

Stockbridge Community Schools
Snow Plowing/Removal Bid Information for
2024-25 BID

Instructions to Bidders

1. Bid for two school calendar years (2024-2025). The Bidder will submit two bid formats:
 - a. (1) Per Plow
 - b. (2) Lump SumSCS will select which bid format will be accepted and award the contract.

2. Payment:

SCS has check runs every two weeks (dates may vary). Checks will be mailed, unless SCS Business Manager approves an alternate arrangement. Bid awardee will be provided a calendar of the check run.

 - a. Format (1) – Per Plow - SCS will pay upon receiving an itemized invoice, with dates of service and statement of service provided. This invoice will be submitted on the Friday prior to the check run date. Dates of services may be needed outside of a typical winter season (ex: April, October or early November).
 - b. Format (2) – Lump Sum - SCS will pay each month as follows: November 15 – November 30: One-half of the 1/5th of lump sum bid. Each full month (December, January, February, March): 1/5th of lump sum. April 1 – April 15: One-half of the 1/5th of the lump sum bid. Additionally, hourly rate is required per vehicle, this will allow SCS to better budget for additional snow plowing/removal times/dates for extra events in the evening and weekends.

3. Bid a per trip rate for:
 - a. Salting of driveways and parking lots.

4. List all equipment you will be using to execute this job.
5. A Pre-bid meeting will be held on Tuesday, November 22, 2024 at 1pm at Stockbridge Junior/Senior High School, 416 N. Clinton Street, Stockbridge, MI 49285. Contact Mike Pierson, Facility Maintenance/Security Director at (517) 315-9723 for further information.
6. Bids are due not later than 2:00 pm, November 25, 2024 and may be dropped off at Central Office at 100 Price Road Ste A, Stockbridge, Michigan 49285. Bids will be opened at that time and date. SCS reserves the right to accept and/or reject any or all bids.
7. Insurance - Commercial liability insurance minimum \$1,000,000 (Must provide proof of same). SCS, its officers, Agents, Employees, Board of Education shall be named additionally insured, indemnified and held harmless.

General

1. Contract/Agreement shall be for either Format (1) or Format (2). SCS will select, after bid opening, which format will be utilized.
 - a. Format (1) as stated will run through the winter season.
 - b. Format (2) will be for five (5) months of the year, November 15 through April 15. If called before or after contract dates, the contractor's per plow rate shall apply.
2. Snow plowing/removal Stockbridge Community Schools' discretion. If snow is accumulating at a rate which will result in two (2) or more inches by 6:00 am, then plowing shall be performed. Additionally, if the wind is moving snow around (drifting) and certain areas have more than the above amount of snow, these areas must be plowed. Snow must be plowed away/removed from all entrance doorways, fire exits, garage doors and fire hydrants.
3. Snow must be plowed/removed Monday through Friday between the hours of 3 a.m. and 6:30 a.m. on days when school is scheduled to be in session. Snow removal for the following areas must be removed prior to 6:00 a.m.:
 - A. Bus Parking Lot – Drive and building entrances (doors and garage doors).
 - B. Smith Elementary School – Receiving drive (kitchen & custodial staff parking)/dumpster area.
 - C. Heritage School - Receiving drive (kitchen & custodial staff parking)/dumpster area.
 - D. High School – Receiving area (kitchen & custodial staff parking)/dumpster area.
4. On days when school is canceled (Snow Day), weekends or during scheduled breaks, all areas must have snow plowed/removed by noon on that day, unless directed by Superintendent Brian Friddle or SCS designee.
5. Additional snow plowing/removal may be required on weekends and evenings for sporting and other events, to be paid at the per plow rate. However, per plow payment will be a percentage if the entire district does not have snow removed. Superintendent Brian Friddle or SCS designee will communicate with the contractor's contact with information regarding the specific day, times and which areas will require snow plow/removal.
6. All paved surfaces shall be plowed and remain free of snow piles. Snow storage piles shall not obstruct traffic vision or flow.
7. The contractor assumes responsibility for any damage to SCS property, equipment and personal private property while in the process of snow removal. Final month's payment will be held until all damage is repaired and buildings/grounds are restored to pre-snow removal conditions and approved by SCS Maintenance Department. Additionally, all salt and residue is to be cleaned up before final payment is released.
8. Please work with building administrators or designee if you need to have vehicles removed during the course of snow plowing/removal.

9. Salting of SCS driveways and parking lots must be applied when needed and as directed by SCS designee. Contractor is responsible for including salt in the bid price.

10. Identification staking of items such as curbs, man-hole covers, sidewalks, etc. is the sole responsibility of the contractor. Stakes must be removed at the end of the contract year.

11. If for whatever reason, SCS personnel and equipment is used to plow or assist in the plowing when there is the required amount of snow as stated above, the following amounts will be deducted from the pay period invoice. SCS designee will communicate with contractor, if SCS is in the process of snow removal.

1. Plow (no contractor on site):
2. Plow (assist contractor to meet daily completion time):

12. It is the sole responsibility of the contractor to identify how much snow has fallen at SCS and if they need to plow or not.

Specification for Snow Removal

Locations (Maps of school grounds will be provided at required pre-bid inspection/tour)

1. Smith/Heritage Bus Parking Lot , 100 Price Road, Stockbridge
 - a. Drive and all entrances, lots
2. Smith Elementary School, 100 Price Road, Stockbridge
 - a. All drives, parking lots and entrances/exits.
 - b. Price Street
 - c. Around dumpsters
3. Heritage School, 222 Western Ave, Stockbridge
 - a. All drives, parking lots and entrances/exits.
 - b. Around dumpsters and fire hydrants
4. Junior/Senior High School, 416 N. Clinton St, Stockbridge
 - a. All drives, parking lots and entrances/exits, including Student Parking lot, Admin/Teacher parking lot
 - b. Around dumpsters and fire hydrants
5. Insure all areas of parking maintain the same amount of parking spaces

Stockbridge Community Schools
Snow Removal Bid Sheet 2024-2025

Questions: Contact Mike Pierson, Facility Maintenance Director at (517) 315-9723
to be shown all areas for snow removal.

Name of Bidder/Company: _____

Address: _____

Contact Person: Telephone Number: _____

24 Hour Field Supervisor Contact Telephone Number: _____

Format (1)

1. Per Plow Cost (2024-25 School Year): \$ _____

Format (2)

1. Total Cost Lump Sum (5 Months – November 15, 2024 – April 15, 2025): \$ _____

3. List of equipment:

Description	Hourly Rate	Portal Cost (Included or Separate)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Salt price per trip (truckload & spread): \$ _____

Sidewalks/entrances only price: \$ _____