

# **Invitation For RFP**

**Snow Plowing Services for the 2014 – 2015**

**For**

**District 167 Administration Center  
Brookwood Middle School  
Brookwood Junior High  
Hickory Bend Elementary  
Longwood Elementary**

**Board of Education  
Brookwood School District #167  
201 E. Glenwood-Dyer Rd  
Glenwood, IL 60425**

**September 19, 2014**

## RFP Calendar Summary

Brookwood School District #167 seeks RFP's for snow plowing services for the district's four schools and administrative center.

1. Notice to Proposers in local newspaper      September 26, 2014
2. **Mandatory Pre-RFP meeting**      October 10, 2014 at 9:00 AM at the District Office
3. Close of RFP      October 14, 2014 at 1:00 PM sharp
4. Approval of RFP by Board of Education      October 20, 2014

## **I. Notice to Proposers and RFP Documents**

### **Notice to Proposers**

- A. The Board of Education, Brookwood School District #167 is receiving RFP's for snow plowing services for four schools and an administration building. **RFP's will be accepted until 1:00 PM local time, October 14, 2014 at the District Office, 201 E. Glenwood-Dyer Rd. Glenwood IL, 60425.**
- B. RFP's will be publicly opened and read at the time noted above.
- C. RFP Requirements and Contract Documents are on file and available at the District Business Office at the above address.
- D. **RFP's will be considered for snow plowing services, including snow removal and salt spreading for four schools and the administrative center for the 2014-2015 school year.**
- E. There will be a **mandatory pre-RFP meeting** at the District Office, **201 E. Glenwood-Dyer Rd. Glenwood IL, 60425** at 9:00 AM. Followed by a tour of the four school lots and administrative center.
- F. The Board of Education reserves the right to reject any and all RFPs, to waive any informalities in proposals, or accept the RFP that, in its opinion, will serve its best interests.
- G. Contact Mr. Michael Engel (708) 758-5190 for additional details or to have the RFP package mailed, emailed or faxed to you.
- H. Services will begin when the district requests snow removal after RFP approval.

## Instructions to Proposers

- 1) RFP Forms: RFP forms shall be submitted on forms identical to those provided. The wording of the RFP form shall not be changed or altered. Enclose RFP in a sealed envelope bearing the proposer's name and contract being requested on and clearly marked "Sealed RFP." Address the envelope to Mr. Michael Engel, Business Office, Brookwood School District 167, 201E. Glenwood-Dyer Rd. Glenwood IL, 60425. **RFP's are due at or before 1:00 PM, on October 14, 2014 and will be opened at that time.** RFP's will not be accepted after the due date and time.
- 2) Prices quoted shall be guaranteed for a period of the contract unless otherwise agreed to by District 167 and the proposer.
- 2a) Any exceptions to the specifications contained in these documents must be submitted in writing and attached to the RFP Form.
- 3) School District 167 is exempt from Federal, State, and Municipal taxes.
- 4) RFP's shall be made for snow removal and salt spreading only.
- 5) If any person contemplating submitting a RFP for the proposed contract is in doubt as to the true meaning of any part of the contract documents or other data, please contact Mr. Michael Engel, (708) 758-5190.
- 6) A proposer who has submitted a RFP may withdraw or modify the RFP in person or by certified letter at any time prior to the scheduled time for the opening of RFP's.
- 7) The Board of Education will determine if a proposer is "responsible," taking into account the proposer's past history and reputation. A representative of the school district may contact persons or organizations for whom the proposer has performed work in the past to act as references. The Board of Education reserves the right to reject any RFP if it is determined that the proposer is not qualified to complete the work in the specifications in an acceptable manner. The Board of Education also reserves the right to reject any and all RFP's.
- 8) Signature Constitutes Acceptance: The signing of the RFP Form shall be construed as acceptance of all the provisions contained herein.
- 9) Bid Bond: Not required.
- 10) Performance Bond: Not required.
- 11) Lien Waivers: Not required.

12) Examination of all five sites must be performed by the proposer before submitting a proposal. Failure to inspect the sites shall not be a cause to retract a proposal after RFP's have been opened.

13) Proposer's must carry Workers Compensation Insurance on all employees and provide proof of such.

