

Invitation to Bid

**Snow Removal Services for the 2018 – 2019,
School Year With Up to Two (2) Rollover
Years**

for

**Normandy Villa (District Office)
Serena Hills Elementary
Heather Hill Elementary
Parker Junior High
Western Avenue Elementary
Flossmoor Hills Elementary**

**Board of Education
Flossmoor School District #161
41 E. Elmwood Drive
Chicago Heights, IL 60411**

October 2, 2018

Bid Calendar Summary

Flossmoor School District #161 seeks bids for snow plowing services for the district's six facilities.

1. Notice to Bidders in local newspaper October 2, 2018
2. **Mandatory Pre-Bid meeting** October 5, 2018 at 1:00 PM at the District Office, Normandy Villa
3. Close of bidding October 19, 2018 at 11:00 AM sharp
4. Approval of bid by Board of Education November 13, 2018

I. Notice to Bidders and Bid Documents

Notice to Bidders

- A. The Board of Education, Flossmoor School District #161, is receiving bids for snow plowing services for six facilities. **Bids will be accepted until 11:00 AM local time, October 19, 2018 at the District Office, 41 E. Elmwood Dr., Chicago Heights, IL 60411.**
- B. Bids will be publicly opened and read at the time noted above.
- C. Bidding Requirements and Contract Documents are on file and available at the District Business Office at the above address.
- D. **Bids will be considered for snow plowing services, including snow removal and salt spreading for six facilities for the 2018-2019 school year, with up to two (2) rollover years.**
- E. There will be a **mandatory pre-bid meeting** at the District Office, 41 E. Elmwood Dr., Chicago Heights, IL 60411, on October 5, 2018 at 1:00 PM followed by a tour of the six facilities.
- F. The Board of Education reserves the right to reject any and all bids, to waive any informalities in bidding, or accept the bid that, in its opinion, will serve its best interests.
- G. Contact Scott M. Stachacz, (708) 647-7005 or (708) 243-2411, for additional details or to have the bid package mailed, emailed or faxed to you.
- H. Services will begin with the first snow after bid approval.

Instructions to Bidders

- 1) Bid Forms: Bid forms shall be submitted on forms identical to those provided. The wording of the bid form shall not be changed or altered. Enclose bids in a sealed envelope bearing the bidder's name and contract being bid on and clearly marked "Sealed Bid." Address the envelope to Scott M. Stachacz, Director of Buildings and Grounds, Flossmoor School District #161, 41 E. Elmwood Dr., Chicago Heights, IL 60411. **Bids are due at or before 11:00 AM, on October 19, 2018 and will be opened at that time.** Bids 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 School District #161 and the bidder.
 - a. Any exceptions to the specifications contained in these documents must be submitted in writing and attached to the Bid Form.
- 3) School District 161 is exempt from Federal, State, and Municipal taxes.
- 4) Bids shall be made for snow removal and salt spreading only.
- 5) If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the contract documents or other data, please contact Scott M. Stachacz, (708) 647-7005 or (708) 243-2411.
- 6) A bidder who has submitted a bid may withdraw or modify the bid in person or by certified letter at any time prior to the scheduled time for the opening of bids.
- 7) The Board of Education will determine if a bidder is "responsible," taking into account the bidder's past history and reputation. A representative of the school district may contact persons or organizations for which the bidder has performed work in the past to act as references. The Board of Education reserves the right to reject any bid if it is determined that the bidder 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 bids.
- 8) Signature Constitutes Acceptance: The signing of the Bid 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 six sites must be performed by the bidder before submitting a bid. Failure to inspect the sites shall not be a cause to retract a bid after bids have been opened.
- 13) Bidders must carry Workers Compensation Insurance on all employees and provide proof of such.
- 14) Bidder must carry \$1,000,000 in liability insurance, must name Flossmoor School District #161 and co-insured, and provide proof of such.
- 15) Bidders must carry at least \$1,000,000 insurance on all vehicles used on school property and must provide proof of such.
- 16) Bidder (and all sub-contractors and material suppliers where applicable) agree that they shall keep and furnish on demand, the necessary records to substantiate compliance with the "Preference to Citizens (Illinois) on Public Works Projects Act & Prevailing Wage Act (Chapter 48, Sections 269 thru 275 and Section 39s-1 et seq) all of which said provisions are incorporated by reference and made a part of this bid.
- 17) Bidder further agrees that he shall comply with all Illinois Statutes pertaining to the selection of labor, including those relating to equal employment opportunity, discrimination and intimidation of employees, which said provisions are also incorporated by reference and made a part of this bid.
- 18) Bidder also agrees that he will be bound by all other Federal, State, County and local laws and ordinances that may be applicable as well as rules and regulations of any agency or regulatory body having jurisdiction.
- 19) The following forms must be completed, signed and submitted with your bid:
 - a. Certificate of Eligibility to Bid
 - b. Bidder's Certification
 - c. References from like-sized organizations
- 20) The Board, at its sole discretion, may hire additional labor or an additional firm on an as-needed basis in emergency situations where the resources of the successful bidder are inadequate to perform all of the work needing to be done.
- 21) The Board of Education, at its sole discretion, may cancel the contract with the successful bidder if the successful bidder 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.

