

REQUEST FOR PROPOSALS

Introduction:

The Buffalo-Hanover-Montrose School District, ISD No. 877 (“the District”), is seeking proposals from qualified contractors to provide snow plowing services for District facilities. A list of parking lots and drives requiring service is included in this request.

Proposals must include all labor, equipment, and incidentals necessary to provide snow plowing services for the duration of the agreement. Contractors are strongly encouraged to visit each site prior to submitting a proposal. Site visits must be coordinated with:

Tim Helppi
Director of Buildings and Grounds
thelppi@bhmschools.org

Proposal Submissions:

Proposal submissions must be submitted by September 25, 2025 at 2:00 pm. Proposals received after this may not be considered.

Submission Methods

Proposals may be submitted in any of the following ways:

Mail or Hand Delivery:

Sandy Hanson, Administrative Assistant
Buildings and Grounds Department
Buffalo-Hanover-Montrose ISD No. 877
214 1st Avenue NE
Buffalo, MN 55313

Or,

Email:

shanson@bhmschools.org

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District Rights

The District reserves the right to reject any or all proposals, accept any proposal, waive informalities, and waive minor discrepancies as it deems in its best interest. By submitting a proposal, bidders waive any claims against the District or its employees arising from the evaluation, administration, or recommendation of proposals.

Proposals must remain valid for 45 calendar days following the submission deadline.

Definitions:

- **Bidder:** Any party submitting a proposal.
- **Successful Bidder:** A bidder awarded the contract.
- **Contractor/Vendor:** A successful bidder that signs a contract with the District.
- **Subcontractor:** Any party employed by the Contractor to perform contract obligations.
- **District:** Buffalo-Hanover-Montrose School District, ISD No. 877.

Proposal Requirements:

Non-Collusion

Collusion between bidders is grounds for rejection of all involved proposals.

Alterations or Erasures

All proposals must be typed or written in ink. Any alteration must be crossed out, corrected in ink or typewritten, and initialed by the signer. Any bid that does not follow this requirement may be rejected.

Withdrawal of Proposal

A proposal may be withdrawn any time prior to the submission deadline. After the deadline, proposals may not be withdrawn for 45 calendar days.

Responsive Proposals

Submission of a proposal constitutes acknowledgment that the bidder has investigated and understands all conditions of the work. No additional compensation will be provided for misunderstanding the scope.

Subcontracting

Use of subcontractors requires prior approval from the Director of Buildings and Grounds.

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Contract Requirements:

Non-Discrimination

During the performance of this Contract, Contractor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, age, marital status, public assistance status or citizenship status. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination. Such action shall include, but not be limited to the following: hiring, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. If required to do so, Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices that set forth the provisions of this nondiscrimination clause.

This contract may be canceled or terminated by the District and all money due or to become due may be forfeited in accordance with Minn. Stat. § 181.59 upon a second violation of this provision by Contractor.

Records Disclosure and Retention

Contractor's books, records, documents, papers, accounting procedures and practices, and other evidence of the disbursement of public funds under this Contract are subject to the examination, duplication, transcriptions and audit by the Buffalo-Hanover-Montrose School District and the Minnesota State Auditor, in accordance with Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

Hold Harmless

The Contractor shall defend, indemnify, and hold harmless the District, its officers, and employees from any liabilities, claims, damages, costs, or expenses—including attorney's fees—arising from the Contractor's performance of this agreement.

Insurance

The Contractor must provide a certificate of liability insurance with a coverage limit of at least \$1,500,000.

Tobacco

Contractor employees and/or subcontractors shall not use tobacco products while on District property.



Property Damage

The Contractor is responsible for any property damage caused under this agreement. Damaged property must be restored to original condition by June 1 of each contract year. If repairs are not completed in the required timeline or are unsatisfactory, the District may perform repairs at the Contractor's expense. All damage must be reported to the Director of Buildings and Grounds within 24 hours.

Term of Agreement

The agreement shall be effective from October 1, 2025, through June 1, 2027. The District reserves the right to renew for up to two additional winter seasons on mutually agreeable terms.

Legal Compliance

The Contractor must comply with all applicable federal, state, and local laws and regulations.

Performance & Termination

If the Contractor's performance is deemed unsatisfactory, the District reserves the right to terminate the agreement with written notice. Final authority rests with the Director of Buildings and Grounds.

Mandatory Pre-Season Meeting

Prior to the first snowfall each season, the Contractor must meet with the Director of Buildings and Grounds to review site-specific procedures, including designated snow storage areas. Snow placed in unapproved areas must be relocated at the Contractor's expense.

Evaluation Criteria

Proposals will be evaluated based on, but not limited to:

- Ability to perform requirements safely, timely, and efficiently.
- Cost of services.
- Availability of sufficient equipment.
- Prior experience and performance history.

Submittal Requirements

Proposals must include the following completed attachments:

- Attachment A – Contractor Profile
- Attachment B – Equipment Asset List
- Attachment C – Pricing Proposal



Pricing Requirements:

- Pricing shall be a fixed fee for each snowfall event between 2 and 12 inches as indicated on attachment C.
- During accumulations over 12 inches, the contractor will invoice based on the fixed fee amounts up to 12 inches. As an example, a 15-inch snowfall will result in invoicing for a 10-12-inch snowfall and a 2-5.99-inch snowfall.
- During the months of November through March, the contractor will be guaranteed payment for one plowing at the 2-5.99-inch rate. The first snow event occurring in the same month will be invoiced at the rate on schedule C less any amount previously paid.
- Haul out services hourly rates and equipment must be listed on Attachment B. Snow storage will be provided on District property. Haul out services will only be performed when requested by the Director of Buildings and Grounds.
- When determining snow event total accumulation, the district will use <http://www.noaa.gov/> with the Buffalo, MN zip code (55313) as the location.
- The contractor is responsible for field verification of parking lots and drives to be plowed prior to quote submittal.
- The contractor is responsible for visiting each site prior to snowfall to familiarize themselves with each site.

