

Richmond Community Schools

35276 Division | Richmond, Michigan 48062 | (586) 727-3565

INVITATION TO BID

October 10, 2018

Consider this document an **INVITATION TO BID** for **SNOW PLOWING/REMOVAL & SALTING, LAWN MOWING AND ATHLETIC FIELD PAINTING SERVICES** for Richmond Community Schools. Bids will be accepted for snow plowing/removal services & salting and lawn mowing and athletic field painting services as a combined package or individually, and contracts may be awarded as a combined package or individually.

Areas for snow plowing/removal & salting are parking areas, access drives, and sidewalks as shown in **ATTACHMENT 1**. Areas for lawn mowing services are for the entire campus as shown in **ATTACHMENT 2**. Areas for field striping as shown in **ATTACHMENT 3**.

SEALED BIDS ARE TO BE RECEIVED BY THE RICHMOND COMMUNITY SCHOOLS BOARD OF EDUCATION & ADMINISTRATIVE OFFICE NO LATER THAN 3:00 PM ON FRIDAY, OCTOBER 26, 2018. The Board of Education or designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason based on the best interest of the District.

CONTRACT PERIOD SHALL BE FOR AREAS OUTLINES IN SCHEDULE A AND FROM DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2020.

GENERAL CONDITIONS

1. The contractor shall agree to indemnify and hold harmless the Richmond Community School District from any and all liability which may result from their work for this project. Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$1,000,000 single occurrence), and auto insurance (minimum \$1,000,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.
2. **CONTRACTORS ARE TO SIGN AND COMPLETE ALL BID FORMS INCLUDED IN THIS PACKET AND RETURN TO RICHMOND COMMUNITY SCHOOLS BOARD OF EDUCATION & ADMINISTRATIVE OFFICE NO LATER THAN 3:00PM ON FRIDAY, OCTOBER 26, 2018, IN A SEALED ENVELOPE CLEARLY LABELED "RICHMOND COMMUNITY SCHOOLS SNOW PLOW/LAWN MOWING BID."** All bids received will be opened publicly. Bids received after the due date and time shall not be accepted.
3. Brian J Walmsley, Ed.S., Superintendent, or designee, shall supervise daily operations. **A REQUIRED PRE-BID WALKTHROUGH OF ALL DESIGNATED AREAS IN ATTACHMENT 1, ATTACHMENT 2 AND ATTACHMENT 3 WILL BE HELD ON TUESDAY, OCTOBER 23, 2018 AT 1:30PM FOR ALL POTENTIAL BIDDERS.** Bidders attending pre-bid walk-through should meet at the Board of Education & Administrative Offices, located at 35276 Division, Richmond, Michigan 48062.
4. The submission of bid documents shall constitute acknowledgment of the contract that he/she has familiarized him/herself thoroughly with all phases of the scope of the work.

5. Contractor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used. Richmond Community Schools shall have the right to reduce the monthly payment for damages incurred by the Contractor to school property. Any damages and the cost of repair will be reviewed with the Contractor prior to the reduction in the monthly payment.
6. Snowplowing or lawn mowing services must be available at the awarded rate at all times between December 1, 2018 through November 30, 2020.
7. Contractors shall provide Richmond Community Schools each month an itemized monthly invoice. The invoice must include dates, times, hours of service together with the hourly rate, and description of service.
8. Bidders who have not worked for Richmond Community Schools in the past three (3) years must provide references, list of equipment owned or leased, and a list of drivers. **(SEE SCHEDULE B)**. Once the contract is awarded, all Drivers must pass an I-CHAT screening by the District prior to working.
9. Smoking on school grounds is prohibited by State law and is not permitted. The Contractor shall ensure all employees observe this law.
10. The Contractor shall provide the Superintendent, or designee, with a means of immediate communication regarding the site operations, completion of services, emergencies and/or any other occasion that may arise. The Contractor must return all telephone messages left by the Superintendent or designee within twenty-four (24) hours.
11. A cellular telephone number of the person responsible for managing this contract shall be provided on the **ATTACHMENT 4** bid proposal form.
12. All equipment shall be mechanically sound and reliable.
13. At no time shall an operator of a piece of equipment leave that equipment unoccupied and running or capable of being started.

