

Mancelona Public Schools

Snow Plowing/Removal Bid Information for 2023-24 & 2024-25 – TWO-YEAR BID

Instructions to Bidders

1. Bid for two school calendar years (2023-24 & 2024-25). The Bidder will submit two bid formats:
(1) Per Plow
(2) Lump Sum
MPS will select which bid format will be accepted and award the contract.

2. Payment:
MPS has check runs every two weeks on most Tuesdays (dates may vary). Checks will be mailed, unless MPS Business Manager approves an alternate agreement. Bid awardee will be provide a check run calendar in September for each year.

Format (1) – Per Plow - MPS will pay upon receiving an itemized invoice, with dates of service and statement of service provided. This invoice, will be submitted on the Friday prior to the check run date. Dates of services may be needed outside of a typical winter season (ex: April, October or early November).

Format (2) – Lump Sum - MPS will pay each month as follows:

November 15 – November 30: One-half of the 1/5th of lump sum bid.

Each full month (December, January, February, March): 1/5th of lump sum.

April 1 – April 15: One-half of the 1/5th of the lump sum bid.

Additionally, hourly rate is required per vehicle, this will allow MPS to better budget for additional snow plowing/removal times/dates for extra events in the evening and weekends.

3. Bid a per trip rate for:
(1) Sanding of driveways and parking lots.
(2) Snow removal of just the sidewalks/entrances. Sidewalks/entrances are included in normal daily snow removal; however, your company may be requested to do just the sidewalks/entrances in the morning or during the day (no parking lot/drives plow required).
4. List all equipment you will be using to execute this job, with its hourly rate.
5. A Pre-bid meeting will be held on Wednesday, **July 12, 2023** at 1pm at Mancelona Middle School, 112 St. Johns Ave. Contact Ed McCarty, Facility Maintenance/Security Director at (231) 384-0313 for further information.
6. Bid sheet is attached herein. Bids are due not later than 2:00pm, **July 26, 2023** and may be dropped off at Central Office at 112 St Johns Ave, Mancelona, Michigan or email to emccarty@mancelonaschools.org. Bids will be opened at that time and date. MPS reserves the right to accept and/or reject any or all bids.
7. Insurance - Commercial liability insurance minimum \$1,000,000 (Must provide proof of same). MPS, its officers, Agents, Employees, Board of Education shall be named additionally insured, indemnified and held harmless.

General

1. Contract/Agreement shall be for either Format (1) or Format (2). MPS will select, after bid opening, which format will be utilized.
 - a. Format (1) as stated will run through the winter season.
 - b. Format (2) will be for **five (5) months of both contract years, November 15 through April 15**. If called before or after contract dates, the contractor's per plow rate shall apply.
2. Snow plowing/removal plans should be made according to weather conditions and accumulated snow, or at Mancelona Public Schools' discretion. If snow is accumulating at a rate which will result in **two (2) or more inches** by 6:00 am, then plowing shall be performed. Additionally, if the wind is moving snow around (drifting) and certain areas have more than the above amount of snow, these areas must be plowed. Snow must be plowed away/removed from all entrance doorways, fire exits, garage doors and three fire hydrants (2 at MS and 1 at HS)
3. Snow must be plowed/removed Monday through Friday between the hours of 3 a.m. and 6:30 a.m. on days when school is scheduled to be in session. Snow removal for the following areas must be removed prior to 6:00 a.m.:
 - a. Bus Garage – Drive and building entrances (doors and garage doors).
 - b. Elementary School – Receiving drive (kitchen & custodial staff parking)/dumpster area.
 - c. Middle School – North side of Voc-ed building (maintenance office, kitchen & custodial staff parking)/dumpsters area and daycare parking & entrance.
 - d. High School – Receiving area (kitchen & custodial staff parking)/dumpster area.
4. On days when school is cancelled (Snow Day), weekends or during scheduled breaks, all areas must have snow plowed/removed **by noon on that day**, unless directed by Superintendent Jeff DiRosa or MPS designee.
5. Additional snow plowing/removal may be required on weekends and evenings for sporting and other events, to be paid at the per plow rate. However, per plow payment will be a percentage if the entire district does not have snow removed. Superintendent Jeff DiRosa or MPS designee will communicate with the contractor's contact with information regarding the specific day, times and which areas will require snow plow/removal.
6. All paved surfaces and sidewalks shall be plowed and remain free of snow piles. Snow storage piles shall not obstruct traffic vision or flow.
7. The contractor assumes responsibility for any damage to MPS property, equipment and personal private property while in the process of snow removal. Final month's payment will be held until all damage is repaired and buildings/grounds are restored to pre-snow removal conditions and approved by MPS Maintenance Department. Additionally, all sand and residue is to be cleaned up before final payment is released.
8. Please work with building administrators or designee if you need to have vehicles removed during the course of snow plowing/removal.