Contractor Guidelines:

The awarded contractor must follow these district guidelines for a snow event:

- Provide snow removal for snow events with accumulations of 2+ inches. The District will plow all snow events with accumulations below 2 inches.
- Monitor weather conditions and mobilize crews early enough to complete all of the parking lots in the timeframes specified.
- Notify the Director of Buildings and Grounds immediately if unable to complete the requirements on any snow event.
- Clear parking lots and drives within the green boundaries on the District maps.
- Move snow to yellow-designated storage areas on the maps. Snow stored in unapproved locations shall be moved at the contractor's expense.
- If snow accumulation starts or continues throughout the school day, bus lanes and drives must be cleared as soon as possible; the remaining lots are to be cleared per normal procedures. The contractor will invoice this as one plowing.

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- The District may perform emergency plowing as necessary regardless of the snow accumulation when necessary for school operations (ex. the contractor cannot plow drive lanes and/or bus lanes prior to the end of the school day)

*** Note: The District performs all salt application and clears sidewalks. ***

Weekday Completion Times:

The contractor will:

- Be able to start plowing as late as 3:00 am while still being able to complete required snowplowing within the timeframes that follow:
 - Clear Northwinds and Tatanka Elementary Schools lots and drives by 5:30 am. (Maps #1 and #2)
 - Clear Discovery and Parkside Elementary Schools lots and drives by 6:00 am. (Maps #3, #4, and #4b)
 - Clear Buffalo High School South, East, and West lots and drives by 6:00 am. (Map #5)
 - Clear Buffalo High School North lot by 7:30 am. (Map #6)
 - Clear Buffalo Middle School East and West lots and drives by 7:30 am. (Maps #7 and #8)
 - Clear Phoenix Learning Center by 7:30 am. (Map #9)

Weekend Requirements

The contractor will:

- Clear lots as needed for scheduled District or Community Education events with completion to be 1 hour before start of the scheduled event.
- Scheduled events will be communicated by the Buildings and Grounds office before end of day on Friday each week.
- Parking lots and drives without scheduled events will have the weekday requirement for Monday morning.

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Discovery Center
214 1st Ave NE, Buffalo, MN 55313
763.682.8750 | f:763.682.8755
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Invoices & Payments

Invoices shall be submitted to the Department of Buildings and Grounds:

Email:

shanson@bhmschools.org

Mail:

Buffalo-Hanover-Montrose ISD 877
Buildings and Grounds Department
214 1st Avenue NE
Buffalo, MN 55313

Payments will be made within 30 days of approved invoice submission.

The contractor shall pay each subcontractor no later than 10 days after being paid by the District in accordance with MN Statute 471.425.

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ATTACHMENT A

Contractor Profile

Please complete this form and submit along with your proposal.

Company Name:	Contact Person:
Title:	Phone:
Address:	Email:
Years in Business:	Number of Employees:

Provide a list of commercial accounts for which you currently or have previously provided services for.

Business	Address	Acres Plowed	Contact Name	Phone

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ATTACHMENT B

Contractor Equipment Asset List

Please list the equipment you propose to use and the hourly rate applicable for each type. The hourly rate will only be in effect for haul outs of piled snow, or special circumstances agreed upon by the Director of Buildings and Grounds and the Contractor.

Equipment	Model	Year	Hourly Rate

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ATTACHMENT C

Please complete all boxes with pricing

Location		Fixed Fee		
		2"-5.99"	6"-9.99"	10"-12"
Buffalo High School 877 Bison Blvd, Buffalo, MN Map #5 and #6				
Buffalo Middle School 1300 Hwy 25 N, Buffalo, MN Map #7 and #8				
Northwinds Elementary School 1111 7 th Ave NW, Buffalo, MN Map #1				
Tatanka Elementary School 703 8 th Street NE, Buffalo, MN Map #2				
Discovery Elementary School 214 1 st Ave NE, Buffalo, MN Map #3				
Parkside Elementary School 207 3 rd St NE, Buffalo, MN Map #4 and #4b				
Phoenix Learning Center 800 8 th St NE, Buffalo, MN Map #9				

Authorized Representative Name (print)

