



## **REQUEST FOR PRICING**

### **INTRODUCTION**

The Buffalo-Hanover-Montrose ISD No. 877 is accepting quotes for snow plowing services. All lots and drives requiring plow services are listed in this request. Quotes shall include all labor, equipment, and incidentals necessary for snow plowing during the agreement period. Submittals for this request should be sent to:

John Heltunen; Director of Buildings and Grounds  
Buffalo-Hanover-Montrose ISD No. 877  
214 1<sup>st</sup> Ave NE  
Buffalo MN, 55313

Questions related to this RFP can be directed to John Heltunen at 763-682-8773 or [jheltunen@bhmschools.org](mailto:jheltunen@bhmschools.org)

Quotes are due on **August 20<sup>th</sup>, 2021**. Submittals after this date may not be considered.

### **AWARD OF SERVICE**

Contractor selection will be based upon, but not limited to the following:

- Ability of the contractor to perform the requirements in a safe, timely, and efficient manner.
- Fees for service
- Sufficient types and quantities of equipment required for satisfactory snow plowing.
- Prior experience and performance

Quotes shall be valid for a period of two winter seasons from October 1, 2021 through June 1, 2023. If performance is unsatisfactory, the district reserves the right to terminate the agreement at any time with written notice. In this matter, the Director of Buildings and Grounds for the Buffalo-Hanover-Montrose ISD 877 will have the final decision.

### **SUBMITTAL REQUIREMENTS**

When submitting a proposal, the contractor will be required to submit the following:

- Attachment A- Contractor Profile
- Attachment B- Equipment Asset List
- Attachment C- Submittal of Pricing

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## **INVOICES/PAYMENTS**

Invoices may be submitted to the Director of Buildings and Grounds digitally or at the address listed for review and approval. Payments will be made within 30 days of submittal.

## **INSURANCE**

The contractor, upon acceptance of quote, shall provide a certificate of liability insurance with a limit of at least \$1,000,000 of coverage.

## **LEGAL COMPLIANCE**

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

## **PROPERTY DAMAGE**

The contractor will be responsible for all damage to the property, whether real or personal, on school property, which are a result of this agreement. Damaged property must be repaired and returned to its original condition no later than June 1<sup>st</sup> of each agreement year. The contractor must report all damages to the Director of Buildings and Grounds within 24 hours of the occurrence.

## **MANDATORY**

The contractor must meet with the Director of Buildings and Grounds prior to first snowfall to discuss procedures for each site including allowable locations for snow storage. Snow stored in unapproved locations must be moved at the contractor's expense.

## **PRICING REQUIREMENTS**

-Pricing shall be a fixed fee for each snowfall event up between 2 and 12 inches as indicated on attachment C.

-During accumulations of 12 inches or more, the contractor will provide snowplowing services on an hourly rate basis.

-On Attachment B, provide equipment used for potential haul out along with hourly rate. The district will provide location on district property for storage of removed snow.

-For disputed snowfall totals: the district will use a third party resource such as [www.weather.gov](http://www.weather.gov) for determination of snowfall accumulation using the following zip code: 55313

-The plowing contractor is responsible for field verification of parking lots and drives to be plowed prior to quote submittal.



-The contractor is also responsible for visiting each site prior to snowfall to familiarize themselves with each site.

## **GUIDELINES FOR CONTRACTOR**

The awarded contractor must follow the district guidelines for a snowfall event.

- Clear snow from parking lots and drives within the green borders on the maps.
  - Move snow to locations indicated in yellow on the maps. Correct placement is required.
  - Notify the Director of Buildings and Grounds immediately if the contractor is not able to complete the requirements of any snow event.
- \*\*\* School District performs salt application

## **WEEKDAY REQUIREMENTS**

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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**ATTACHMENT A**

**Contractor Profile**

Please complete this form and submit along with your proposal.

<b>Company Name:</b>	<b>Contact Person:</b>
<b>Title:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>
<b>Years in Business:</b>	<b>Number of Employees:</b>

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 +12" snow events, 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"-11.99"
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 <sup>th</sup> Ave NW, Buffalo, MN Map #1				
Tatanka Elementary School 703 8 <sup>th</sup> Street NE, Buffalo, MN Map #2				
Discovery Elementary School 214 1 <sup>st</sup> Ave NE, Buffalo, MN Map #3				
Parkside Elementary School 207 3 <sup>rd</sup> St NE, Buffalo, MN Map #4 and #4b				
Phoenix Learning Center 800 8 <sup>th</sup> St NE, Buffalo, MN Map #9				

**For snow events greater than 12", all snow removal will be invoiced hourly for the equipment used.**

\_\_\_\_\_  
**Authorized Representative Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Contractor Name**

