



WEST OTTAWA PUBLIC SCHOOLS

Snow Removal

Bid Request

All bids are due by Thursday, September 26, 2024 @ 10:00 AM

Contact Information:
Tom Swifney
Director of Facilities
3600 152nd Ave.
Holland, MI 49424
Phone: 616-786-2035
Email: swifneyt@westottawa.net

Notice to Snow Removal & Salting Bidders

West Ottawa Public Schools will accept sealed bids for district wide snow removal as described in the attached specifications. Bids will be accepted until 10:00 AM, Thursday, September 26, 2024, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, or facsimile proposals will be accepted.

The bidding period shall be two years for the 2024-2025 and 2025-2026 seasons. Bid submissions shall be firm for ninety (90) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

Jeff Malloch
Associate Superintendent of Business Services
West Ottawa Public Schools
Administration Building
1138 136th Ave.
Holland, MI 49424
Re: Snow Removal Bid

- A. The proposal, in duplicate, shall be submitted on the form provided herein with all required items of the form properly filled out.
- B. Any questions regarding this project, technical or not, shall **be submitted via email**, care of Tom Swifney, swifneyt@westottawa.net, no later than 48 hours prior to bid opening. All questions will be answered in writing with a copy to all bidders who have provided an email address.
- C. Proposals must be mailed or delivered in person to Jeff Malloch, Associate Superintendent for Business Services, at the Administration Building located at 1138 136th Avenue, Holland MI 49424. All proposals must be sealed in envelopes, plainly labeled "SNOW REMOVAL BID" and must be received prior to 10:00 A.M., local time, on Thursday, September 26, 2024. This will be a public bid opening. Evaluation of proposals and award will be at a later date; the successful contractor will receive a letter of intent prior to receipt of contract.
- D. There will be **no pre-bid meeting**. Any questions regarding the bid should be directed to Tom Swifney, Director of Facilities, at swifneyt@westottawa.net.
- E. The Schedule of Work shall be as follows:

Receive Bids	10:00 A.M. Sept 26, 2024
Anticipated award of contract	October 9, 2024

- F. **All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.**
- G. All bids shall be accompanied by Affidavit Of Compliance – Iran Economic Sanctions Act in compliance with "Iran linked business" within the meaning of the Iran Economic Sanctions Act.
- H. Michigan Public Act No. 517 of 2012. The Board of Education shall not accept a bid that does not include the Affidavit Of Compliance.

- I. Applicable Michigan use and sales tax **do not** apply to this project.
- J. West Ottawa Public Schools' Board of Education reserves the right to accept or reject all or any portion of a bid, and is not bound to accept the low bid. A bid may be rejected, if not accompanied by a required bid security or by other data required by the Bidding Documents, or which is in any way incomplete or irregular. West Ottawa Public Schools shall have the right to waive informalities or irregularities in a bid received, and to accept a bid which, in the judgment of West Ottawa Public Schools, is in the best interests of West Ottawa Public Schools.
- K. Within ten days after being notified of the acceptance of the proposal, the bidder to whom the award is made will be required to enter into a written agreement in the form hereto specified with the West Ottawa Public Schools.
- L. The bidder may, during the bidding period, be advised by Addenda of additions or alterations to the Specifications. All such changes shall be included in the work and shall become part of the Contract Documents.
- M. The bidder shall visit the site of the work to fully inform himself of the existing conditions.

Questions should be directed to Tom Swifney, Director of Facilities, at 616-786-2035, between the hours of 8:00 AM and 5:00 PM, Monday through Friday. It is highly recommended that bidders discuss the bids with Mr. Swifney prior to submitting a bid as the District has a number of sites that are unique and complex.

Specifications for Snow Plowing/Removal

I. Scope of Work

This contract shall be for

- Plowing snow from the District's parking lots, driveway, and entrances by 6:00 a.m. whenever snow reaches the depth of two (2) inches as measured on the District premises or when drifting occurs. Questionable conditions need to be pre-approved by the Grounds Supervisor or designated District representative.
- Unless otherwise arranged, the Contractor will remove snow on building approaches anywhere that a plow can adequately travel. This includes removing snow on sidewalks. Contractors should generally clear the building approaches with no assumption that any District personnel will shovel the last few feet up to the doors.
- Salting will be performed by West Ottawa. We still would like unit pricing per the bid doc, if assistance with salting is needed.
- If snow must be removed from the District premises by a loader, the contractor will arrange for such service to be performed. It is the responsibility of the Contractor to notify the Grounds Supervisor or designated representative at 616-786-2031 if snow removal is needed.
- If there is an additional charge for excessive snow amounts, the bidder must include the additional charge in the bid.
- The bidder will repair any damages caused by plowing. This includes lawn and landscaping.
- Plowing for daytime, evening, and weekend activities will be at the request of the District.
- Bid price shall be for the 2024-2025 and 2025-2026 seasons. The District reserves the right to terminate the contract at any time due to the contractor's failure to comply with the terms of the contract. The District will notify the contractor of termination ten (10) days prior to any action being instituted. The contractor will be permitted a rebuttal during this period.