Signature

Contractor Name

Date

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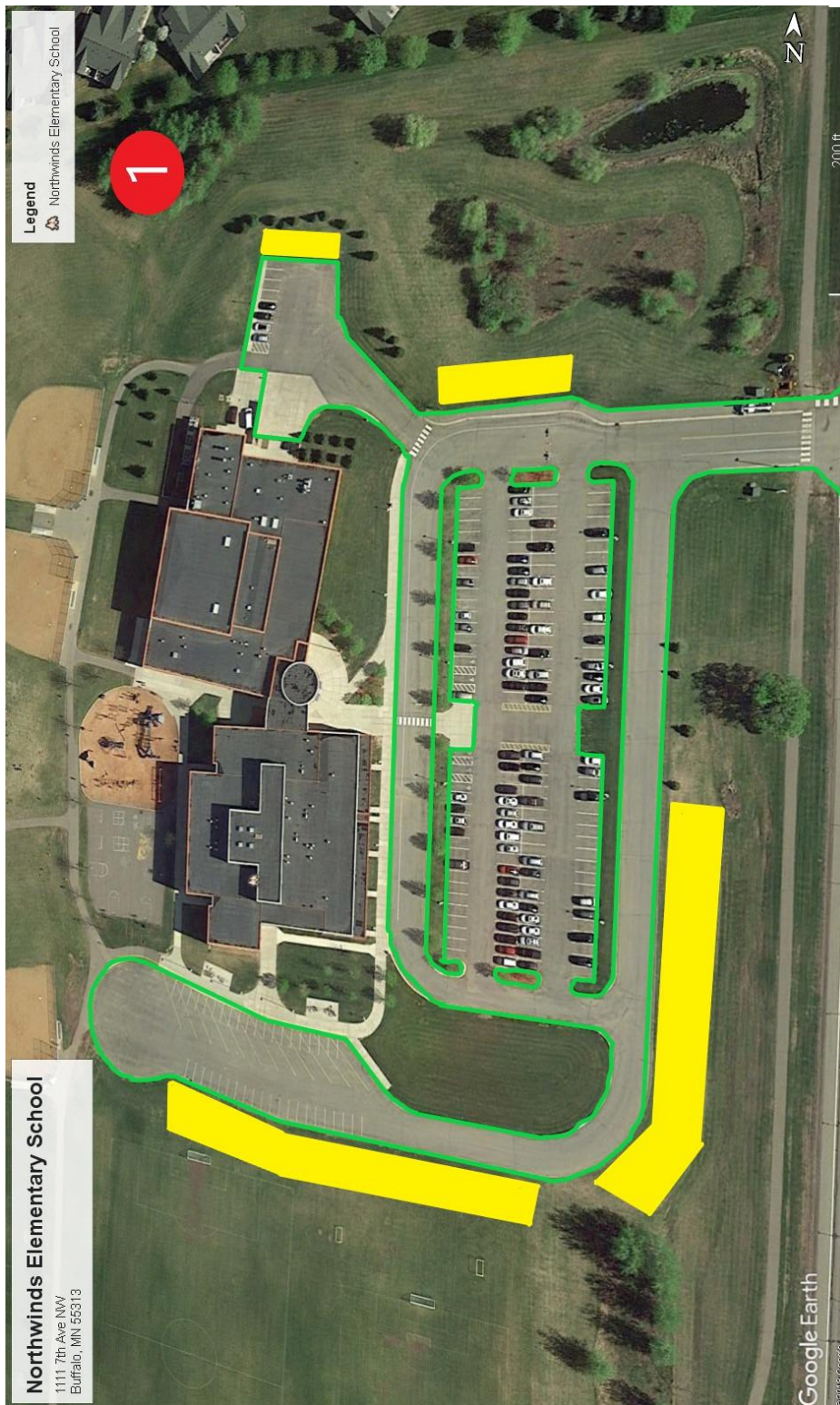