- 22) 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.
- 23) Rollover years: Up to two (2) rollover years may be added to the contract, one year at a time. Yearly increases for rollover 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 rollover year shall be mutually agreed upon between the contractor and the District representative prior to August 31 of that year.
- 24) **Base Bid:** Prices shall be for one complete plowing of all six facilities. Prices shall be for snow falls of two to three inches, three to six inches, six to nine inches and nine to twelve inches. **Alternate bids 1 through 6 are for individual plowing of each school as necessary.** Additional plowing shall be at an hourly rate and must be approved by the Director of Buildings and Grounds, Associate Superintendent, or Superintendent.

Vendor's Name

Bid Form

TO: The Board of Education, Flossmoor School District #161
41 E. Elmwood Dr.
Chicago Heights, Illinois 60411

General

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

Snow Removal Service Rates, 2018-19

	Base Bid All Buildings	Alt. 1 Normandy Villa	Alt. 2 Serena Hills	Alt. 3 Heather Hill	Alt. 4 Parker Jr. High	Alt. 5 Western Avenue	Alt. 6 Flossmoor Hills
Snow fall 2 to 3 in.							
Snow fall 3 to 6 in.							
Snow fall 6 to 9 in.							
Snow fall 9 to 12 in							
Salt per application							

Hourly rates for snowfalls above 9 inches, or additional plowing as requested:

Loader, 1–2.25 yd. bucket _____

Loader 2.5-3.5 yd. bucket _____

Farm Tractor with plow _____

Dump truck with plow _____

Skid Steer with plow _____

Pick-up with plow _____

Salt/sand spreader _____

Additional Salt, if approved _____

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

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

The undersigned bidder acknowledges that he has read and understands the "BIDDER CERTIFICATION" attached to this Bid Form and signed and attested to it.

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

The bid will be awarded on the base bid only.

Firm Name: _____

Telephone: _____

Official Address: _____

By: _____

Title: _____

Where Bidder is a Corporation, Add:

Attest: _____

Secretary

Seal

Certificate of Eligibility to Bid/Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn, on oath says he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the proceedings to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding and that this bid is made without reference to any other bids and without any agreement, understanding or combination with any other person in reference to such bidding.

The bidder further says that no person or persons, firms or corporations has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale. In addition, the contractor certifies that the contractor is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

Firm Name: _____

Date: _____

Telephone: _____

Official Address: _____

By: _____

Title: _____

Where Bidder is a Corporation, Add:

Attest: _____

Secretary

Seal

Subscribed and Sworn to me this _____ day of _____ 20____

My Commission Expires: _____

Notary Public

_____ 20____

Date

Address

School Addresses

District Office/Normandy Villa

41 E. Elmwood Dr.
Chicago Heights, IL 60411

Serena Hills Elementary

255 Pleasant Dr.
Chicago Heights, IL 60411

Heather Hill Elementary

1439 Lawrence Cr.
Flossmoor, IL. 60422

Parker Junior High

2810 School St.
Flossmoor, IL 60422

Western Avenue Elementary

940 Western Ave.
Flossmoor, IL 60422

Flossmoor Hills Elementary

3721 Beech St.
Flossmoor, IL 60422

Contact person: Scott M. Stachacz, Director of Buildings and Grounds, (708) 647-7005, or (708) 243-2411.

Specifications:

- 1) Snow Plowing will be performed after an accumulation of 2 inches or more, or at the specific request of the District. (If the District requests snow removal for a snowfall of less than two inches, the two-inch rate shall apply.) The District will notify the successful bidder if additional salting or clean up due to drifting is required.
- 2) Plowing includes all parking lots, driveways, entrances, dock areas, and sidewalks. The successful bidder is not required to clear snow from sidewalk areas assigned to the building custodians. Please see attached maps for specific areas.
- 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 at each facility by 7:00 AM on a normal school day.
- 4) The successful bidder must have sufficient, available equipment and personnel to clean up a six-inch (or larger) snowfall between 3:00 AM and 7:00 AM.
- 5) In the event of a major snow fall of eight inches or more, the successful bidder must contact the Director of Buildings and Grounds, Associate Superintendent, 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 Scott M. Stachacz, Director of Buildings and Grounds. 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 ten (10) miles of the district office.
- 8) The successful bidder will meet with Director of Buildings and Grounds, Scott M. Stachacz, to determine the best pattern at each school for snow plowing.
- 9) 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.
- 10) 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 and Grounds, Associate Superintendent, or Superintendent.

- 11) The successful bidder must provide at least three references from like-sized and like dollar amount organizations on the form provided.
- 12) 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.
- 13) Response time shall be no more than one hour for on demand plowing requests.
- 14) Snow plowing during school vacations of one day or more shall be on demand.
- 15) Flossmoor School District #161 reserves the right to alter snow removal schedules.

References

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

3) Name: _____

Address: _____

Phone: _____

Bidder may list more references on a separate sheet at bidder's discretion.

Equipment List:

Please provide a list of snow removal equipment owned by the bidder 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 bid.