9. Sanding of MPS driveways and parking lots must be applied when needed and as directed by MPS designee. Contractor is responsible for including sand in bid price.

10. Identification staking of items such as curbs, man-hole covers, sidewalks, etc. is the sole responsibility of the contractor. Stakes must be removed at the end of the contract year.

11. If for whatever reason, MPS personnel and equipment is used to plow or assist in the plowing when there is the required amount of snow as stated above, the following amounts will be deducted from the pay period invoice. MPS designee will communicate with contractor, if MPS is in the process of snow removal.
 - Plow (no contractor on site): \$650.00
 - Plow (assist contractor to meet daily completion time): \$300.00

12. It is the sole responsibility of the contractor to identify how much snow has fallen at MPS and if they need to plow or not.

Specification for Snow Removal

Locations (Maps of school grounds will be provided at required pre-bid inspection/tour)

1. Bus Garage, 403 Dale Ave., Mancelona
 - a. Drive and all entrance & garage doors

2. Elementary School, 231 W. Limits, Mancelona
 - a. Circle drive including main entrance
 - b. Parking lots
 - c. Sidewalk around the building, including removing snow from each classroom cubbies entrances/exits
 - d. Bus drive and drop-off/pick-up lot
 - e. All other sidewalks and entrances/exits
 - f. Around dumpsters

3. Middle School, 112 St. Johns Ave., Mancelona
 - a. Lower entrance drive including main entrance
 - b. Upper entrance bus drive and drop-off/pick-up area
 - c. Parking lots
 - d. Daycare entrance and parking area, including lot between credit union and pathway church.
 - e. All other sidewalks and entrances/exits
 - f. Around dumpsters and fire hydrants

4. High School, 9300 W. Limits, Mancelona
 - a. All drives, sidewalks, parking lots and entrances/exits
 - b. Around dumpsters and fire hydrants
 - c. Path from exit drive along softball field to back drive

5. Insure all areas of parking maintain the same amount of parking spaces

6. Equipment may be stored at the north end of the bus garage

Mancelona Public Schools Snow Removal Bid Sheet 2023-24 & 2024-25

**Questions: Contact Ed McCarty, Facility Maintenance Director at (231) 384-0313
to be shown all areas for snow removal.**

Name of Bidder/Company: _____

Address: _____

Contact Person: _____ Telephone Number: _____

24Hour Field Supervisor Contact Telephone Number: _____

Format (1)

- 1. Per Plow Cost (2023-24 School Year): \$ _____
- 2. Per Plow Cost (2024-25 School Year): \$ _____

Format (2)

- 1. Total Cost Lump Sum (5 Months – November 15, 2023 – April 15, 2024): \$ _____
- 2. Total Cost Lump Sum (5 Months – November 15, 2024 – April 15, 2025): \$ _____
- 3. List of equipment:

Description	Will be stored at MPS (Y/N)	Hourly Rate	Portal Cost (Included or Separate)
_____		\$	
_____		\$	
_____		\$	
_____		\$	
_____		\$	
_____		\$	
_____		\$	
_____		\$	

Sand price per trip (truckload & spread): \$ _____

Sidewalks/entrances only price: \$ _____