\_\_\_\_\_  
**Date**

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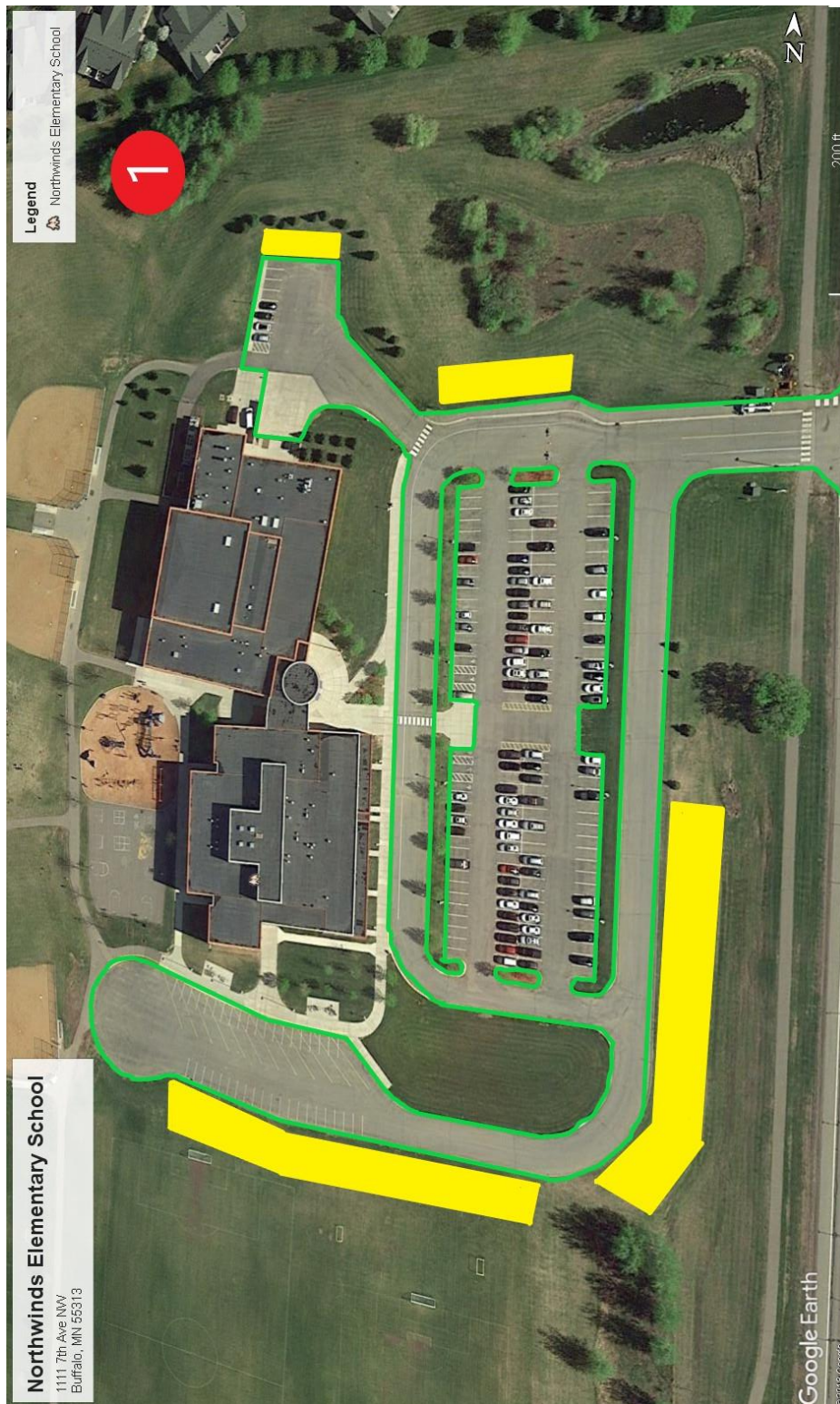
