

SNOW REMOVAL BID

**LaGrange Highlands District 106
1750 W Plainfield Rd
LaGrange Highlands, IL 60525**

SPECIFICATIONS

**Mandatory Pre-Bid Meeting
Wednesday, September 29, 2021 at 9:00 AM**

**Deadline for receipt of proposals and public opening is
Thursday October 7, 2021 at 1:00 PM**

SPECIFICATIONS FOR SNOW REMOVAL

Bids for **SNOW REMOVAL** are requested by the Board of Education, LaGrange Highlands District 106 in Cook County. The term of this contract is for **2 years with the option for two single-year extensions**. Contract extensions must be agreed upon between the contractor and the District with cost increases not to exceed CPI. The awarded contract shall start upon award of the bid through April 15th, 2023. The Contractor will be available earlier or later in the rare event of an early or late snow event. Dates were selected as these are typical "snow seasons".

All proposals must be received at the district office (1750 W Plainfield Rd, LaGrange Highlands) by the bid opening. The District does not take responsibility for U.S. mail or any other deliveries that have not arrived in time. Faxed or emailed bids will not be accepted.

PROPOSALS

Before submitting your proposal, carefully examine all specifications pertaining to the work and attend the mandatory pre-bid meeting. Submission of proposal will be considered evidence that the contractor is familiar with the facility, 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.

SALES TAX

Bidders shall not include taxes in their quotations, which school districts are not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

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 the district. In addition to this, the district 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, including but not limited to failure to complete necessary work and/or fraudulent billing.

SCOPE

Furnish all equipment, vehicles, labor, and supervision to perform the following:

Snow Removal/Plowing:

1. Remove all snow from all designated parking lots, walkways/sidewalks, and other areas as listed and specified herein.

2. Snow shall be directed away from buildings and sidewalks and to the outside areas of parking lots, or as designated by the Director of Buildings and Grounds and/or Building Engineer. No parking spaces should be lost unless approved by the Director of Buildings and Grounds and/or Building Engineer.
3. Snow is to be removed and surfaces appropriately salted as soon as accumulation reaches a depth of one inch (1") or more, each time it snows. On school days (Mon- Fri), all areas requiring snow removal shall be cleared and treated by 7:00 am. On non-attendance days, the snow removal plan may be altered slightly, only after discussion with/between the contractor and the Director of Buildings and Grounds and/or Building Engineer. The timing of snow removal on a weekend will be decided upon based on conditions such as predicted temperatures, rate of snowfall, timing, etc and to ensure clear-to-pavement conditions for Monday morning. The church lots are not to be plowed over the weekends from Friday at 4:00 pm through Sunday at 4:00 pm. Any snow events that occur after 4:00 pm on Sunday need to be addressed as any other normal snow event. As needed, communication with the Director of Buildings and Grounds and/or Building Engineer is available.
4. It is understood that occasionally a particular weather event may be more effectively managed using de-icing materials (salt), depending on conditions. In these circumstances, there may not be a need to plow. The decision to manage a weather event only with de-icing materials will be made after consultation between the contractor and Director of Buildings and Grounds and/or Building Engineer.
5. In the event of higher predicted snow accumulations, the contractor **must** commence plowing once the accumulation reaches two inches (2") and plow continuously for the duration of the storm so as not to allow large accumulations of snow so that in the event emergency vehicles need to gain access to any part of the school grounds they will be able to do so.
6. Snow removal will also be completed for scheduled evening and weekend events, regardless of whether school may have been canceled for that day, including weekdays, Saturdays, Sundays, or holidays unless otherwise designated. The Director of Buildings and Grounds and/or Building Engineer will contact the contractor if any of these items are needed. Scheduled events needing snow removal coverage will be included in a weekly event schedule email.

7. Areas requiring snow plowing may be properly staked with the approval of the Director of Building and Grounds and/or Building Engineer prior to the start of each snow season. This is to be done by the contractor.
8. At times it is required that plowing and or salting commences during the school day as snow may fall rapidly during school hours. When a snow event occurs during the day the contractor will do his best to open main entrances and traffic lanes for traffic. It is not an expectation that sidewalks be cleared during the school day. The contractor will respond to this event within 30-45 minutes. The Director of Building and Grounds and/or Building Engineer will be in communication with the contractor during these events.

