

REQUEST FOR PROPOSALS
FOR SNOW REMOVAL
WEST FARGO PUBLIC SCHOOL DISTRICT NO. 6
WEST FARGO, NORTH DAKOTA

NOTICE IS HEREBY GIVEN that West Fargo Public School District No. 6 of Cass County, North Dakota, will receive sealed proposals at the Business Office in the Leidal Education Center, 207 West Main Avenue, West Fargo, North Dakota 58078, until 2:00 p.m. on Thursday, September 30, 2021 for snow removal services. The proposals will be opened and read at 2:00 p.m. on Thursday, September 30, 2021 in the Board Room at the above address. Instruction to Bidders, Bid Forms, and Specifications may be requested from the Business Manager of the School District. No proposal will be received after the scheduled closing time for the receipt of proposals. The School Board reserves the right to reject any and all bids, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in the best interest of the School District to do so.

By order of the School Board of West Fargo Public School District No. 6, Cass County, North Dakota.

West Fargo Public School District #6
SNOW REMOVAL SPECIFICATIONS AND
INSTRUCTIONS TO BIDDERS

Bid Opening Date: Thursday, September 30, 2021 at 2:00 p.m.

1. NOTICE IS HEREBY GIVEN that proposals for Snow Removal for West Fargo Public School District No. 6, Cass County, North Dakota, will be opened and read in the Boardroom at the Leidal Education Center, 207 West Main Avenue, West Fargo, North Dakota 58078 at the time and date indicated above.
2. The sealed proposals shall be delivered to the Business Office at the above address, any time prior to, but not later than, 2:00 p.m. on Thursday, September 30, 2021. Bidders are responsible for timely delivery of their sealed proposals.
3. Each proposal must be submitted on the bid form provided with those specifications and must be contained in a sealed envelope, which shall be endorsed on the outside thereof with the following information:
 - A. Proposals for Snow Removal
 - B. Name and address of bidder
4. All bids submitted must be valid for a minimum period of 30 days after the date set for the bid opening.
5. The School Board reserves the right to reject any and all bids, or to waive any informalities, irregularities or defects in any proposal, should it deem to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board (hereafter the "Contractor". While the financial responsibility of the bidder is significant concern, the Board is equally concerned with the proven ability to satisfactorily perform the contract so that Snow Removal will be provided in accordance with proposed contract documents.
6. The School Board may, at its sole discretion, divide the bid among multiple vendors, if it is deemed to be in the best interest of the school district to do so. No site shall be awarded to more than one vendor.
7. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached thereto. Unless the bidder so indicates, it is understood that the bidder had bid in strict accordance with the specification requirements.
8. Bidders must satisfy themselves, upon examination of the specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding regarding items listed for bidding will be entertained.
9. Bidders shall not include taxes that school districts are not subject to in their quotation.

10. All bids shall be deemed final, conclusive, and irrevocable and no bid shall be subject to corrections or amendment for any error or miscalculation.
11. The Board may inquire as to the financial stability of any bidder and may request financial references.
12. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local governments agencies, which may in any manner affect the performance of the contract. The Contractor in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
13. Contractor agrees to indemnify, hold harmless and defend the School District, members of the Board, Officers, employees, student teachers, and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, cost, expense and attorney's fees, in any manner caused by, arising from, incident to, connected with or growing out of the operation of this contract, except for the acts of omissions of the Board or its representatives.
14. No contract shall be assigned or any part of the same subcontracted without the written consent of the Board, but in no case shall consent relieve the Contractor from their obligations or change the terms of the contract.
15. As stated above, the dollar amount of the bid, the financial responsibility of the bidder, and the ability of the bidder to perform this contract are primary concerns of the Board in awarding the contract.
16. Alternate bids will be considered only secondarily to bids meeting the contract specifications. Any alternates submitted must be thoroughly detailed to merit consideration.
17. The successful bidder must make arrangements with owner's representatives to inspect all removal and stockpiling sites prior to first snowfall.
18. Snow removal must commence after two inches of accumulation unless otherwise instructed by the school district. Snow removal at Hulbert Aquatic Center and West Fargo Sports Arena must commence after one inch of accumulation.
19. Snow accumulations will be determined by using the National Weather Service. This will be the basis for determining allowable billing charges, unless there are some extenuating circumstances that can be substantiated by the contractor. The URL for this service www.nws.noaa.gov.
20. Whenever possible, snow must be removed prior to 7:00 A.M.
21. A list of worker's names along with contact information of phone numbers, cell phone numbers, beeper numbers, etc. must be submitted to owner's representative, Jeff Goebel.
22. The successful bidder is liable for all damage to school district property that he may cause while removing or stockpiling snow. Examples include damage to fence, curb, sidewalk, windows, grounds and bumper blocks. Any damage will be repaired by the bidder or their selected hired professional

to restore the damage to its previous state. Contractors are not liable for damage to grass in areas that have been indicated for snow piles.