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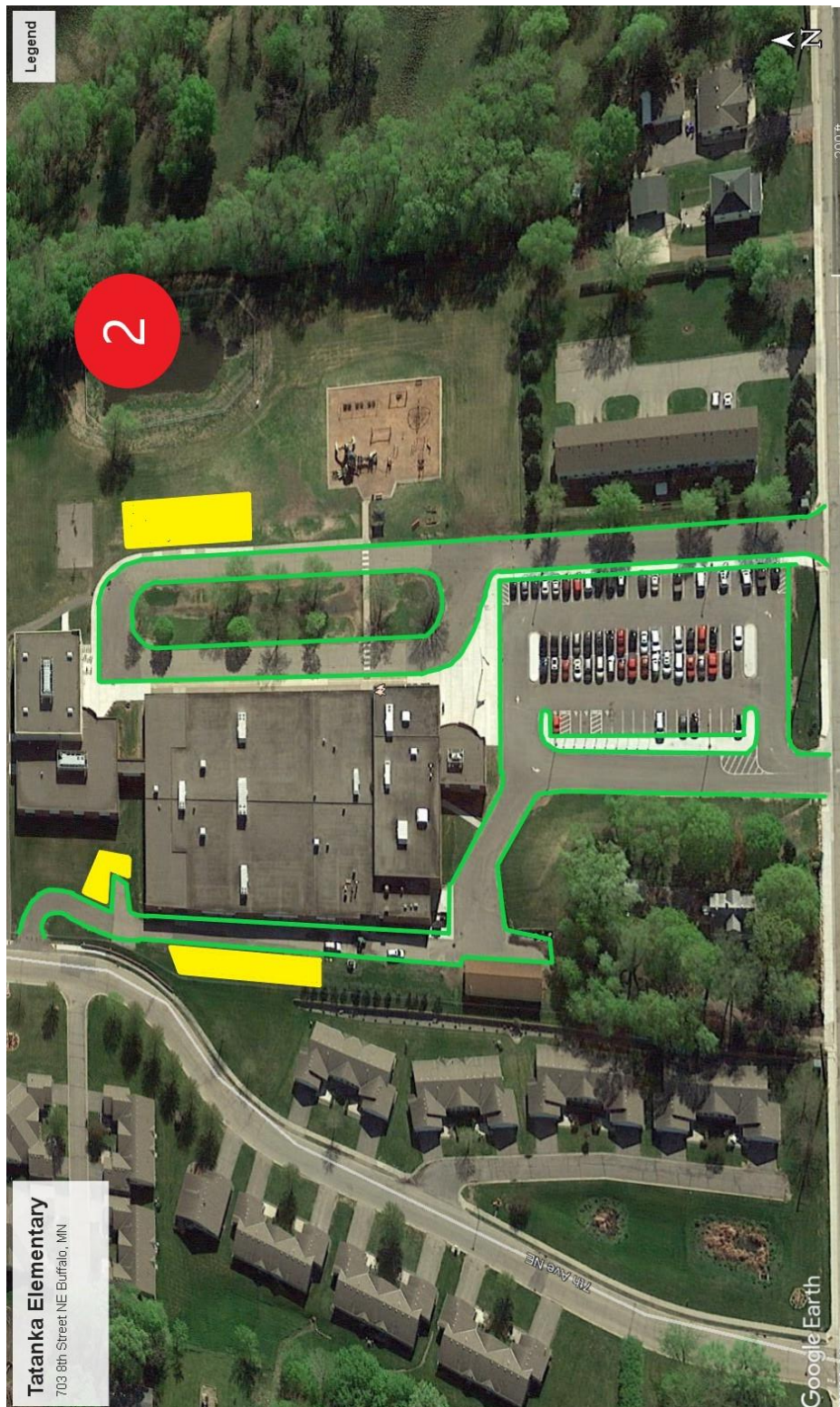
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