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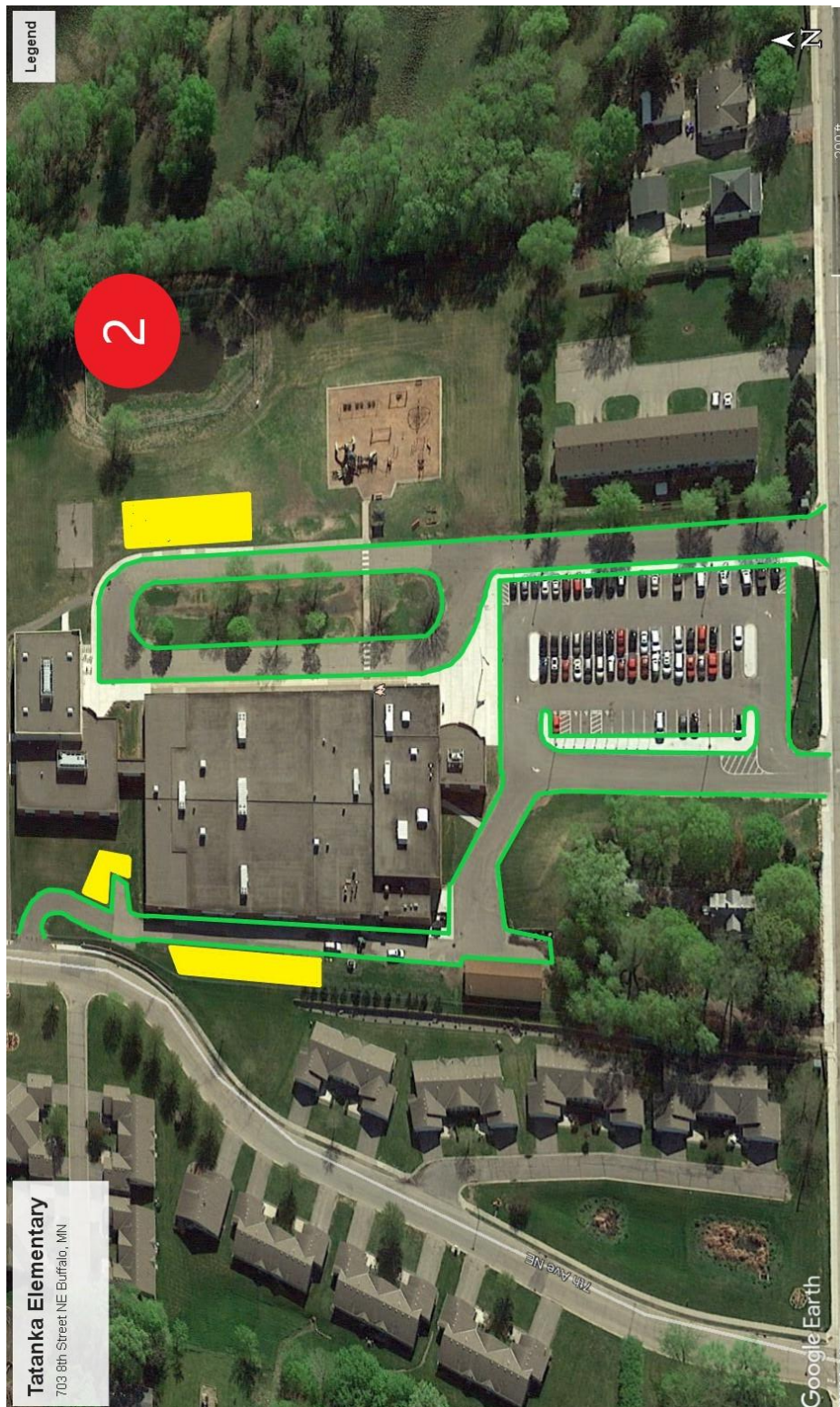
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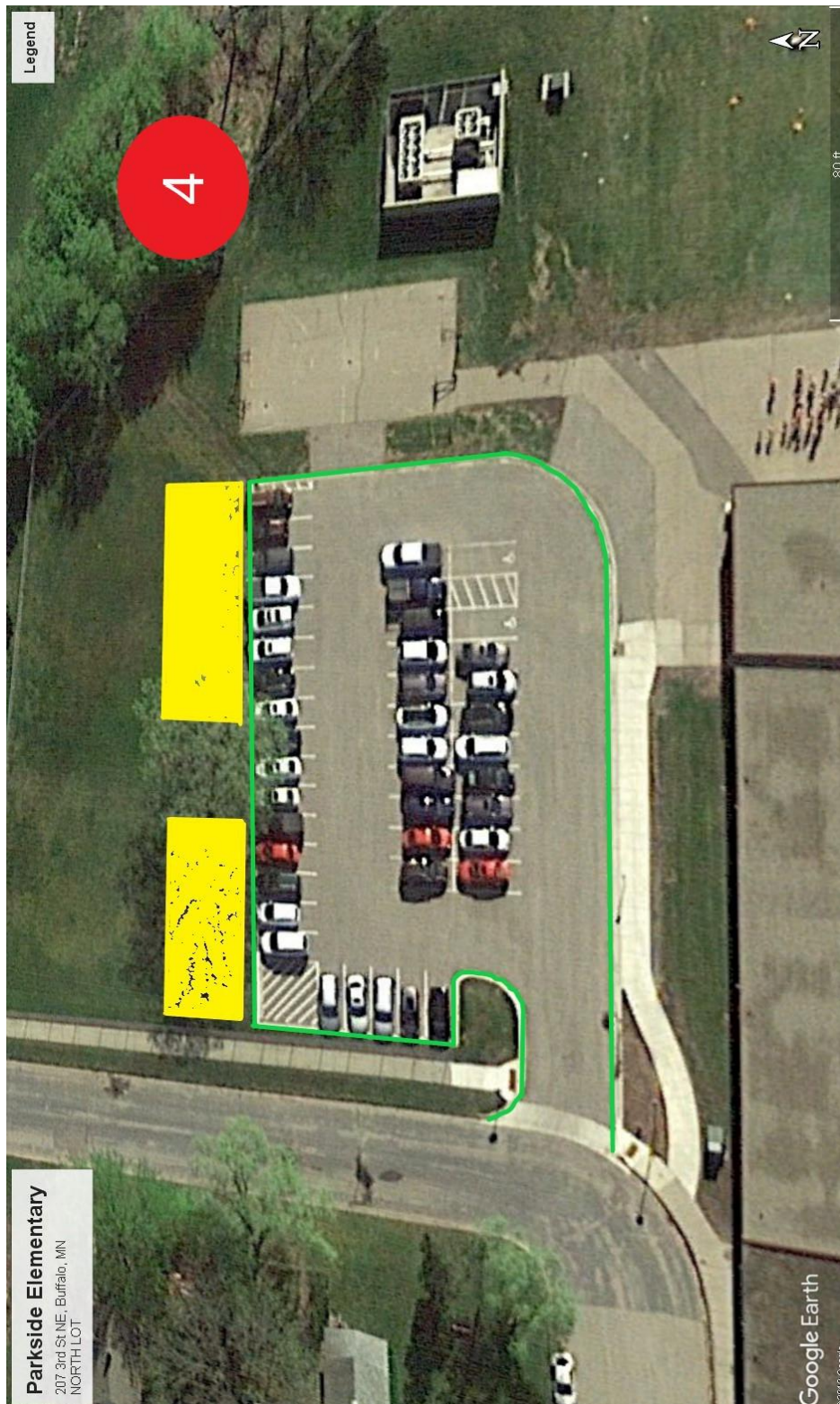