SNOWPLOWING/REMOVAL CONDITIONS

SEE: ATTACHMENT 1

14. Snow plowing shall include plowing and/or shoveling and salting all sidewalks up to the building door. At no time shall snow piles or plowed snow block or prevent the opening of an exterior door. The owner shall salt fifteen (15) feet from the following door numbers:
 - High School – 1, 2, 3, 4, 9, 12, & 20
 - Middle School – 1, 2, 3, 4, 8, 17, 18, 22, 23, 24, 25
 - Elementary School – 1, 2, 3, 4, 20, 26 27, 28, 30, & 31.
15. Stacking of excess snow shall be permitted only in areas specified by the Superintendent or designee. Snow must be pushed back to minimize interference with the line of sight of car vehicle drivers and avoid the need to relocate snow pile. The snow is to be placed in as a remote location as possible from the parking and walking areas.

16. Snow plowing/removal shall automatically occur when there is snowfall of one and one-half (1 ½) inches or more. Slush must be kept off parking lots and sidewalks to avoid ice. The contractor is to operate before school opens in the morning and to be finished, when possible, one (1) hour before the start of school.

For the 2018-19 school year, the middle and high school start time is 7:40am and end time is 2:40pm (11:05am on half days). The elementary school start time is 7:50am and end time is 2:50pm (11:15am on half days). The Childcare, located at the elementary school, is open from 6:30pm and closes at 6:00pm.

17. The Superintendent or designee shall determine when extra plowing is necessary, such as during the school day, Saturdays, Sundays, or evenings when special activities are taking place at the school.

18. During the school hours, sidewalks only shall be plowed and/or cleared when snow accumulation is one (1) inch or more prior to dismissal.

19. Salt shall be stored and provided by contractor. Liquid Chloride applications may be utilized at the Superintendent or designee's discretion.

20. All fire hydrants, gas and electric meters shall be clear of snow and accessible at all times.

21. Repairs to damaged grass, landscape or signs during snow plowing will be responsibility of the contractor when weather permits.

22. No salting or sanding services shall be provided unless preapproval is provided by the Superintendent or designee via telephone, email or text message.

LAWN MOWING AND ATHLETIC FIELD PAINTING SERVICES CONDITIONS

SEE: ATTACHMENT 2 AND ATTACHMENT 3

23. All District sites shall be mowed and trimmed weekly to maintain a neat, uniform appearance. District sites shall not be mowed and trimmed more frequently unless requested by the Superintendent or designee.

24. Mowing shall occur approximately one (1) time per week at each site and in no case shall more than ten (10) calendar days pass between mowing unless specifically directed by the Superintendent or designee.

25. Bids are to be submitted and the contract(s) is awarded on a per cut basis, which includes mowing, trimming, blowing, edging flower/tree bed weeding, and trimming weeds in roads, parking lots and sidewalk cracks.

26. The Superintendent reserves the right to postpone mowing operations when weather, or other conditions necessitate a reduction of the mowing services.

27. All employees for the Contractor must wear shirts at all time while on District property.

28. The Contractor shall apply weed prevention in flower beds and cracks/seams in sidewalks, roads and parking lots when requested by the Superintendent or designee. Specifications of weed prevention chemicals shall be submitted with the bid package. Any change to the weed prevention chemicals submitted in the bid package shall be submitted to the Superintendent or designee at least three days prior to any application.

29. The Contractor shall not apply any pesticides or herbicides without the approval of the Superintendent or designee.
30. Additional services or operations such as aeration, fertilization, dethatching, fall/spring clean up, etc., shall be negotiated on an as needed basis and approved in advance by the Superintendent or designee. Non-approved work shall not be paid for. Bid prices for some of these services shall be provided as requested on the Bid Proposal Form.