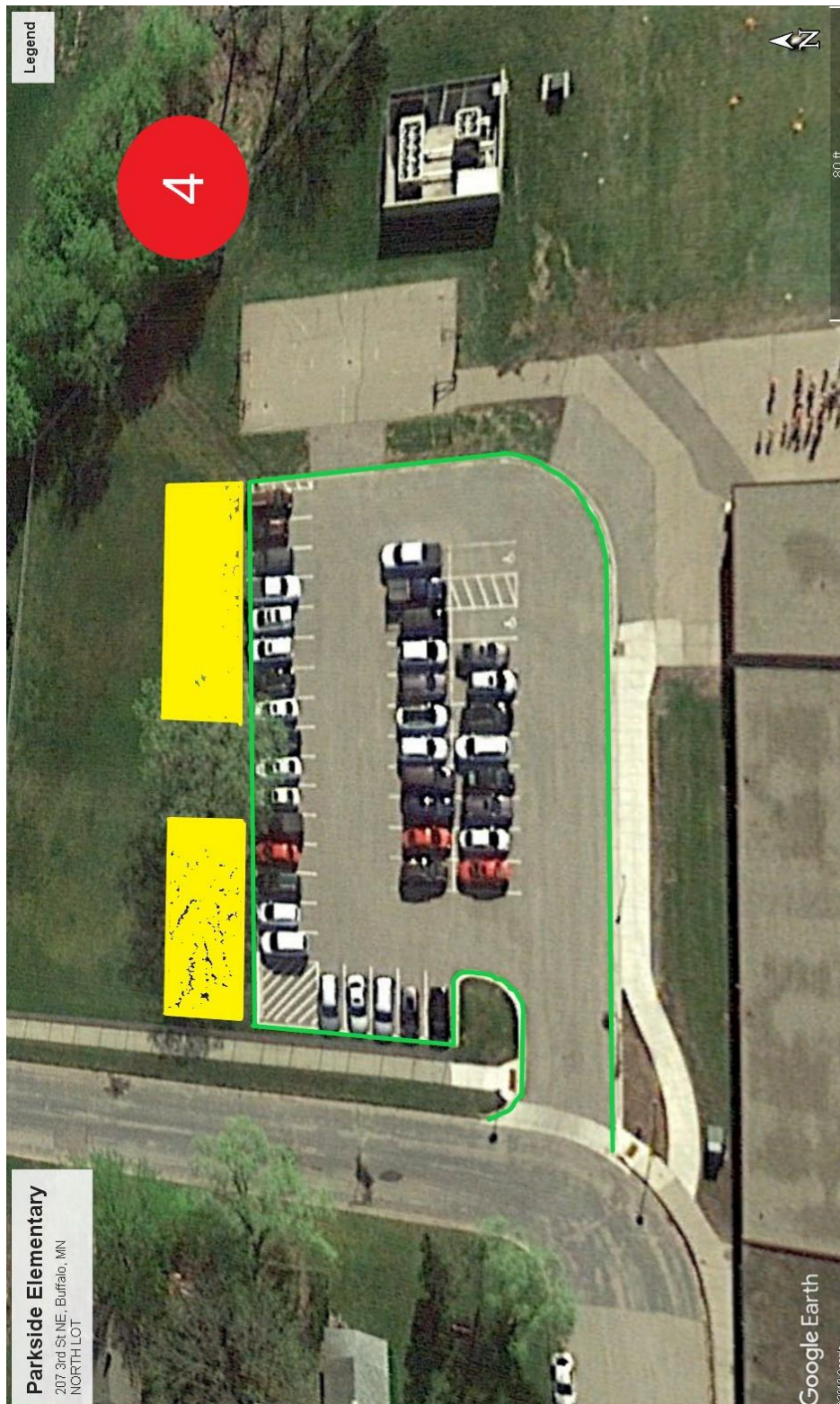
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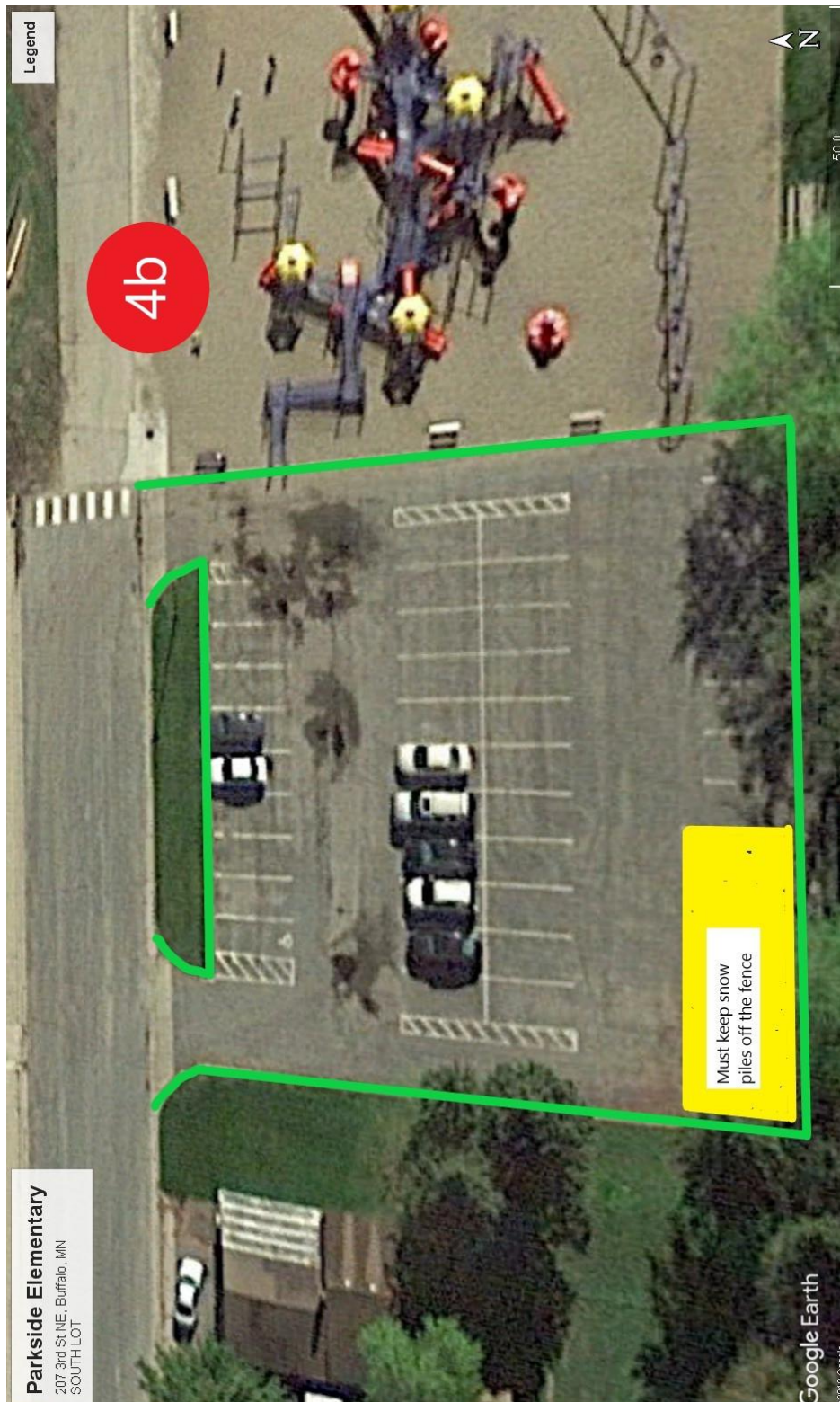