23. Contracts resulting from the request for bids will be for a term of three (3) years, to include snow removal for the 21-22, 22-23, and 23-24 seasons. Awarded vendors will be locked in at the rates bid for the duration of the contract.
24. Contractor agrees to make their services available to WFPS facility rental customers, including on weekends. A small number of select contracted customers will be given contact information of the contractor that is awarded to their site. Contractor will negotiate with facility rental customer regarding what should be cleared and shall offer WFPS contracted rates. Contractor will bill facility rental customer directly, NOT WFPS. The contractor should not bill WFPS for services requested by facility rental customers.
25. Contractor agrees to make their services available to WFPS facilities that have weekend operations such as West Fargo Sports Area and Hulbert Aquatic Center.
26. The attached sheets must be filled out completely and returned to the business manager's attention.
27. Snow removal sites owned by the school district are as follows:

Aurora Elementary	3420 9 th Street West	West Fargo
Brooks Harbor Elementary	801 22 nd Ave W	West Fargo
Cheney Middle School	825 17 th Avenue East	West Fargo
Deer Creek Elementary	6400 54 th Avenue South	Fargo
Eastwood Elementary	500 10 th Avenue East	West Fargo
Freedom Elementary	401 26 th Avenue East	West Fargo
Harwood Elementary	110 Freedland Drive	Harwood
Horace Elementary	110 3 rd Avenue North	Horace
Horace HS (Including Heritage MS)	8100 Lakeview Drive	Horace
Independence Elementary	3700 54 th Street South	Fargo
L.E. Berger Elementary (Including Hulbert)	631 4 th Avenue East	West Fargo
Leidal Education Center	207 Main Ave West	West Fargo
Legacy Elementary	5150 9 th Street East	West Fargo
Lodoen Center and Early Childhood Center	109 3 rd Street East	West Fargo
Maintenance and Central Kitchen	300 11 th Street West	West Fargo
Osgood Elementary	5550 44 th Avenue South	Fargo
Sheyenne HS (Including Liberty MS)	800 40 th Avenue East	West Fargo
South Elementary	117 6 th Ave West	West Fargo
Transportation Center	440 29 th Court NW	West Fargo
West Fargo High School	801 9 th Street East	West Fargo
West Fargo Hockey Facility	520 32 nd Ave W	West Fargo
Westside Elementary	945 7 th Avenue West	West Fargo
Willow Park Elementary	4901 15 th Ave S	Fargo

28. Invoicing for any service will be sent to the district from the contractor within 14 days of the service or at least once at the end of each month to include all service for that month.

**West Fargo Public School District #6
Proposals for Snow Removal**

Overview

The school district is seeking bids for lump sum amount for snow removal for major snow events, as well as hourly rates for incidental needs such as hauling snow that is not otherwise indicated in the base bid. To provide assistance to bidders, the following information is intended to answer basic questions regarding how the district will implement snow removal processes.

Scenario #1 – School is already in session and snow is starting to accumulate during the day. District representative Pete Diemert contacts the contractor to make a “pass” through the parking lot to ensure that buses, cars, etc., have less snow to drive through for the safety of students, staff and parents. In this type of scenario, the rates per hour would be used as noted in Section 3 of the Proposal.

Scenario #2 – Snow accumulates throughout the day, evening and into early morning. The earliest that the contractor can clear and remove snow is early morning before school begins. There is a clear indication that snow has accumulated “X” number of inches. The one “lump” sum would apply to the amount the contractor would charge in this instance. Coordination with district representative Pete Diemert is needed in terms of verifying the number of inches of accumulated snow. The amount to be charged for snow removal would be reflected in Section 5 of the Proposal.

Scenario #3 – Strong winds continue to blow and there is very little accumulation of snow on parking lots; however, areas of the school site contain some snow drifts and “pockets” of accumulated snow. The accumulation is sporadic and isolated to specific areas and does not cover the entire site. In this type of scenario, the rates per hour would be used as noted in Section 3 of the Proposal.

**West Fargo Public School District #6
Proposals for Snow Removal**

1. Information on company or individual submitting snow removal bid. The operations contact is the person WFPS should contact about site meetings and to initiate snow removal.

Company or Individual Name:	
Authorized Representative:	
Address:	
City/State Zip:	
Telephone Number:	
Cell Phone Number:	
Email:	
Operations Contact Name:	
Operations Contact Cell Number:	

2. The successful bidder will be required to provide West Fargo Public School District #6 a certificate of insurance listing the school district as an additional insured. Can the bidder meet this insurance requirement?

YES	
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NO	
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3. Type and size of equipment used in snow removal and rate per hour.

Description of Equipment	Rate Per Hour

4. Advise if you have a truck or trucks available in the event we need to remove snow from site stockpile areas. Indicate the rate per hour for each truck.