II. Specifications

- Contractors must familiarize themselves with the areas required to be cleared.
- Contractors shall submit a list of vehicles to be used for the plowing including a vehicle description for each vehicle along with the size of the blade and the loader speed.
- Contractors shall submit a list of three (3) references complete with names, addresses, phone numbers and a contact person to allow the District to verify the bidder's ability to perform and meet the terms of this document.

III. Bids to be Awarded

- Contractors should provide a per snow event rate for all plowing.
- Contractors should provide a per salt event rate for all salting.
- Contractors must be able to clear parking lots prior to the arrival of traffic for the school day.
- Salting bids should be submitted in two (2) ways.
 - o Salting Method #1: Using the contractors equipment and salt.
 - o Salting Method #2: Using the contractors equipment but utilizing District purchased salt.
- The District anticipates awarding the following bids to multiple contractors (although contractors may bid on more than one of the bids if they have the capacity to service multiple bids).
Contractors should complete only the portions they are interested in on the Bid Proposal sheet.
 - o Bid 1: Lakeshore Elementary and Lakewood Elementary
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 2: Waukazoo Elementary and Woodside Elementary
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 3: Glerum East Parking Lot and Transportation
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 4: North High School, South High School and Great Lakes Elementary
 - Parking lot and drive snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 5: Macatawa Bay Middle School, Harbor Lights Middle School, Pine Creek Elementary, and Administration Building
 - Parking lot and drive snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 6: Sheldon Woods Elementary
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting
 - o Bid 7: North Holland Elementary
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting

- o Bid 8: Riley Farms Elementary
 - Parking lot snow removal
 - Sidewalk snow removal
 - Sidewalk and parking lot salting

West Ottawa Public Schools Bid Proposal for Snow Plowing & Salting

Contractor's Information

Contractor's Name:	Phone #:
Address:	

Salting Rates – Indicate the cost per Snow Event for 2024-2025 and 2025-2026

	<u>Rate with Contractor Provided Salt</u>	<u>Rate with District Purchased Salt</u>
Lakeshore Elementary & Lakewood Elementary	\$ _____	\$ _____
Waukazoo Elementary & Woodside Elementary	\$ _____	\$ _____
Glerum Elementary East Lot & Transportation	\$ _____	\$ _____
North & South High School & Great Lakes Elementary	\$ _____	\$ _____
Sheldon Woods Elementary	\$ _____	\$ _____
North Holland Elementary	\$ _____	\$ _____
Middle Schools, Pine Creek Elem. & Administration	\$ _____	\$ _____
Riley Farms Elementary	\$ _____	\$ _____

Plowing Rates: Indicate the cost per Snow Event for 2024-2025 and 2025-2026

	1"-6"	<u>Plowing Cost</u>	6" plus
Lakeshore Elementary & Lakewood Elementary	\$ _____		
Waukazoo Elementary & Woodside Elementary	\$ _____		
Glerum Elementary East Lot & Transportation	\$ _____		
North & South High School & Great Lakes Elementary	\$ _____		
Sheldon Woods Elementary	\$ _____		
North Holland Elementary	\$ _____		
Middle Schools, Pine Creek Elementary & Administration	\$ _____		
Riley Farms Elementary	\$ _____		

Additional Plowing Rates: Indicate the per hour cost for additional events for 2024-2025 and 2025-2026

Cost per hour

All District Sites

\$ _____



Back-up Person/Company Name:	Phone #:
Address:	

- Notes:
1. *Bidding on only some schools or only on plowing or salting is acceptable.*
 2. *Indicate any multi-building discount pricing on a separate sheet.*
 3. *Indicate the percent increase in cost for the 2022-2023 season and each year thereafter, if any, right here: _____*
_____%

Please also include required documentation with your bid proposal: list of vehicles, three (3) references, familial affidavit, and Iran linked business affidavit.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the West Ottawa Public Schools (the "School District") request for proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

(Company Name)

By: _____
(Signature)

Title: _____

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by
_____.

(Notary Public Signature)

_____ County, Michigan

My commission expires: _____

Acting in the County of: _____

IRAN LINKED BUSINESS AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the “Iran Linked Business” requirement provided in the Ottawa Area ISD Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an “Iran Linked Business” at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

☐ **There is not an “Iran Linked Business” that exists** within the bidder and/or owner, officers, directors and employees.

Bidder:

(Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for

_____ County, on this _____ day of _____, 20__.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____