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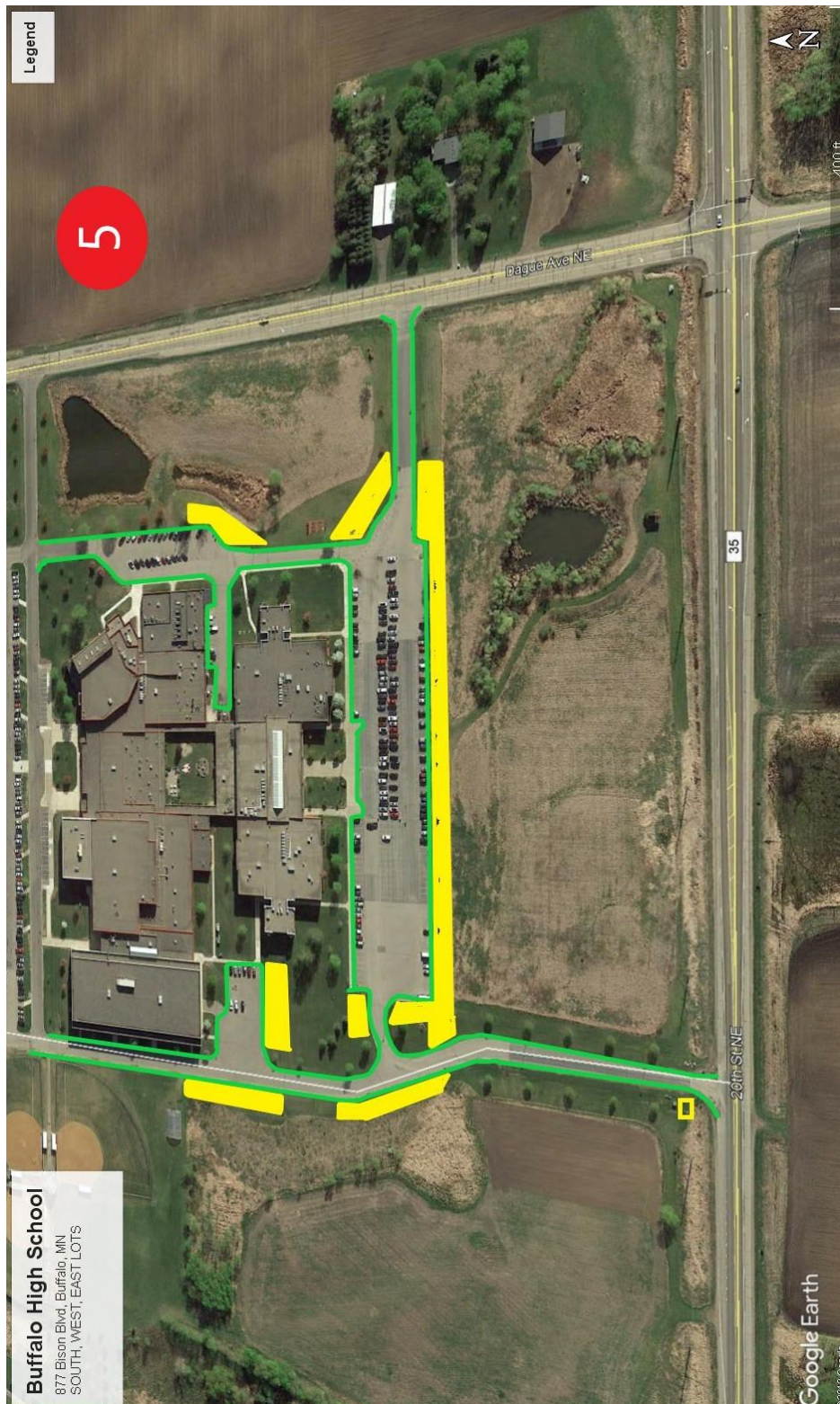
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