Invitation to Bid

Bid #41-20

Winter Snow Removal of School Parking Lots, Hardscapes Play Areas and Service Roads

Sealed bids for a three (3) year contract to perform snow removal of the South Portland School Department parking lots, hard play areas, service roads and bus loops, as specified in the Scope of Work document, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until 2:00pm, Thursday, May 21, 2020, at which time they will be publicly opened and read aloud. Proposals received after that date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked “Bid #41-20 WINTER SNOW REMOVAL OF PARKING LOTS, HARDSCAPE PLAY AREAS AND SERVICE ROADS” and shall be addressed to the City Purchasing Agent. The School Department and The City of South Portland will also accept signed bid documents in PDF digital format sent to the following email address, CSELBERG@southportland.org.

Each bid must be accompanied by an insurance certificate for public liability, property damage and worker’s compensation. If the successful bidder fails to sign and return the contract and performance bond within 14 days after notification by the City that it is ready for signature, his/her bid will lapse at the election of the City.

The successful bidder will be required to sign a standard City contract and provide a performance bond in the amount of $15,000.00.

If your business is a foreign corporation, limited liability company, limited partnership and or limited liability partnership, you must include with your bid, proof from the Maine Secretary of State’s office that you are qualified to do business in the State of Maine.

The term of the contract resulting from this bid shall be for a three (3) year period beginning at the date of contract signing. The City of South Portland reserves the right to extend the contract as it expires a year at a time up and including at total of five (5) years, if mutually agreed and the successful bidder agrees to the same terms and prices.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following completion of work and receipt of bills for all work covered by the contract.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid, or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City’s purchasing ordinance.

Questions regarding this bid should be directed to Tony Lombardo, Director of Facilities at his email: lombarto@spsdme.org.
South Portland School Department
WORK SPECIFICATIONS

WINTER SNOW REMOVAL OF PARKING LOTS, HARDSCAPE PLAY AREAS AND SERVICE ROADS

**SCOPE:** This bid is for contract plowing and snow removal of eight (8) School Department properties and the School Department Bus Garage. Pricing should include the cost of equipment and operators. The contract will be effective for a three (3) year period from October 15, 2020 to April 30, 2023.

- Also included in this proposal is the hauling of excessive accumulation of snow when requested by the Director of Facilities.
- Snow may be moved, hauled or dumped on School Department property as specified and requested by the Director of Facilities.
- All snow removal shall be performed in a professional, prompt manner in which supports the safety of School staff, students and the general public.
- Snow removal shall not negatively impact the School Department services.
- Snow removal includes ensuring that all parking lots, service roads, and hard play areas are cleared to their limits. No parking spaces shall be lost and not entrances to schools shall be blocked by snow.
- Contractor shall not be allowed to accumulate snow on sidewalks.
- It is the responsibility of each bidder to perform a site visit of each of the nine (9) locations to determine appropriate snow accumulation areas and other site features that may impact or effect the removal of snow.
- The removal of snow shall occur simultaneously at three (3) schools during each storm event.
- A “snow event” shall be any sustained snow from a single continuous weather system as identified by the National Weather Service.
- Snow shall be removed for “snow events” that forecast snow accumulation of 2 inches or more.
- School Vacations, Holidays or School cancellations due to snow events will still require the removal of snow as specified in document.

**EQUIPMENT:** On the attached bid sheet, each piece of equipment that will be made available for snow removal at South Portland School Department properties shall be listed. Snow removal equipment dedicated to be used at South Portland Schools will be allowed to stored, on site, at Memorial Middle School, High School and Small Elementary School.

**TIME AND CONDITIONS:** All school properties must be cleared of snow and made accessible to school staff, buses, students and parents by no later than 7:00 am. The School Bus Garage needs to have snow removed no later than 6:00 am. Discussions with the Contractor and Director of Facilities must occur before each “snow event” in order to prepare for each storm. It will be required for the successful bidder to have a “pre-winter” property review and inspection to assess current conditions and to discuss possible snow storage areas.

**DAMAGE ASSESSMENT:** All damage to School Department property, as a result of snow removal, by the Contractor shall be repaired by the Contractor at no cost to the School Department. A damage evaluation meeting shall be conducted by both the Contractor and Director of Facilities during the month of April. Any damage will be assessed by both parties and a schedule will established by which the Contractor shall implement repairs no later than June 1st of the respective year.

**SALT AND SAND:** The City of South Portland assists the School Department with sanding and salting operations at all School properties. We are not requesting that service with this bid request.
SCHOOL PROPERTY LOCATIONS:

BROWN ELEMENTARY SCHOOL 37 HIGHLAND AVENUE
DYER ELEMENTARY SCHOOL 52 ALFRED STREET
HIGH SCHOOL 637 HIGHLAND AVENUE
KALER ELEMENTARY SCHOOL 165 SOUTH KELSEY STREET
MAHONEY MIDDLE SCHOOL 240 OCEAN STREET
MEMORIAL MIDDLE SCHOOL 130 WESCOTT ROAD
SKILLIN ELEMENTARY SCHOOL 180 WESCOTT ROAD
SMALL ELEMENTARY SCHOOL 83 THOMPSON STREET
BUS GARAG
BID PROPOSAL

The UNDERSIGNED hereby proposes to perform “WINTER SNOW REMOVAL OF PARKING LOTS, HARDSCAPE PLAY AREAS AND SERVICE ROADS” for the period from October 15, 2020 to April 30, 2021 and each year thereafter for a three (3) year term as agreed upon by both parties. This shall include all labor, materials and equipment necessary to complete the work in a manner satisfactory to the South Portland School Department and in accordance with the attached Bid and Work Specifications at the following prices.

COST PER STORM

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The undersigned shall provide a comprehensive equipment list for all equipment dedicated exclusively to this contract proposal and the services specified.

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<th>EQUIPMENT &amp; OPERATOR</th>
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Signed: ____________________________
(Corporation, Firm or Company)

By: ____________________________
(Officer, Authorized Individual or Owner)

Title: ____________________________

Mailing Address: ________________ Zip Code ________________

Telephone: ____________________________ Fax: ____________________________

Email: ____________________________ Date: ____________________________

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.
SNOW DUMP AREAS...BROWN SCHOOL 2018

- Keep snow piles low for visibility
- Keep these spaces open
- Push back snow

![Google Maps Image](https://www.google.com/maps/place/Frank+Brown+Elementary+School/@43.6344889,-70.2494788,159m/data=!3m1!1e3)
SNOW DUMP AREAS... DYER ELEMENTARY 2018

- Remove snow from sidewalk
- Push snow so we can recover parking
- Push snow back onto field
- Dumpster location
- This drive needs to be cleared

Google Maps

Arrive on time with notifications

Get reminders when it's time to leave for your next destination.

Learn more

☑ NO THANKS  ☑ TURN ON

Set a home address

Set a work address

https://www.google.com/maps/@43.6219949,-70.2754922,207m/data=!3m1!1e3
SMALL ELEMENTARY...SNOW DUMP AREAS 2018

DUMPSTER LOCATION

CLEAR SNOW

Arrive on time with notifications
Get reminders when it's time to leave for your next destination.
Learn more

X NO THANKS ✔ TURN ON

Set a home address
Set a work address

https://www.google.com/maps/d/ed43.6411673.-70.2341345.189m/data=13m111e3