EQUIPMENT

31. All blades will be sharp and properly adjusted for height and cutting sharpness. All mower decks shall be equipped with discharge chutes which must be in place at all times when persons are within three-hundred (300) feet of the mowing operation taking place on District property.
32. Mowers are to be set to cut at a minimum of two and one-half (2 ½) inches and grass shall never exceed a total height of four (4) inches between cuts. Mowing height shall vary within the range depending on growth rates, moisture and other factors.
33. Trimming will be performed with nylon cord trimming equipment.

MOWING

34. All litter such as paper, cans, bottles, branches, etc. shall be picked up and disposed of prior to mowing.
35. Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amounts of grass clippings, the grass clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the District.
36. Mowing shall be coordinated to prevent the depositing of grass clipping into planters, flower beds or building wall vents (e.g. unit ventilators). Any clippings or debris blown into these areas shall be removed immediately. The Contractor agrees to credit the District's monthly invoice \$25 for each unit ventilator in which grass clippings are blow into the exterior building vents. Grass clippings shall be blown away from the building at all times.
37. All non-turf areas such as roads, sidewalks, patios, entrances, planters, etc. shall be free of clippings and cutting debris via means of blowers, sweepers or other equipment. All non-turf areas where grass and/or weeds are growing in the cracks shall be trimmed during the weekly grass cutting.
38. Trimming shall be done simultaneously with the mowing operation. Trimming is to be completed each time the site is mowed.
39. Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, backstops, playground areas, playground equipment, under fixed bleachers, next to building where established plantings are not present, and around all other obstacles to provide a neat and even appearance to the entire site.

40. Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

EDGING

41. All turf terminations at paving and cement details shall be vertically edged to remove overgrowth. Edges shall be cleaned of all debris following the edging process.

BLOWING

42. Grass clippings on sidewalks, parking lots, and roads shall be blown onto the nearest green space.

43. At the elementary school, playground wood chips shall be blown off the black top area and back into the play area.

WEEDING

44. All follower beds around buildings and trees shall be weeded weekly as part of the weekly grass cutting. This weeding shall be included in the total weekly cut cost, not an additional expense.

45. All non-turf areas such as roads, parking lots, and sidewalks shall be free of weeds. Removing weeds growing in roads, parking lot and sidewalk cracks shall be done weekly as part of the weekly grass cutting. This weeding shall be included in the total weekly cut cost, not an additional expense.

FIELD STRIPING

46. It is the intent of the District to provide the Contractor with a seasonal schedule of athletic events to schedule striping and mowing around games and practices.

47. Stripe and line football and/or soccer fields, as regulated by the MHSAA, shall be painted within twenty-four (24) hour notice as directed by the Superintendent or designee.

48. Stripe and line practice football fields (located behind the high school and middle school) and/or practice soccer fields (located behind the middle school) within twenty-four (24) hour notice as directed by the Superintendent or designee.

49. Chalk and grade baseball and softball fields, as regulated by the MHSAA, within twenty-four (24) hour notice as directed by the Superintendent or designee.

50. Contract shall provide all equipment and paint (approved by the District), for field striping. Equipment shall not be stored on school grounds.

SPRINKLER SYSTEM

51. Winterize and start-up District sprinkler systems.
52. Any repairs to the system shall be pre-approved by the Superintendent or designee.

PICK UP AND EMPTY GARBAGE CANS

53. All exterior garbage cans shall be emptied on a weekly basis with the lawn mowing. Emptying trash containers shall be included in the total weekly cut cost, not an additional expense.
54. Additional garbage collections may be required, at the request of the Superintendent's or designee.