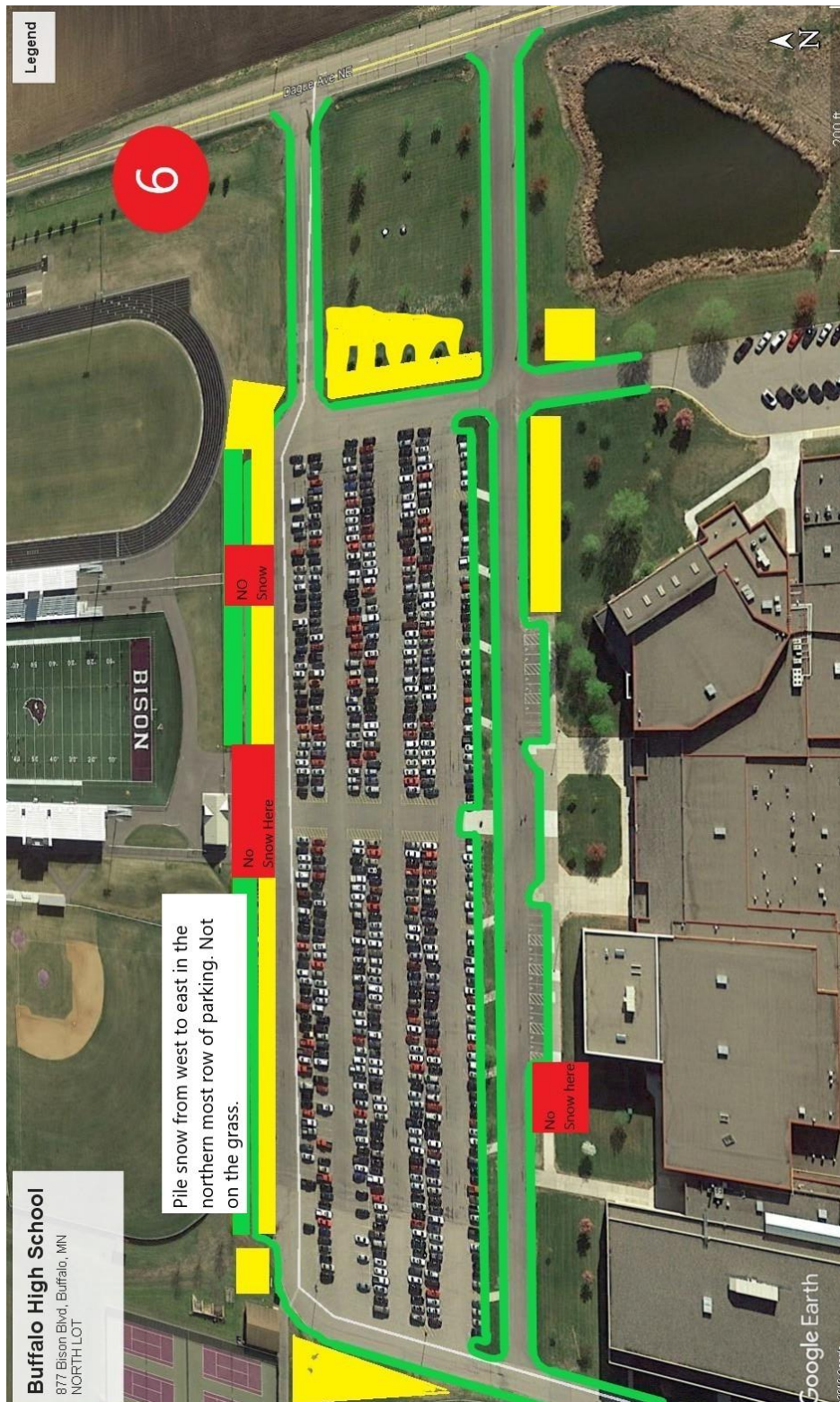
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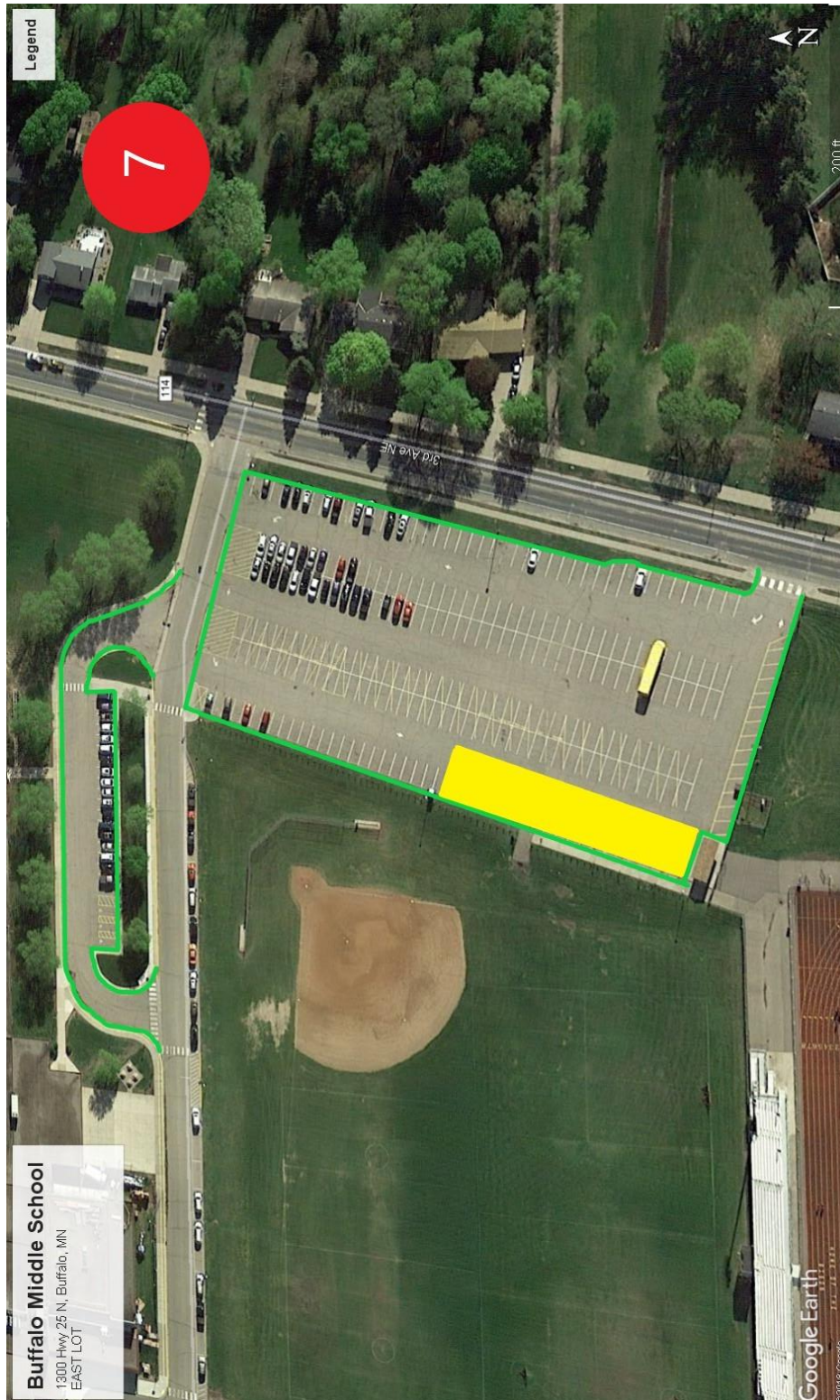
