

**PARDEEVILLE AREA SCHOOL DISTRICT
2017-2018 AND 2018-2019 SCHOOL YEARS
SNOW REMOVAL BID PACKET**

Proposal Submitted to:

Pardeeville Area School District
Snow Removal Bid
120 South Oak Street
Pardeeville WI 53954

Bid & Job Contact:

Ted Krueger
Director of Buildings & Grounds
(608) 429-2153, ext. 390
or (608) 697-8538 cell phone

Bidding Information

- Bid Deadline: **Bids must be received in the District Office no later than 3:00 p.m. on Friday, October 13, 2017.**
- Bid Opening: Bids will be reviewed during the Board's Buildings & Grounds Committee meeting at 6:00 p.m. on Monday, October 16, 2017 in the High School Library.
- Bids Must Include: Completed Bid Form
Certificate of Insurance
- Bid Award: Bid will be acted on at the meeting of the School Board at 7:00 p.m. on Monday, October 16, 2017.
- Duration of Contract: One year contract with a one year extension at the option of the District.

The Pardeeville Area School District reserves the right to waive this bidding procedure, in whole or in part, during the course of the bidding procedure, reject any and all bids, and accept any bid or part of bid which appears to be in the best interest of the District as determined by the School Board.

**PARDEEVILLE AREA SCHOOL DISTRICT
SNOW REMOVAL
SPECIFICATIONS & SCOPE OF WORK**

- 1) Front sidewalk, driveways, bus drop off and parking areas shall be cleaned following a snow event by 5:30 a.m. at the Pardeeville Elementary School; by 6:00 a.m. at the north staff parking lot of the Pardeeville Middle School/High School; and by 6:30 a.m. at the south student parking lot of the Pardeeville Middle School/High School.
- 2) Any accumulation of ½” or less does not require removal unless specifically requested by the Buildings and Grounds Director. Any accumulation greater than ½” automatically necessitates removal. Decisions to salt/sand are made on a case by case basis.
- 3) The contractor has the responsibility to monitor weather conditions prior to and during each storm.
- 4) Responsibility for snow removal includes doing so as required on weekends and holidays unless otherwise authorized by the Buildings and Grounds Director.
- 5) When snow falls during the school day, the drives need to be cleared by 2:30 p.m. for bus access at the Pardeeville Middle School/High School.
- 6) Any damage done by plowing equipment to personal vehicles parked on school district lots is to be reported immediately. Said cost of repairs is the contractor’s responsibility. Under no circumstances are parked vehicles to be plowed in.
- 7) Any and all damage done to school district property is to be reported the same day it happens and is to be repaired by the contractor as soon as possible.
- 8) The contractor shall provide the School District with a Certificate of Insurance which verifies the following minimum limits on coverage:

Commercial General Liability	\$1,000,000 aggregate
Automobile Liability – Combined	
Single Limit	\$1,000,000
Worker’s Compensation	Statutory Definition
- 9) Snow should always be plowed away from the buildings and definitely never be plowed against any door, fencing, trash dumpsters or fire hydrants.
- 10) For snow events outside of the removal season (November 1 – March 31), the decision to remove is at the District’s discretion. The Buildings and Grounds Director shall notify the contractor when needed.

- 11) At times accumulating snow piles may need to be removed. The Buildings and Grounds Director will notify the contractor what is to be removed and where it can be placed. The contractor should always push snow back as far as practical to minimize having to move it again.
- 12) The high school parking lot should be plowed all to the south towards the guardrails and snow by the maintenance building doors should be pushed to the north.
- 13) The elementary parking lot should be plowed far enough to the east to avoid the last entrance being closed off.

**PARDEEVILLE AREA SCHOOL DISTRICT
SNOW REMOVAL BID FORM
2017-2018**

Name of Firm: _____

Name of Contact Person: _____

Address: _____

Telephone
Business: _____
Home: _____
Cell: _____

<u>Equipment:</u>	<u>Hourly Rate:</u>
1) Plow Truck _____	_____
2) Loader _____	_____
3) Dump Truck _____	_____
4) Salting (each time for all parking lots) _____	_____
5) _____	_____
6) _____	_____

Comments: _____

Signature _____ Date _____

Return completed bid to: Snow Removal Bid, Attn: Ted Krueger, Pardeeville Area Schools, 120 Oak Street, Pardeeville, WI 53954.

**PARDEEVILLE AREA SCHOOL DISTRICT
SNOW REMOVAL BID FORM
2018-2019**

Name of Firm: _____

Name of Contact Person: _____

Address: _____

Telephone
Business: _____
Home: _____
Cell: _____

<u>Equipment:</u>	<u>Hourly Rate:</u>
1) Plow Truck _____	_____
2) Loader _____	_____
3) Dump Truck _____	_____
4) Salting (each time for all parking lots) _____	_____
5) _____	_____
6) _____	_____

Comments: _____

Signature _____ Date _____

Return completed bid to: Snow Removal Bid, Attn: Ted Krueger, Pardeeville Area Schools, 120 Oak Street, Pardeeville, WI 53954.