All **QUESTIONS** regarding the Request for Proposal for snow plowing/removal & salting, lawn mowing and athletic field painting services for Richmond Community Schools should be sent via email to:

Tammie Schadd, Director of Business and Management Services
tschadd@richmond.k12.mi.us

The subject line of the email shall read: **RCS GROUNDS BID**

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SCHEDULE A

Board of Education & Administrative Offices (located in the Back of Richmond Middle School)

35276 Division
Richmond, Michigan 48062

Richmond High School

35320 Division Road
Richmond, Michigan 48062

Richmond Middle School

35250 Division Road
Richmond, Michigan 48062

Will L. Lee Elementary School

68399 Forest Road
Richmond, Michigan 48062

Transportation and Bus Yard

35352 Division Road
Richmond, Michigan 48062

Roosevelt Civic Auditorium (e.g. The AUD) AND “Old” Bus Garage/Maintenance Building

68391 South Main Street
Richmond, Michigan 48062

SNOW PLOW AND/OR LAWN MOWING DRIVERS

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

First Name Last Name

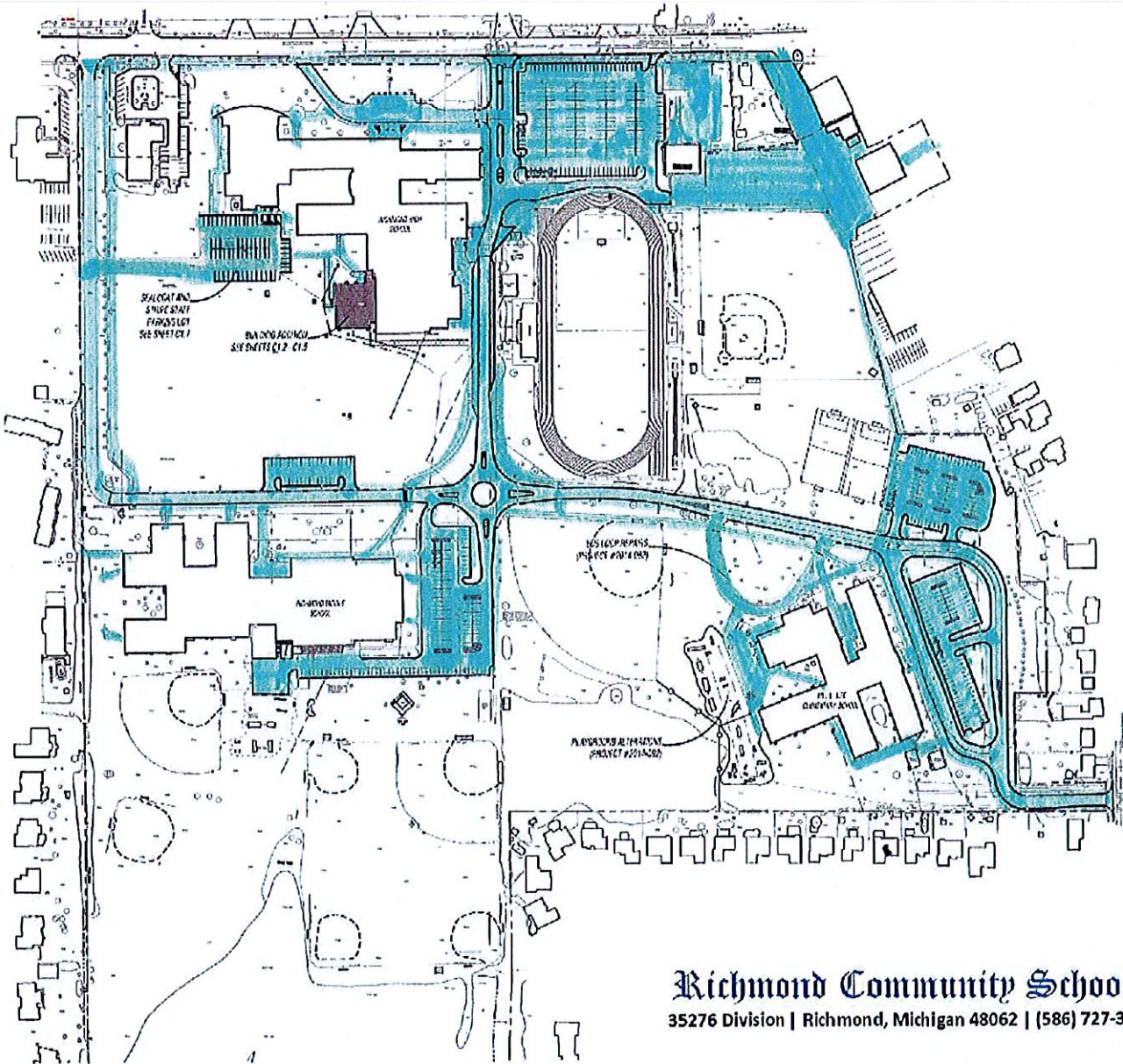
First Name Last Name

First Name Last Name

ATTACHMENT 1

Designated Snow Plowing/Removal & Salting Areas

Note: **BLUE** shaded areas represent the designated snow plowing portions of the property and is not meant to be exact, but rather a general idea of the area to be plowed.