Deicing/Salt Operations:

1. Salt all areas after removal of snow as warranted by the type of snow and temperatures. Consulting with the Director of Buildings and Grounds and/or Building Engineer as needed.
2. Salting of all areas that have had snow removal shall be started immediately after the removal of all snow. Additional salting or more frequent salting shall be done if so directed by the Director of Buildings and Grounds and/or Building Engineer.
3. Salt all areas after ice storms, upon the direction of the Director of Operations. Some ice storms may warrant pre-salting or multiple applications to best manage the event
4. In the event of slippery conditions due to ice storms, freezing rain, or generally icy conditions, sanding and salting shall be started immediately. The Director of Buildings and Grounds and/or Building Engineer may order salting at any time if, in his judgment, he feels it is required in order to maintain safe driving and walking conditions. Salting or spreading of salt shall be done by mechanical spreaders attached to the rear of the trucks. Walkways can use hand spreaders or walk-behind commercial spreaders.
5. Spot Salting upon request by the Director of Buildings and Grounds and/or Building Engineer.

6. Spot salting shall be performed where runoff from melted snow has frozen. This salting shall be done daily, if need be, and completed prior to school opening (7:00 am) or any other event taking place at any school.
7. Salting on lots and sidewalks will be applied at a common rate needed to provide for a professional job. Salt on walks cannot be applied at a rate so heavy that it needs to be broomed off to avoid excess walk-off inside the building.

Equipment to be used

Trucks shall be equipped to be capable of plowing snow and salting under all storm conditions. The contractor shall have at least two vehicles with plows and equal to the primary vehicle being used in reserve for backup purposes in case of an accident, vehicle failure, or extreme storm conditions.

The primary **vehicles** used in this contract **must** be owned by and registered to the contractor awarded the contract. However, the contractor may utilize subcontractors provided they supervise and assume responsibility for the completion of work.

Sidewalks are to be cleared with snow blowers or equipment designed for sidewalk use. Large trucks are not allowed on sidewalks unless approved by the Director of Buildings and Grounds and/or Building Engineer.

The contractor shall have access to the equipment needed for extreme snow removal. Such equipment shall be put into service at no additional cost to the School District, although billed at agreed upon rates.

Accidents and Damages

The contractor shall report all accidents involving injury or major damage immediately after occurrence to the Director of Operations.

Damage to curbing, pavement, grates, guard rails, etc. shall be reported at the earliest opportunity, but no later than 2 hours after the occurrence.

Damages noted above are to be repaired or replaced by the contractor as soon as possible after the occurrence. Final payment will not be made unless all repairs have been completed and approved by the Director of Buildings and Grounds and/or Building Engineer.

Damage to private vehicles should be reported to the Director of Buildings and Grounds and/or Building Engineer ASAP.

Payment to Contractor

All invoices will be submitted on the first week or weekday of each month.

The invoice shall specify the date, work performed, and the associated fees for that work.

District 106 will submit all invoices for approval to the School Board on the board's regular meeting typically held on the 3rd Tuesday of each month.

The contractor can expect payment within 3-5 days after a regularly held board meeting.

Service Contractor Requirements:

The contractor must hold a valid drivers license.

The Contractor must have a minimum of 2 years experience in this type of commercial work.

The contractor must provide twenty-four (24) hour service and maintain a telephone service for response to emergency service calls 24 hours a day, 7 days a week.

Contracted Areas

Entrances, parking lots, and walkways at the LaGrange Highlands School District 106 and the LaGrange Highlands Presbyterian Church, located in the back of the school. Map Provided.

INSURANCE

The successful bidder shall also provide owner with a certificate of insurance naming LaGrange Highlands District 106 as an additional insured for the amount specified as follows, and such certificate or certificates shall be delivered to the owner prior to the date for commencement of the work as set forth in the contract:

CONTRACTOR'S INSURANCE

The contractor shall keep in force at all times during the performance of this contract insurance herein. Contractor shall not commence work under the contract until all the required insurance has been obtained, approved and until the owner has been furnished with certificates of insurance in duplicate stating that such policies will not be canceled, transferred, non-renewed, modified or terminated without thirty (30) days prior written notice to the owner. The contractor shall not allow any sub-contractor to commence work on any sub-contract until similar insurance required of the sub-contractor as required by this contract has been obtained, approved and certificates furnished. All insurance shall be in the form and substance and issued by companies satisfactory to the owner and shall be of the following kinds and with at least the following limits of coverage.

A. Compensation Insurance

Workman's compensation insurance with limits as prescribed by the laws of the State of Illinois and employer's liability insurance with minimum limits of \$100,000.