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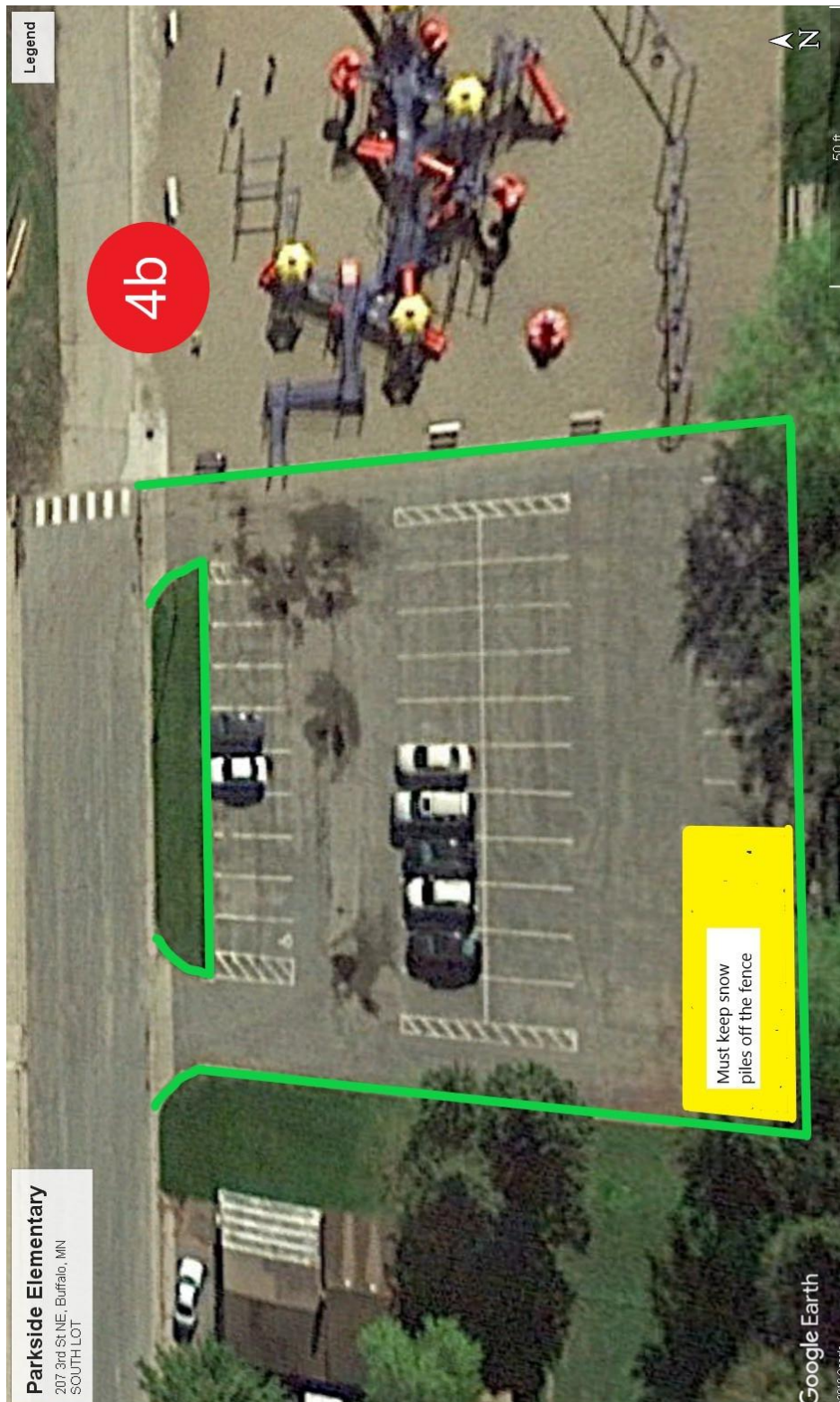
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