  
**SNOW REMOVAL BID PROPOSAL FORM**  
**JUNE 22, 2023 - 10:00 a.m.**

Cost includes all equipment, labor and materials to provide the snow removal and salt application per bid specifications.

1. It is required to itemize the cost as follows. Please complete this sheet in full.
2. Quotes are based on a per push rate including salt application.
3. Undersigned agrees that quoted prices represent the total cost for snow removal and salting and that nothing additional will be added for delivery, taxes, fuel surcharges, etc.

**Brokaw Early Learning Center**

**1000 Fifth Street, Oswego, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**Churchill Elementary School**

**520 Secretariat Lane, Oswego, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**Grande Park Elementary School**

**26933 Grande Park Blvd., Plainfield, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**Homestead Elementary School**

**2830 Hillsboro Blvd., Aurora, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**The Wheatlands Elementary School**

**2290 Barrington Dr. West, Aurora, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**Wolf's Crossing Elementary School**

**3015 Eola Road, Aurora, IL**

Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal & salting (if necessary) \$ \_\_\_\_\_ per event

**Bednarcik Jr. High School****3025 Eola Road, Aurora, IL**Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal &amp; salting (if necessary) \$ \_\_\_\_\_ per event

**Murphy Jr. High School****26923 Grande Park Blvd., Plainfield, IL**Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal &amp; salting (if necessary) \$ \_\_\_\_\_ per event

**Plank Jr. High School****510 Secretariat Lane, Oswego, IL**Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal &amp; salting (if necessary) \$ \_\_\_\_\_ per event

**Oswego High School****4250 Route 71, Oswego, IL**Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal &amp; salting (if necessary) \$ \_\_\_\_\_ per event

**Oswego East High School****1525 Harvey Road, Oswego, IL**Total cost of snow removal & salting **per push** \$ \_\_\_\_\_ per push

Total cost for one salt application only \$ \_\_\_\_\_

Total cost for sidewalk snow removal &amp; salting (if necessary) \$ \_\_\_\_\_ per event

**Provide Hourly Costs for the Following**

Bobcat \$ \_\_\_\_\_ per hour  
Front End Loader \$ \_\_\_\_\_ per hour  
Dump Truck (for snow transportation) \$ \_\_\_\_\_ per hour  
Pick-Up Truck \$ \_\_\_\_\_ per hour

**Required Request for Qualifications**  
Must be completed for bid to be accepted

1. Number of years the company has been in business: \_\_\_\_\_
2. Total approximate dollars for materials, labor and services your company did last year for snow removal: \$ \_\_\_\_\_
3. Total number of employees: \_\_\_\_\_  
Must provide copy of valid driver's license of all employees who will be operating equipment on District 308 properties.
4. List contact information (name and number) for all customers that your company has done snow removal for in the last 12 months:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Attach a list of vehicles and equipment that your company owns and will have available for snow removal required per this bid for the School District 308 locations.
6. Does your company offer services to relocate snow piles or haul them away? \_\_\_\_\_
7. Where is your company located with regard to distance from Oswego?  
\_\_\_\_\_

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
Please PRINT name **DATE:** \_\_\_\_\_

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**AUTHORIZED SIGNATURE**