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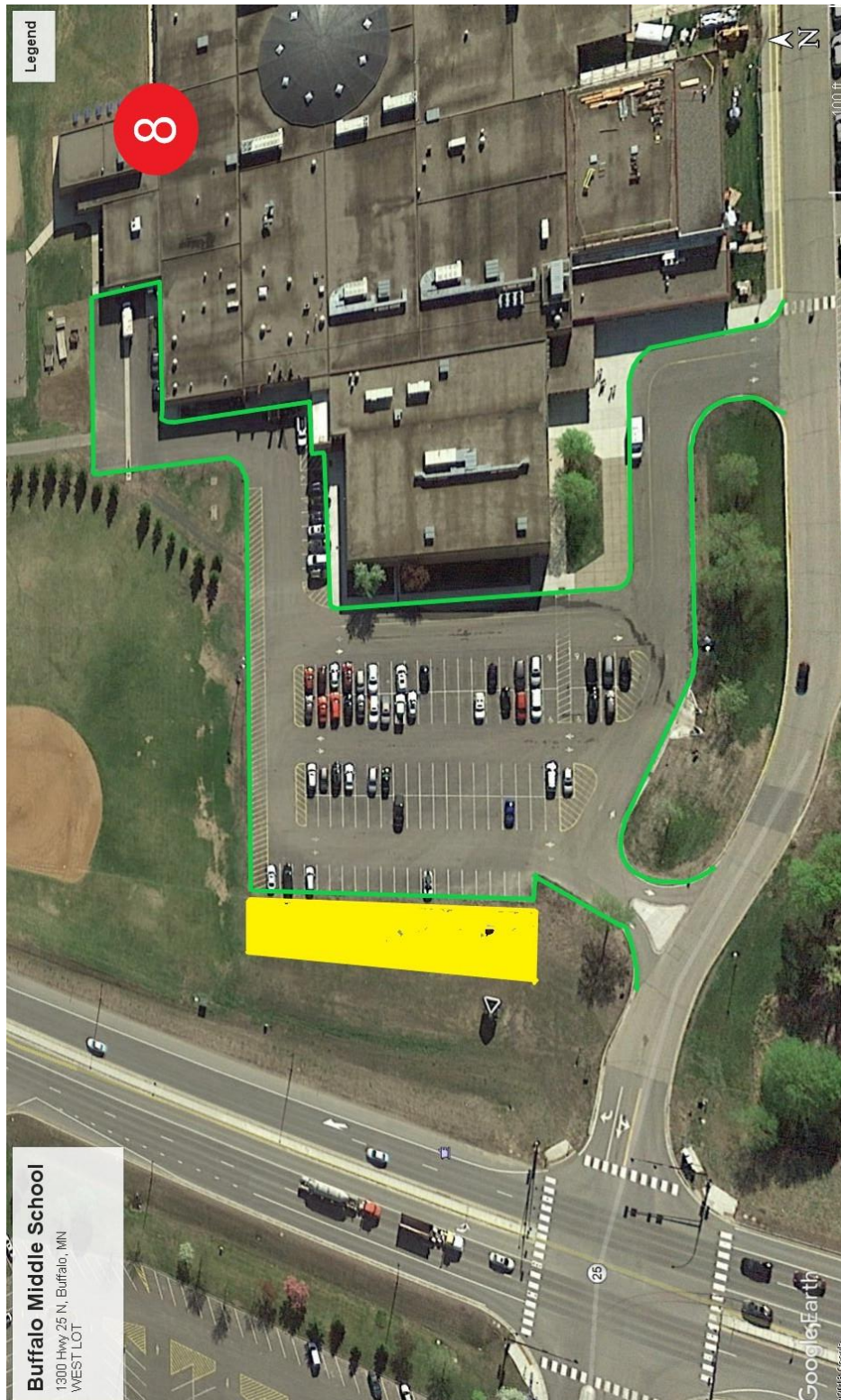