14) Proposer must carry \$250,000 in liability insurance, must name Brookwood School District 167 and co-insured, and provide proof of such.

15) Proposers must carry at least \$1,000,000 insurance on all vehicles used on school property and must provide proof of such.

16) The following forms must be completed, signed and submitted with your proposal:

- a) Certificate of Eligibility to RFP.
- b) Proposer's Certification
- c) References from like-sized organizations

17) The Board, at its sole discretion, may hire additional labor or an additional firm on an as-needed basis in emergency situation where the resources of the successful proposer are inadequate to perform all of the work needing to be done.

18) The Board of Education, at its sole discretion, may cancel the contract with the successful proposer if the successful proposer does not perform snow removal work in a timely manner, does not perform the work to reasonable expectations, or fails to perform the work at all.

19) If the contractor wishes to cancel the contract, the cancellation must be approved by the Board of Education and can only be canceled after April 15 and before August 31 of any contract year.

20) Roll-over years: Up to four roll-over years may be added to the contract, one year at a time. Yearly increases for roll-over years shall be no more than 5%, or C.P.I. whichever is lower. The C.P.I. shall be the same US Consumer Price Index, All Urban Consumers as used for Property Tax Extension Limitation Law, which is available from the Cook County Clerk's Office. Each roll-over year shall be mutually agreed upon between the contractor and the Director of Business for the District prior to August 31 of that year.

21) **Base RFP:** Prices shall be for one complete plowing of all five schools. Prices shall be for snow falls up to six inches, six to nine inches, and nine to twelve inches. **Alternate RFP's 1 through five are for individual plowing of each school as necessary.** Additional plowing shall be at an hourly rate and must be approved by the Buildings and Grounds, Director of Business or Superintendent.

Vendor's Name

**RFP Form**

TO: The Board of Education, Brookwood School District #167  
201 E. Glenwood-Dyer Rd.  
Glenwood IL, 60425

**General**

The undersigned, having carefully examined the contract documents, all five sites, attended the pre-RFP meeting, and all data having been made available, hereby proposes to provide and deliver the described services to the schools listed.

	<b>Snow Removal Services, 2014-15</b>					
	<b>Base Proposal</b>	<b>Admin.</b>	<b>Longwood</b>	<b>Hickory Bend</b>	<b>Brookwood</b>	<b>Brookwood</b>
	<b>All Locations</b>	<b>Center</b>	<b>Elementary</b>	<b>Elementary</b>	<b>Middle School</b>	<b>Jr. High</b>
<b>Snow fall, 0"-6"</b>	\$	\$	\$	\$	\$	\$
<b>Snow fall, 6"-9"</b>	\$	\$	\$	\$	\$	\$
<b>Snow fall, 9"-12"</b>	\$	\$	\$	\$	\$	\$
<b>Salt Per Application</b>	\$	\$	\$	\$	\$	\$

The undersigned proposer acknowledges that he/she has read and understands the CERTIFICATE OF ELIGIBILITY TO PROPOSE attached to this RFP Form and signed and attested thereto. The undersigned proposer further acknowledges that said CERTIFICATE OF ELIGIBILITY TO PROPOSE is a part of the Contract Documents and will be attached to the Agreement.

The undersigned proposer acknowledges that he/she has read and understands paragraph (6) of the Instructions to Proposers (Responsible Proposers) and has attached references to this RFP which may be checked.

The undersigned proposer acknowledges that he has read and understands the "PROPOSER CERTIFICATION" attached to this RFP Form and signed and attested to it.

In submitting this RFP, it is understood that the right is reserved by the Board of Education to reject any and all RFP's and to waive informalities in proposing. It is agreed that this RFP may not be withdrawn for a period of thirty (30) days from the opening thereof.

The RFP will be awarded on the base RFP only.