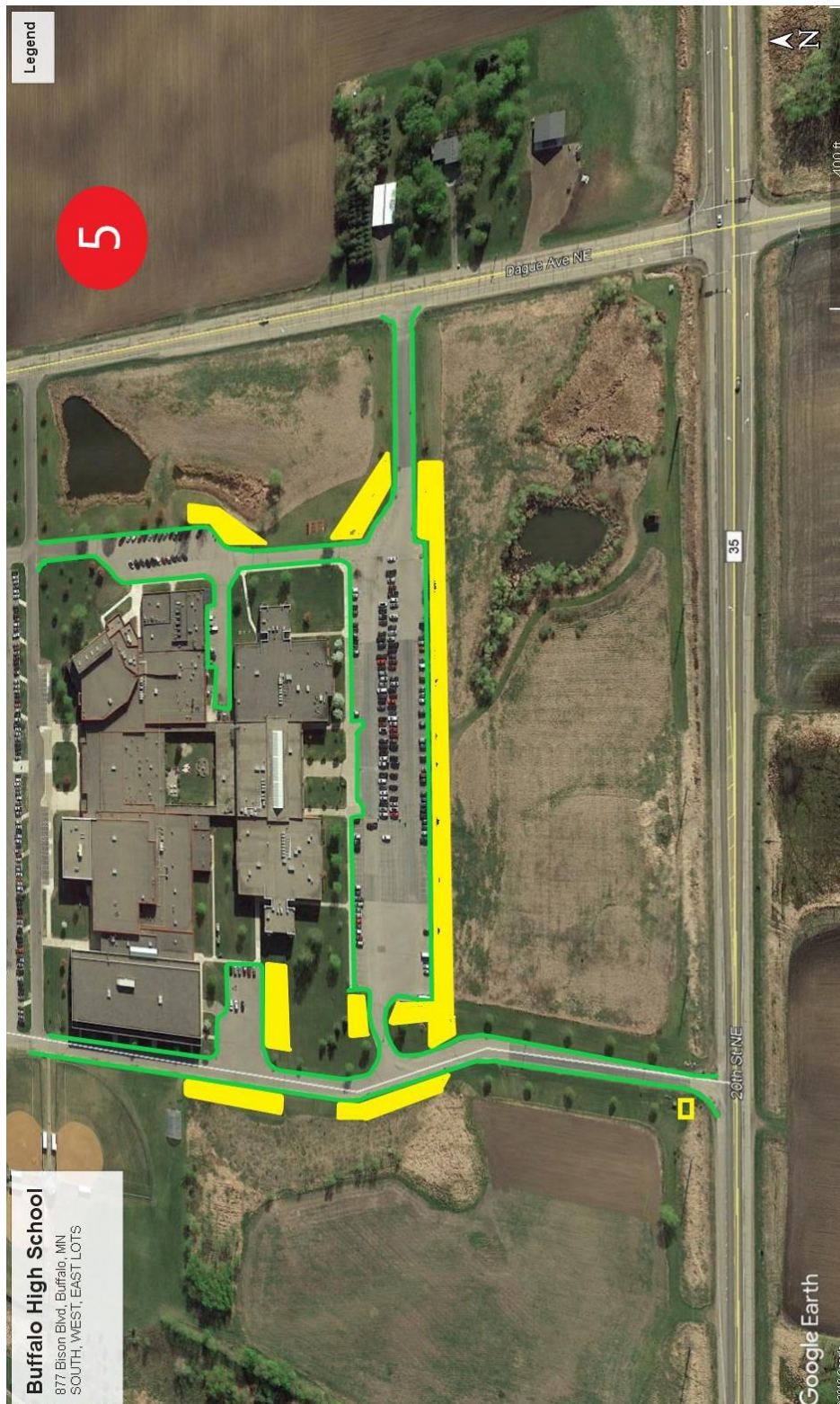
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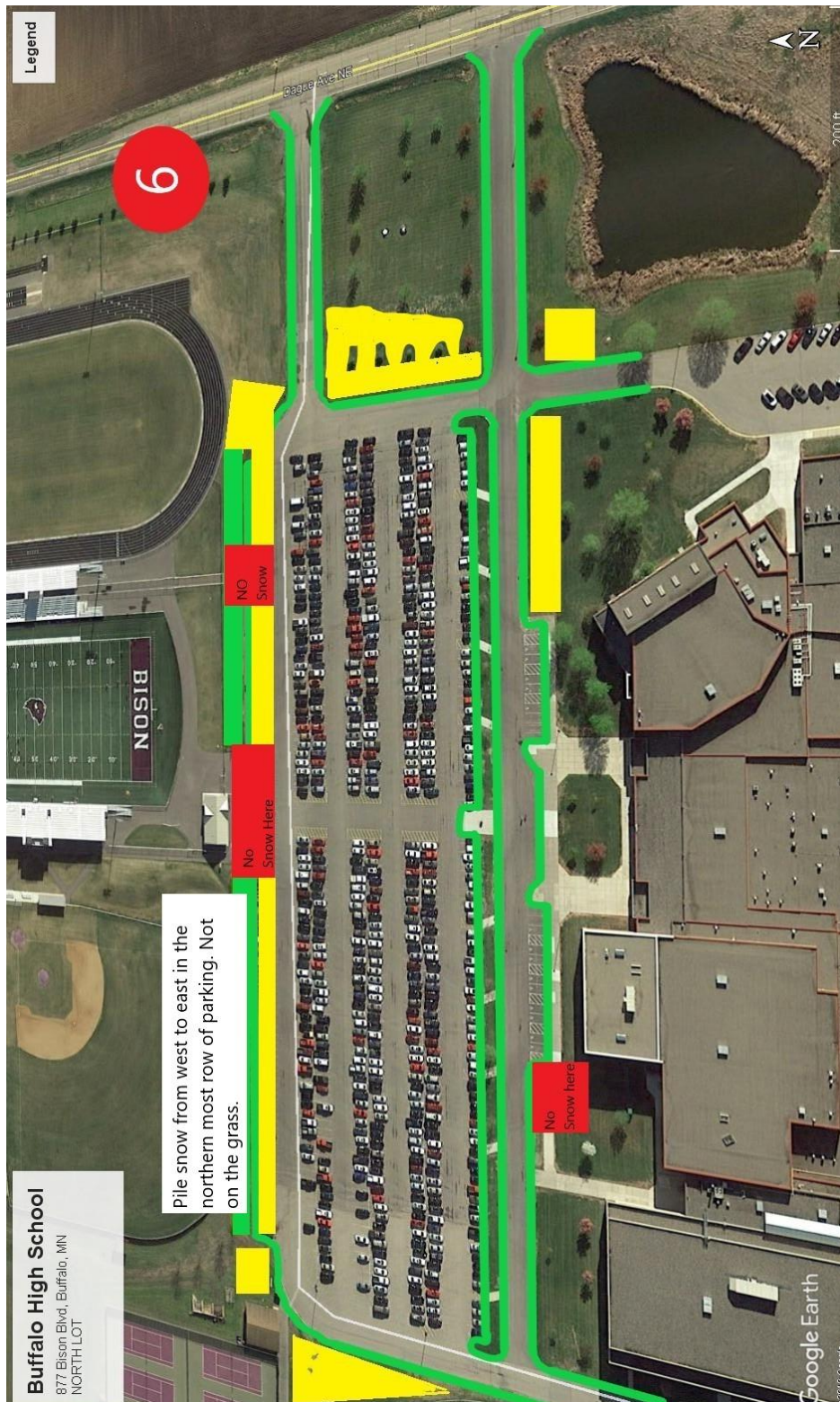