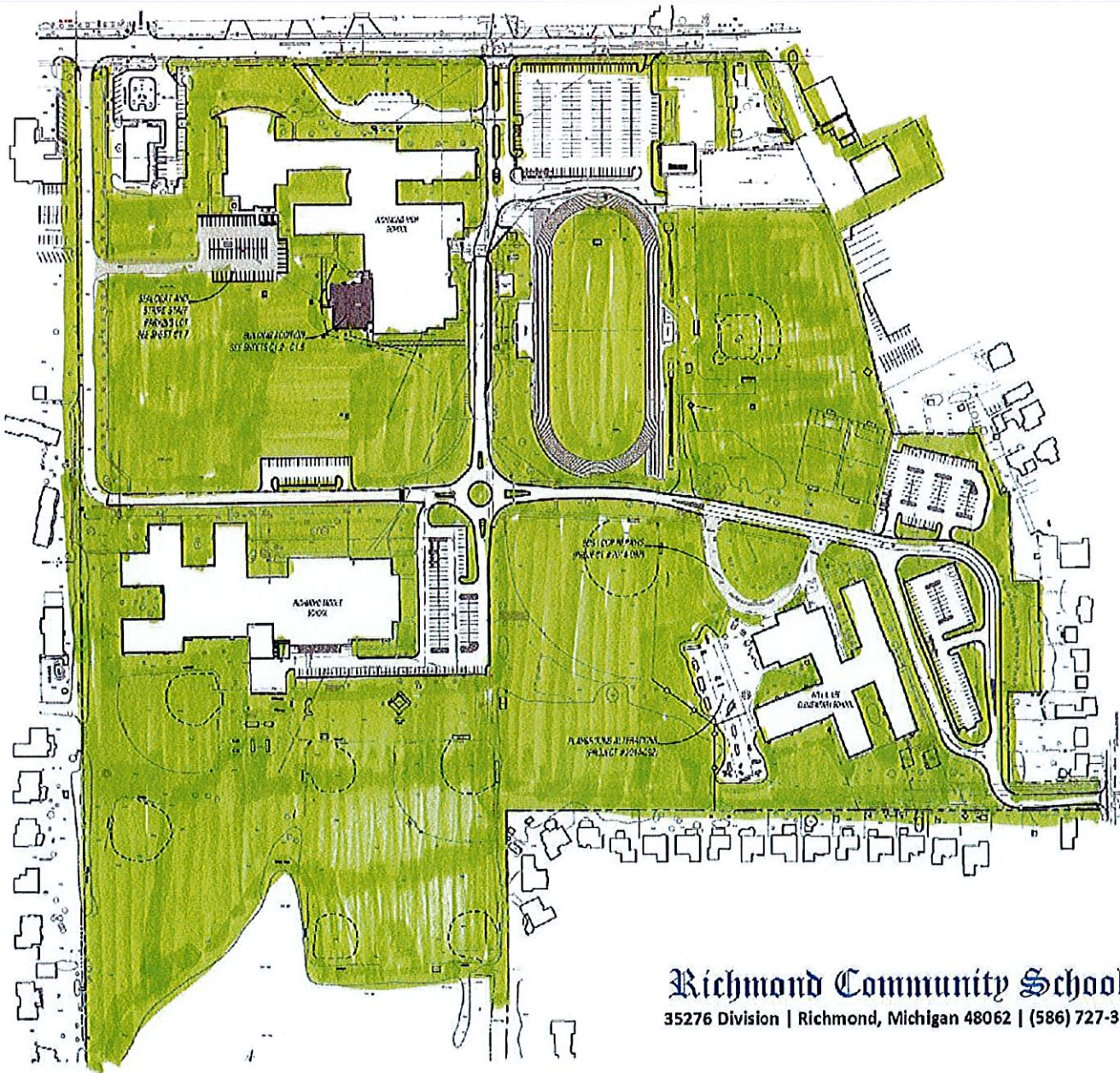


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ATTACHMENT 2

Designated Lawn Mowing Areas

Note: **GREEN** shaded areas represent the designated lawn mowing portions of the property and is not meant to be exact, but rather a general idea of the area to be mowed.



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ATTACHMENT 4 VENDOR INFORMATION AND BID SHEET

Company

Address

City

State

Zip Code

Telephone

Cell

Email

Fax

Signature

Print Name

Title

SNOW PLOWING AND SALT BID

Snow Plowing Bid for "SCHEDULE A" as designated in "ATTACHMENT 1" areas for the period **DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2020.**

Other Charges and or Fees:

\$ _____ Fuel Charge Rate, if applicable

\$ _____ Relocation of Snow on Campus. Indicate if an hourly rate or flat

\$ _____ Describe, if applicable _____

Estimated time to complete:

Plow

Salt

_____ hour(s)

_____ hour(s)

Roads, Parking Lots and Sidewalks

_____ hour(s)

_____ hour(s)

Roads and Parking Lots Only

_____ hour(s)

_____ hour(s)

Sidewalks Only

PLOW – ROADS, PARKING LOTS AND SIDEWALKS

1 ½” TO 5” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

5” UP TO 8” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

8” UP TO 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

MORE THAN 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

SALT – ROADS, PARKING LOTS AND SIDEWALKS

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Salt Only, HOURLY RATE

\$ _____ \$ _____ Salt Only, ENTIRE CAMPUS

PLOW – ROADS AND PARKING LOTS ONLY

1 ½” TO 5” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