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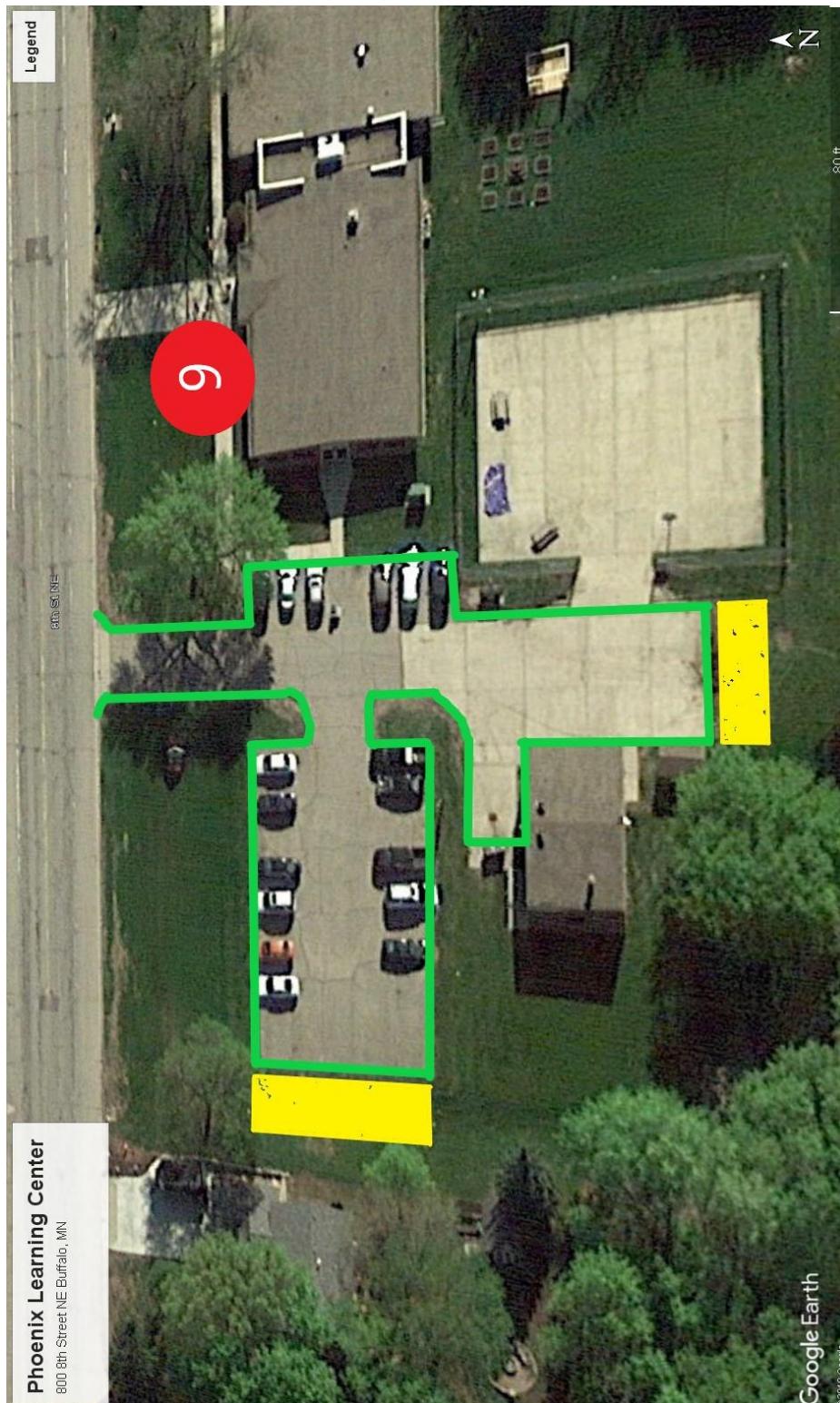
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