



# School City of East Chicago

Lela Simmons, Chief Financial Officer

**November 14, 2019**

**To: All Snow Removal Vendors**

**The Facilities Department will be having our Pre-Bid mandatory meeting for our snow removal contract located at 1401 E 144<sup>TH</sup> Street. The meeting will be held on November 21, 2019 at 2pm.**

**If there are any questions, please contact the office at (219) 391-4059.**

**We look forward to seeing you there.**

**All Bids are Due Monday December 2, 2019 at 1:00pm**

**Lela Simmons  
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# EAST CHICAGO PUBLIC SCHOOL DISTRICT SNOW REMOVAL

Proposal **Due Monday, December 2, 2019** at 1:00pm

This proposal is for the snow plow, snow removal and salt servicing for the listed areas below:

	Description Snow Plow for Parking Lots, Driveways, & Sidewalks	Per Hour (\$)		Description Salting for Parking Lots, Driveways & Sidewalks	Per Hour (\$)		Description Snow Removal	Per Hour (\$)
	Central <i>1100 W Columbus Dr</i>			Central			Central	
2	Carrie Gosch <i>4001 Indianapolis Blvd</i>			Carrie G			Carrie G	
3	<b>Harrison</b> <i>4411 Magoun Ave</i>			<b>Harrison</b>			<b>Harrison</b>	
4	McKinley <i>4825 Magoun Ave</i>			McKinley			McKinley	
5	New Administration <i>1401 E 144<sup>th</sup> St</i>			NewAdmin			NewAdmin	
6	Carrie Gosch <i>455 E 148<sup>th</sup> St</i>			Carrie G			Carrie G	
7	Block <i>2700 Cardinal Dr</i>			Block			Block	
8	Washington <i>2400 Cardinal Dr</i>			Wash			Wash	
9	Lincoln <i>201 E. 135<sup>th</sup> St</i>	\$ _____		Lincoln	\$ _____		Lincoln	

I hereby certify that I have examined and carefully prepared these quotes based on all of the above information and I am authorized to sign for the above quotes

Snow Removal & Salting Proposal  
Summary of Work

GENERAL

WORK UNDER SINGLE CONTRACT

- a. The School City of East Chicago (Owner) intends to award a single contract based upon base bid. The Contractor shall comply with the requirement of the General Conditions in accomplishing his/ her Work on this Project.
- b. Base Bid: Includes the snow plow, snow removal and salting of the entire school district.
- c. The Contractor shall be in attendance at several Winter Snow Plan meetings with the Facilities Department to ensure a smooth logistical process and outcome.
- d. The Contractor shall acknowledge the following prior to submitting his/ her bid:
  - i. He/ She has examined and carefully studied the Sites of Work.
  - ii. He/ She has visited the sites and become familiar with and are satisfied as to the general local, and site conditions that may affect cost, progress, performance and furnishing of the work.
  - iii. The Contractor assumes full responsibility of the sites and work upon notification of award until issuance of final completion.
  - iv. The Contractor is familiar with all federal, state and local laws and regulations that may relate, affect cost, progress, performance of service.

BASE BID

- a. The Contractor shall provide a bid to plow, remove and salt all the driveways, sidewalks, parking lots, docks and areas of interest for the listed schools in the bid. See the quote schedule as reference.
- b. The Contractor must submit a listing of equipment available relating to these services.
- c. The Facilities Department reserves the right to visit each contractor's location.
- d. The Owner reserves the right to reject any and all quotes.

1.02.1 GENERAL CONDITIONS

- e. The Contractor shall be responsible to watch and alert the weather patterns and conditions.
- f. The Contractor shall receive removal of snow request directly from the Facilities Department and or the Key Selected Facilities employees.
- g. The Contractor shall meet the all the locations and be completed no later than 5:30 A.M. unless extreme weather conditions prevail. Extreme weather conditions shall be considered continual snow falling throughout the night to exceed 6 inches.

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Summary of Work

- h. The Contractor shall coordinate with the key selected members of the Facilities Department for scheduling, routes, and logistics during the winter snow season, The winter snow season is considered from the first sign of snow until when the last snowflake or determined by the Director of Facilities.
- i. The Contractor shall be on-call 24-hour basis to provide winter maintenance and especially during extreme weather conditions
- j. The Contractor shall maintain the sites to be free or accumulation of snow of less than 1" on the grounds of interest and salted with proper salt to deter snow accumulation unless otherwise authorized by the Director of Facilities.
- k. The Contractor shall provide all appropriate general license requirements.
- l. The Contractor shall provide a Certificate of General Liability Insurance with \$1M per occurrence and \$2M General Aggregate with the School City of East Chicago as Certificate Holder, if requested.
- m. The Contractor shall provide the bulk rock salt There shall be a minimum of 10% calcium chloride in the salt. Proper salt shall be used to protect the asphalt and the concrete sidewalk areas from corrosion. The Contractor shall provide product name
- n. The Contractor shall provide all operators to have proper driver's license and auto liability insurance for the vehicles and machinery
- a. The Contractor shall agree to provide the same services and cost on additional sites requested, if necessary.

102.2 ADMINISTRATIVE RESPONSIBILITIES OF THE CONTRACTOR

- a. The Contractor shall provide an itemized invoice on time spent per location.

102.3 CONTRACTOR'S USE OF PREMISES

- a. Use of Site The Contractor shall work in coordination with the Facilities Department to provide the least amount of interference with the School's daily activities

102.4 LIQUIDATED DAMAGES

- a. There are no liquidated damages for this project. However, failure to communicate with key members of the Facilities Department and act within a prompt measure of time during snow fall and especially during extreme weather conditions will result in the Owner to hire out the second lowest bid to solve the immediate weather conditions and situations. Repeated lack of communication and absence may result in a forfeiture of contract.