5” UP TO 8” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

8” UP TO 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

MORE THAN 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

SALT – ROADS AND PARKING LOTS ONLY

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Salt Only, HOURLY RATE

\$ _____ \$ _____ Salt Only, ENTIRE CAMPUS

PLOW – SIDEWALKS ONLY

1 ½” TO 5” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

5” UP TO 8” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

8” UP TO 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

MORE THAN 12” OF SNOW

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Snow Plow Only, HOURLY RATE

\$ _____ \$ _____ Snow Plow Only, ENTIRE CAMPUS

SALT – SIDEWALKS ONLY

Monday – Friday *Weekends/Legal Holidays*

\$ _____ \$ _____ Salt Only, HOURLY RATE

\$ _____ \$ _____ Salt Only, ENTIRE CAMPUS

ATHLETIC FIELD STRIPING

Athletic Field striping Bid for *SCHEDULE A* as designated in *ATTACHMENT 3* areas for the period **DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2020**. Pricing should be quoted per field

Does the Contractor have knowledge with striping/grading requirements, as regulated by the MHSAA, for athletic fields? YES NO

Does the Contractor have experience with striping/grading athletic fields? YES NO

Does the Contractor have the equipment necessary to striping/grading athletic fields? YES NO

\$ _____ Football and Soccer Fields, per event

\$ _____ Practice/Ancillary Football and Soccer Field, per event

\$ _____ Baseball / Softball Diamond Striping and Grading Fields, per event.