

**Tri-City CUSD #1**

**REQUEST FOR PROPOSALS  
Snow Removal**

**Recommended Time Schedule**

The time line for the process is as follows:

Week of:

October 21, 2019	Public Notification in newspaper(s)/Complete Bid Specification Information
November 4, 2019	Snow removal proposals due to Tri-City CUSD #1 on Wednesday, November 6 for proposal opening at 9:00 am.
November 11, 2019	Board of Education Approval on November 13, 2019

Returning proposals will be directed to the office of Tri-City CUSD #1 at 324 West Charles, Buffalo, IL, 62515 on or before 9 am, November 6, 2019. Proposals will be opened at 9 am.

All requests for specifications and information should be directed to:

Tri-City CUSD #1  
Jill Larson,  
Superintendent  
(217) 364-4811

## **NOTICE**

Public Notice is hereby given that the Tri-City CUSD #1 will receive proposals for Snow Removal. Proposal specifications may be obtained on by accessing the district website, <http://tricityschools.org>, drop down menu titled, "Board of Education" then tab labeled "Request for Proposals/Bids". All proposals are to be received by Tri-City CUSD #1 Attn: Jill Larson, Superintendent at 324 West Charles, Buffalo, IL. 62515 on or before 9 am, Wednesday, November 6, 2019, and will be opened at time specified.

### ***General Instructions to Bidders:***

1. Proposals shall be submitted in a **sealed** envelope to the District Office before the time of the schedule opening and must be marked with the title of the bid.
2. Unsigned or late bids will not be considered.
3. The district is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax
4. Oral, telephonic, telegraphic, email, or facsimile transmitted proposals will not be accepted.
5. Correspondence shall be directed to the Superintendent.
6. Bids are available for inspections in the District Office by appointment after the award of orders.
7. It will also be assumed that all submitted proposals will conform to applicable Illinois and Federal statutes and regulations.

#### Firm Proposal

All proposals will be considered to be firm for a period of sixty days from the date established for the opening bids.

#### Withdrawal of Proposal

Proposals may be withdrawn by letter or in person prior to the time and date established for the opening of proposals.

#### Errors and Omissions

All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should bidders find any discrepancies in or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the Superintendent who will issue the necessary clarifications to all prospective bidders by means of addenda.

## ***District Interests***

### Investigation of Contractor

1. The Superintendent may make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested.
2. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract.

### Reservation of Rights by the District

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the district. Any such decision shall be considered final. All items bid shall be new unless otherwise specified.

### Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provision contained herein

### Total Price for All Items Bid

A total dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate sections of the bid form before signing and submitting the bid.

### Hold Harmless and Indemnification

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents from and against all claims actions, suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature, including reasonable legal fees incurred by owner rising out of:

- Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damages to or destruction to any property, including the loss of use thereof.
- Caused in whole or in part by an act, error, or omission by the contractor or any subcontractor or anyone directly or indirectly employer by any of them regardless of whether or not it is caused in part by a party to be indemnified thereunder.
- Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
- Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

**Contract Proposal Is To Include:**

1 – Year with option to renew

**Snow Removal Guidelines:**

- Accumulation of 2 or more inches
- Clearing of all parking lots and driveways
  - Bus barn – cleared by 6:00 am
  - All other areas – cleared by 7:15 am
- Snow removal equipment is to **not** be utilized on the asphalt playground
- Salt will be spread when slick conditions exist or in the vent of ice or sleet
- All services are to be done prior to school activities as well per the extracurricular schedule
- All other services will need to be done with Superintendent approval

**Please include:**

Description of Equipment (truck, salter, frontloader tractor, skidsteer loader) to be used with rate per hour listed.

If heavy snow accumulation, a rate for snow hauling per hour.

Material Costs.

Proof of a valid IL driver’s license.

**Insurance**

1. Contractor has, for itself and any subcontractor it engages, procured and will maintain with an established insurance carrier (with at least an “A” rating) at Contractor’s expense, during the Term of this Agreement, insurance limits equal to or greater than those currently carried by the school district. The school district currently carries the following limits:

**COVERAGE**

**LIMITS**

Worker’s Compensation	\$1,000,000	
Commercial General Liability	\$ 2,000,000	aggregate
	\$ 1,000,000	per occurrence
Umbrella Liability (Bodily injury & property damage)	\$ 1,000,000	

Automobile Liability  
(Bodily injury & property damage)

\$ 1,000,000 combined

Any limits less than those currently carried by the school district must be approved in advance.