B. Comprehensive General Liability Including Contractual Liability Insurance:

Contractor shall maintain comprehensive general all-risk liability insurance, including contractual liability insurance covering the liability of the contractor under the "Hold Harmless and Indemnification" provision herein, and "explosion, collapse and underground" insurance in at least the following limits:

Bodily Injury, including Accidental Death:

Each occurrence	\$1,000,000
Aggregate	\$1,000,000

Property Damage Liability:

Each occurrence	\$1,000,000
Aggregate	\$1,000,000

C. Comprehensive Automobile Liability Insurance:

Contractor shall maintain comprehensive automobile liability insurance covering all vehicles incident to the contractor's work, whether at the site or elsewhere, in at least the following limits:

Bodily injury:

Each person	\$1,000,000
Each accident	\$1,000,000

Property Damage Each Occurrence	\$1,000,000
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D. In addition to the minimum limits stated above, the contractor shall increase his limits with an umbrella policy with at least a \$5,000,000 limit.

The contractor shall have the following obligations with regard to insurance coverage for the work under this Contract.

A. All insurance required of the Contractor shall state that it is Primary Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverages, those coverages shall be regarded as on an excess or contingent basis.

B. The Contractor shall require that every subcontractor of any tier obtain insurance of the same character as that required of Contractor, naming the same additional insureds and subject to the same restrictions and obligations as set forth for the Contractor's insurance in the Contract Documents.

C. Under no circumstances shall District 106 be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

1. Allowing work by Contractor or any subcontractor of any tier to start before receipt of certificates of insurance

2. Failure to examine, or to demand correction of any deficiency, of any certificate of insurance received

D. The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way, for damages suffered by District 106 in excess of policy limits or not covered by the policies purchased.

E. The Contractor shall notify District 106, in writing, of any possible or potential claim for personal injury or property damage arising out of the work of this contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

F. The Contractor shall provide insurance in compliance with a best insurance rating of A, 8 or better.

HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the owner, their officers, employees, servants and agents, from and against all claims, actions, suites, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

- Caused in whole or in part by any act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder
- Arising directly or indirectly out of the presence of any person on or about any part of the project site or the streets, sidewalks and property adjacent thereto
- Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract

C. Mechanics lien claims by subcontractors hired by contractor to do work on the project contracted for between owner and contractor, where owner has made payments for the work done and said subcontractor is listed in the general contractor's affidavit.

PREVAILING WAGE

If applicable to the work outlined in this bid, 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 workers. For the most current prevailing wage rates, please visit the county website.

CERTIFICATIONS

Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.

Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3

(Bid Rigging) or section 33E-4 (Bid Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

Each bid from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

The successful bidder must enter into the agreement in the form included in the Bid Document.

NOTICE TO ALL BIDDERS

Contractor is aware that the School District is subject to the Illinois Freedom of Information Act ("FOIA") and is subject to its provisions. Therefore, if the School District receives a FOIA request for a document or record that is in Contractor's possession and the School District believes in its reasonable discretion that such document or record is subject to release under FOIA, Contractor shall release the document or record to the School District immediately upon the request of the School District.

District 106 may request references prior to awarding the bid.

All District locations are to be tobacco free areas.

Snow Removal Bid Submission

Snow Plowing Per Push		Sidewalks Per Push	
Snowfall	Cost	Snowfall	Cost
0-4"	\$	0-4"	\$
4-8"	\$	4-8"	\$
8" or more	\$	8" or more	\$
Deleted amount for church on weekend: \$			

Equipment:

1 ton dump truck hourly rate: \$
 2 ton dump truck hourly rate: \$
 Pick up truck hourly rate: \$

Travel time for equipment per hour: \$

Salting:

All lots/plowed areas: \$
 Salting less church lot: \$
 All walkways: \$

Midday plowing: Hourly: \$

Labor for relocating snow due to large snowfalls: Hourly: \$

Equipment used to relocate large amounts of snow: Hourly: \$

Salting:

Rock salt per lb: \$
 Calcium Chloride per 80lb bag: \$

CONTACT INFORMATION AND BID SUBMISSION

Company Name: _____

Contract Contact Person: _____

Phone Number: _____

E-Mail: _____

I certify that I have read and will comply with the specifications as stated._____
AUTHORIZED SIGNATURE_____
DATE_____
Please print name_____
Title

Certifications

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to School District 106 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned, which has 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by LaGrange Highlands District 106 of the Bidder's offer will create a binding contract.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