Firm Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Official Address: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Where Proposer is a Corporation, Add:

Attest: \_\_\_\_\_

Secretary Seal

## CERTIFICATION

\_\_\_\_\_ does hereby certify to the best of its knowledge and belief, that it and its principals, directors, partners, officers, and owners:

1. Have not been convicted of the offense of bid-rigging under Section 33-E3 of the *Illinois Criminal Code of 1961*, as amended, nor the offense of bid rotation under Section 33E-4 of the *Illinois Criminal Code of 1961*, as amended (720 ILCS 5/33 E-3 and 33-4);
2. Have not been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record;
3. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
4. Have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract;
5. Have not had one or more public (federal, state or local) transactions or contracts terminated for cause or default;
6. Shall, if it employees 25 or more employees, maintain a drug free workplace for all employees engaged in the performance of work under the contract and shall comply with the requirements of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3);
7. Shall maintain a sexual harassment policy in compliance with Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation;
8. Shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or



ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and

- 9. Shall require any subcontractors to sign a similar list of certifications.

\_\_\_\_\_  
Name of Company

By: \_\_\_\_\_  
Authorized Agent

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED and SWORN TO before

me this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
NOTARY PUBLIC

School Address

District Office  
201 E. Glenwood-Dyer Rd.  
Glenwood Il, 60425

Longwood Elementary  
441 Longwood Drive  
Glenwood, IL 60425

Hickory Bend Elementary  
600 E. 191st Place  
Glenwood, IL 60425

Brookwood Middle School  
200 E. Glenwood-Lansing Road  
Glenwood,IL 60425

Brookwood Jr. High School  
201 Glenwood-Lansing Road  
Glenwood, IL 60425

Contact person: Mr. Michael Engel, Business Manager CSBO, (708) 758-5190,

### **Specifications:**

- 1) Snow Plowing will be performed after specific request of the District. (If the District requests snow removal for a snow fall of less than two inches, the six inch rate shall apply.) The District will notify the successful proposer if additional salting or clean up due to drifting is required.
- 2) Plowing includes all parking lots, drive ways, entrances and dock areas as exist.
- 3) Snows that accumulated during the day will be on demand. It is expected that parking lots, driveways and entrances will be cleaned up and ready for service one half hour before the daily opening of each building. Buildings open on the following schedule for the 2014-2015 season:

All Locations open 7:30 a.m.

- 4) The successful proposer must have sufficient, available equipment and personnel to clean up a six inch (or larger) snow fall between 4:00 AM and the opening of school.
- 5) In the event of a major snow fall of eight inches or more, the successful proposer must contact the Director of Buildings & Grounds, Business Manager or Superintendent to make any and all necessary preparations, and to set a time table to clear the snow. This information is needed to determine if school should be closed.
- 6) Salt shall be spread at the discretion of the Buildings & Grounds Director. Salt shall not be stored on the District's property. Salt shall be spread evenly by a salt spreader.
- 7) Snow removal equipment must be stored at a lot within eight miles of the district office.
- 8) The successful proposer will meet with the Director of Buildings & Grounds to determine the best pattern at each school for snow plowing.
- 9) The successful proposer is not required to clear snow from sidewalks.
- 10) Snow removal is expected on a 24 hour, five-day per week basis throughout the snow season, with special arrangements to be made at certain schools on Sundays and some Saturdays.
- 11) All work is to be completed in a workmanlike manner according to standard practices. Alterations or deviations from the above specifications involving extra costs shall be performed only if authorized by the Director of Buildings & Grounds, Business Manager or Superintendent of Schools.

- 12) Payments will be made following receipt of an invoice, provided that the invoice is received by the Business Office and approved by the Board of Education.
- 13) The successful proposer must provide at least three references from like-sized and like dollar amount organizations on the form provided.
- 14) Please provide a lump sum price for all schools plus a price for each school in case snow plowing is only desired for one building, such as to provide access for an activity on a weekend, or if an additional snow plowing is needed at only one or two schools due to weather conditions.
- 15) Response time shall be no more than one hour for on demand plowing requests.
- 16) Snow plowing during school vacations of one day or more shall be on demand.
- 17) Brookwood School District reserves the right to alter snow removal schedules.

**References**

1) Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_

Proposer may list more references on a separate sheet at proposer's discretion.

**Equipment List:**

Please provide a list of snow removal equipment owned by the proposer that will be used to service this contract. Please list trucks with plows, salt spreaders, skid-steers, and over available equipment on a separate page accompanying the RFP.