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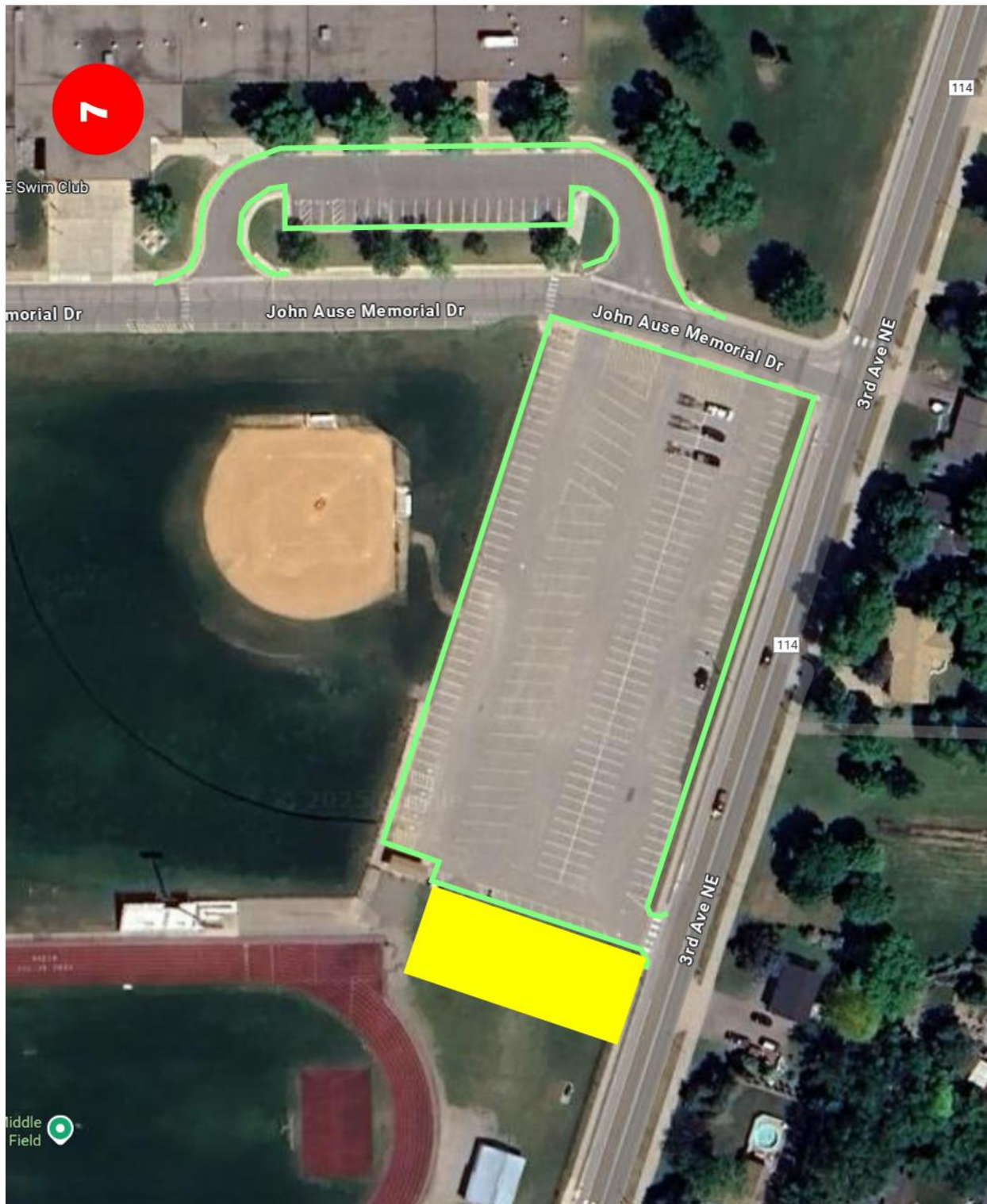
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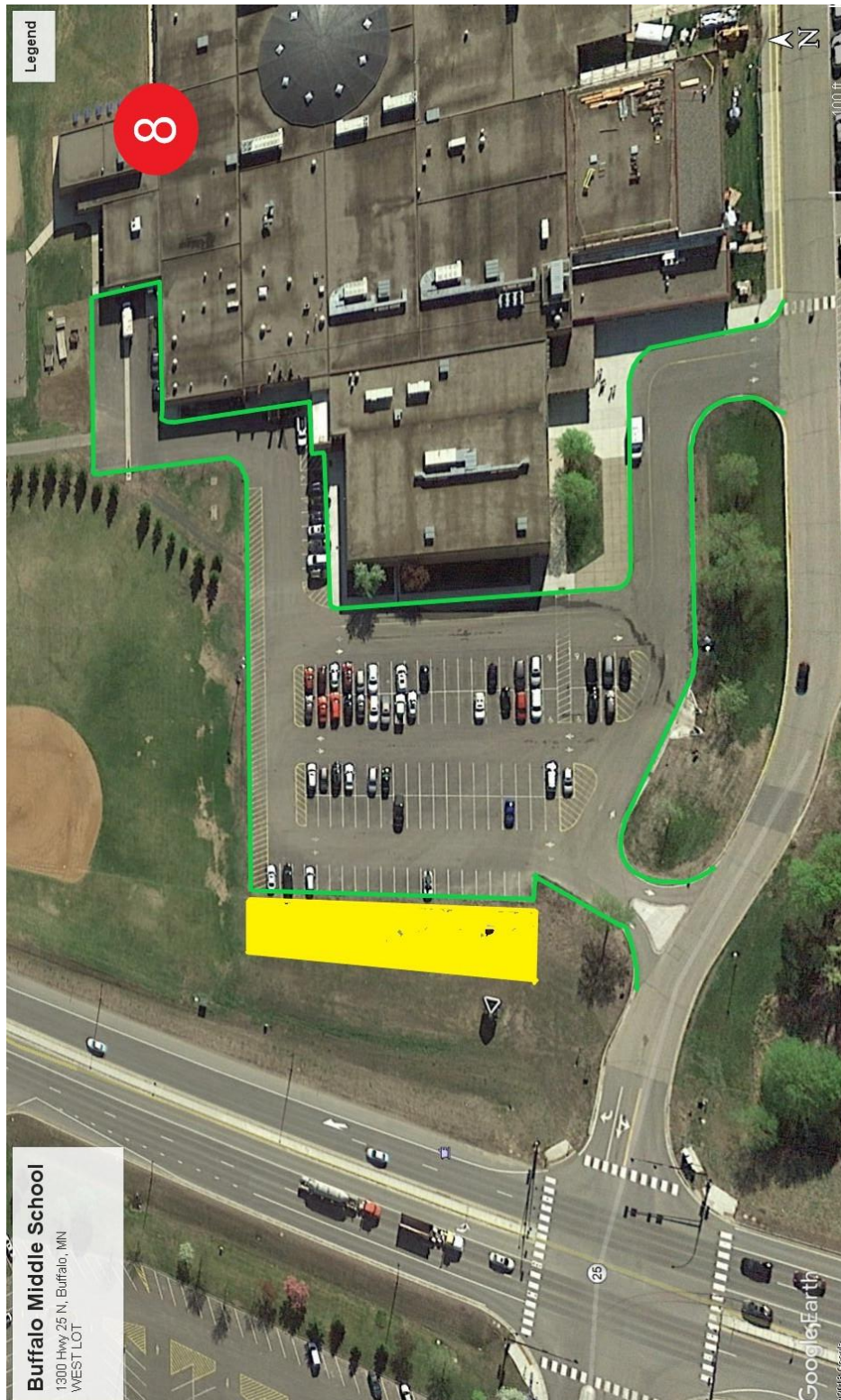