Description of Truck	Rate Per Hour

5. Provide a “lump” sum bid to remove the specified amount of snow accumulation regardless of the size, number, or type of equipment used, or length of time required, in order to meet the specification of snow removal. Snow must be removed from all areas as shown, and snow must be stockpiled in the areas as shown on the attached site maps. The lump sum bid does not include removing snow from the site stockpile areas. That would be requested separately by Jeff Goebel, Building and Grounds Director, and subsequently billed separately based on the Hourly Rates as shown in Section 3. Bidders may submit proposals for individual sites, all sites or a combination of sites. Bidders shall submit pricing for each of the next three school years. Add additional comments in the section provided.

2021-2022 School Year

School Site	Amount for 3" or less	Amount for 3.01" to 6"	Amount for 6.01" to 9"	Amount for 9.01" to 12"	Amount for each add'l 3"
Aurora Elementary					
Brooks Harbor Elementary					
Cheney Middle School					
Deer Creek Elementary					
Eastwood Elementary					
Freedom Elementary					
Harwood Elementary					
Horace Elementary					
Horace High School (Including Heritage MS)					
Independence Elementary					
L E Berger Elementary (Including Hulbert)					
Legacy Elementary					
Lodoen Center and Early Childhood Center					
Ledial Education Center					
Maintenance					
Osgood Elementary					
Sheyenne HS (Including Liberty MS)					
South Elementary					
Transportation Center (See Special Instructions in Section 6)					
West Fargo High School					
West Fargo Hockey Facility					
Westside Elementary					
Willow Park Elementary					

2022-2023 School Year

School Site	Amount for 3" or less	Amount for 3.01" to 6"	Amount for 6.01" to 9"	Amount for 9.01" to 12"	Amount for each add'l 3"
Aurora Elementary					
Brooks Harbor Elementary					
Cheney Middle School					
Deer Creek Elementary					
Eastwood Elementary					
Freedom Elementary					
Harwood Elementary					
Horace Elementary					
Horace High School (Including Heritage MS)					
Independence Elementary					
L E Berger Elementary (Including Hulbert)					
Legacy Elementary					
Lodoen Center and Early Childhood Center					
Ledial Education Center					
Maintenance					
Osgood Elementary					
Sheyenne HS (Including Liberty MS)					
South Elementary					
Transportation Center (See Special Instructions in Section 6)					
West Fargo High School					
West Fargo Hockey Facility					
Westside Elementary					
Willow Park Elementary					

2023-2024 School Year

School Site	Amount for 3" or less	Amount for 3.01" to 6"	Amount for 6.01" to 9"	Amount for 9.01" to 12"	Amount for each add'l 3"
Aurora Elementary					
Brooks Harbor Elementary					
Cheney Middle School					
Deer Creek Elementary					
Eastwood Elementary					
Freedom Elementary					
Harwood Elementary					
Horace Elementary					
Horace High School (Including Heritage MS)					
Independence Elementary					
L E Berger Elementary (Including Hulbert)					
Legacy Elementary					
Lodoen Center and Early Childhood Center					
Ledial Education Center					
Maintenance					
Osgood Elementary					
Sheyenne HS (Including Liberty MS)					
South Elementary					
Transportation Center (See Special Instructions in Section 6)					
West Fargo High School					
West Fargo Hockey Facility					
Westside Elementary					
Willow Park Elementary					

Additional Comments: _____

6. Special Instructions Per Site

- **Horace High School (Including Heritage MS)** – Portions of Horace High will remain under construction into the 21-22 school year. Awarded contractor shall coordinate with the district regarding what areas of the site need to be cleared. Rates shall be charged proportional to the area being cleared. Rates are to be agreed upon by both parties prior to service.
 - Example: 1/3 of the areas on the site are requested to be cleared. Vendor should charge 1/3 of their bid rate for the site.
- **Horace Elementary School** – Portions of Horace Elementary will remain under construction into the 21-22 school year. Awarded contractor shall coordinate with the district regarding what areas of the site need to be cleared. Rates shall be charged proportional to the area being cleared. Rates are to be agreed upon by both parties prior to service.
 - Example: 1/3 of the areas on the site are requested to be cleared. Vendor should charge 1/3 of their bid rate for the site.
- **Transportation Center** – Special attention will be required for the district’s transportation facility, which houses the district’s fleet of buses. The building has 60+ overhead garage doors that will be used daily, and it is imperative that snow be removed from as close to them as possible. Assume all doors should be cleared as part of the “lump sum” that is provided in section 5. Snow should be cleared from the doors by 6 AM whenever possible. Snow cleared between snowfalls, when requested, is to be billed based on the hourly rates provided in section 3. Selection of vendor for snow removal at the Transportation Center will be based on pricing, ability to meet timeframe, and proposed plan to clear snow from overhead doors. In the space below, please provide a plan to clear as close to the doors as possible (Describe equipment and method to be used).
 - Questions regarding scope of work for the Transportation Center should be directed to Jeff Goebel at 701-388-8494 no later than 4:00 P.M. on September 23, 2021.

7. I agree to the terms and conditions of this Request for Proposals. I understand that the School Board, at its sole discretion, may divide the bid amount multiple vendors if it is deemed to be in the best interest of the school district to do so.

Name & Title of Authorized Representative:	
Signature of Authorized Representative:	
Date:	