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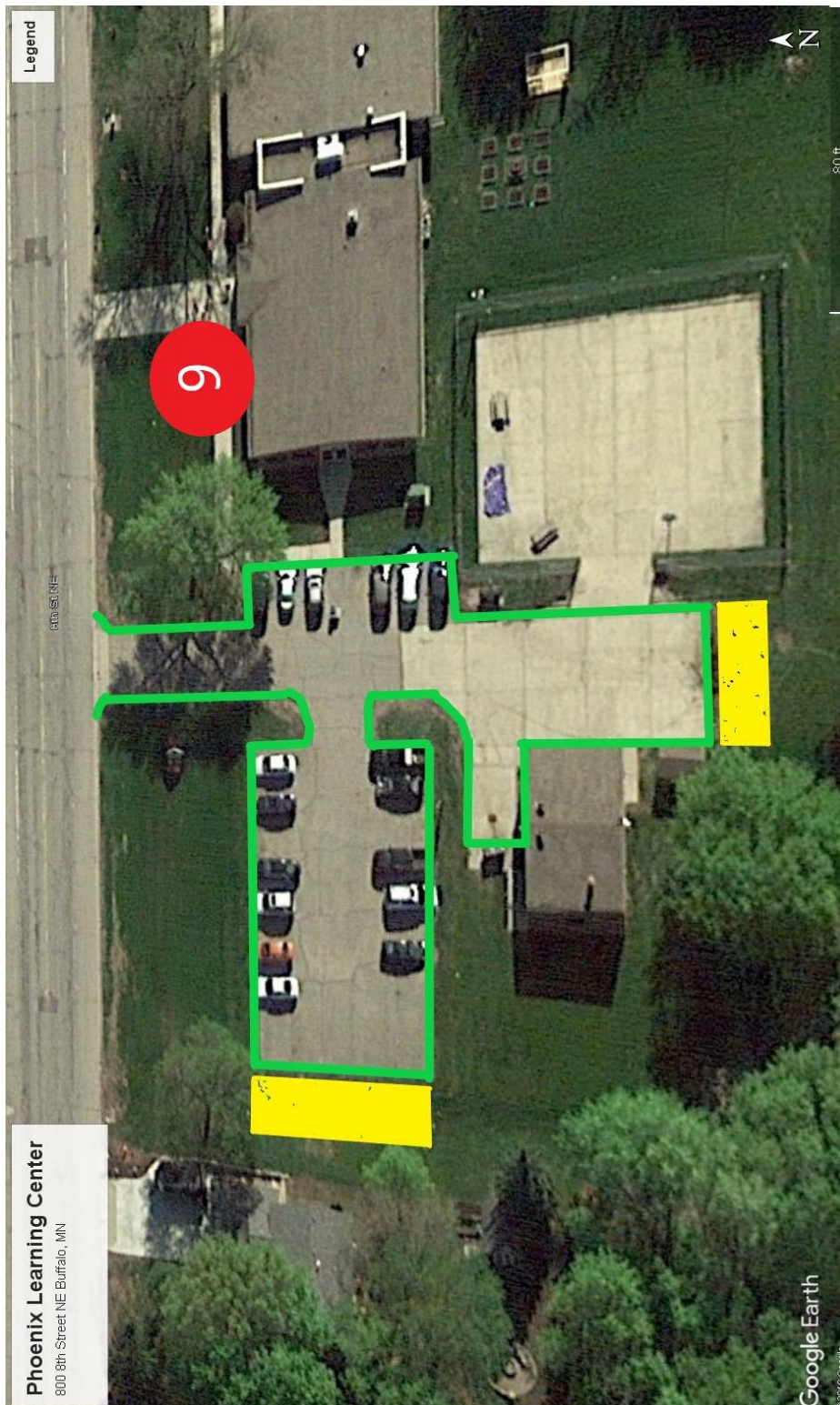
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