



# RSU 16

MECHANIC FALLS • MINOT • POLAND

rsu16.org

Todd Sanders, Superintendent  
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## REQUEST FOR BIDS Snow Plowing

August 23, 2023

### INSTRUCTIONS/SPECIFICATIONS TO BIDDERS

1. **General:** RSU 16 is accepting bids for snow plowing for various RSU facilities.
2. **Bid Submittal:** Bids will be delivered and accepted by RSU 16's Director of Operations, 3 Aggregate Road, Poland, ME 04274 up to and including 1 PM on **Thursday, September 7, 2023**. Following examination of the bid submissions, the bids will be forwarded to the School Board for potential award. Bids shall be placed in a sealed envelope clearly marked "Snow Plowing Bids" with the bidder's name and address indicated on the front of the envelope. Emailed or faxed bids will be accepted with subject title or fax page of "Snow Plowing Bids" with the bidder's name and address indicated on the front. Bids shall be submitted using the supplied bid form.

Bids shall be submitted for the cost per snow event per location or a lump sum for the contract term. A "snow event" is defined as a weather system that dumps up to twelve (12) inches of snow. For storms greater than twelve (12) inches, the contractor will quote an "additional trip" price. For example, a storm that drops sixteen (16) inches of snow would likely require a primary clean-up and possibly one additional trip to keep the facilities cleaned. A cost for the second trip should be specified.

Bids shall be all inclusive of costs, equipment operation, operators, fuel and supplies.

For bid proposal comparison purposes, the average of fourteen (14) snow events will be used for calculating a per storm rate for lump sum bids. Per storm bids will be multiplied by fourteen (14) to compare to lump sum bids.

3. **Withdrawn or Revision of Bids:** A bidder may withdraw or revise a bid after it has been received by the Director of Operations provided the request is made in writing before the submission deadline.
4. **Bid Award:** If the School Board determines to do so, awards will be made at their next meeting on Monday, September 11, 2023. The RSU reserves the right to reject or accept any and or all bids in the best interest of the RSU without absorbing any liability against the RSU.
5. **Evaluation of Bids:** The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.

6. **Addenda:** It shall be the bidder's responsibility to make inquiry as to any interpretation of the specification requirements of the contractor. Any changes in the specifications shall be written by addenda to all parties.
7. **Delivery locations:** RSU 16 has five (5) buildings requiring delivery of services and they are as follows:
  - a. Poland Regional High School, 1457 Maine Street, Poland, ME 04274
  - b. Poland Community School, 1250 Maine Street, Poland, ME 04274
  - c. Elm Street School, 129 Elm Street, Mechanic Falls, ME 04256
  - d. Minot Consolidated School, 23 Shaw Hill Road, Minot, Me 04258
  - e. Central Office, 3 Aggregate Road. Poland, ME 04274
8. **Term of Contract:** October 15, 2023 through April 30, 2024
9. **Invoices and Payment:** RSU 16 will arrange for payments to be made in accordance with the bidder requirements or throughout the course of normal business transactions, whichever is preferred. Invoices should be mailed to RSU 16, 3 Aggregate Road, Poland, ME 04274.

RSU 16 is tax exempt from State of Maine sales taxes and Federal excise taxes.

10. **Penalty Clause:** Failure to provide services by the contractor under this agreement shall cause the RSU to hire another contractor to provide the service or provide the service utilizing RSU staff and equipment. RSU 16 will charge the contractor at the contractor's time of one and one-half (1½) rate per storm, and said charges shall be deducted from payments to the contractor.
11. **Insurance:** The successful bidder, within fifteen (15) days of notification of contract award, shall provide proof of insurance as follows:
  - a. Workers Compensation (Minimum Allowances)
    - i. State – Statutory
    - ii. Employer Liability - \$500,000.00
  - b. Comprehensive General Liability (Minimum Allowances)
    - i. Bodily Injury - \$1,000,000.00
    - ii. Property Damage - \$1,000,000.00
    - iii. Fleet or Automobile Liability
      1. Bodily Injury - \$5000,000.00 each person, \$1,000,000.00 each occurrence
      2. Property Damage - \$1,000,000.00 each occurrence
  - c. "RSU 16, 3 Aggregate Road, Poland, ME 04274" shall be listed as a Certificate holder.
12. **Performance Bond:** Not required.
13. **Special Requirement:** Unless school has been closed for the day all initial plowing to allow for access to the buildings must be completed no later than 6 A.M.
14. **Workmanship -** All services shall be performed in a good workmanship and prompt manner so that the disruption of school department services is minimized at all locations. It is the responsibility of the bidder to review each school site for the size, access, snow pile locations, drains, and other items that could impact their ability to perform the work required. All school properties must be completely plowed and accessible by 6:00 A.M. with the exception of school cancellation days. School vacations, weekends and holidays will require the same plowing operations as if school operations were in session. In the event of equipment breakdown of contractor's equipment, contractor will be required to obtain substitute equipment on a subcontractor basis at no additional cost to RSU 16.

15. **Damage Assessment** – All damage to school property by contractor shall be repaired by the contractor. Contract awardees shall be required to meet with building maintenance supervisors to review the scope of work and to assess preexisting damages to buildings and grounds. Any damages will be noted and a copy shall be provided to the contractor. Any required repairs shall be completed no later than May 30, 2024 unless other agreements have been made with the contractor and RSU 16's Director of Operations. The successful bidder will be required to attend a site walk at each location for the purpose of identify plowing concerns and limitations.
16. **Sleet and Slush** – Sleet and slush also require plowing. References in this specification, the proposal, and the agreement to "snow" includes sleet and slush events.
17. **Sand and Salt** – RSU 16 shall be responsible for all sanding and salt operations.
18. **Central Office** - The plowing contractor will plow the Central Office lot, with the buses parked, before 6 am. Once buses leave the lot, RSU 16 staff will clean up the snow in the buses' parking spaces.
19. **Drifting Snow and Snow Removal** – RSU shall be responsible for obtaining a separate price, as needed, from the contractor for the removal of drifting snow or accumulated snow banks.
20. **Cancellation:** The RSU reserves the right to cancel any unfulfilled portion of the contract if, in the opinion of the RSU, the service or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specification. Cancellation shall be effective following ten (10) calendar days of written notice to the bidder.
21. **Exceptions and Specifications:** These instructions to Bidders are an integral part of the specifications for plowing and will be binding on the bidder. Bidders are advised that they shall be bound to the requirements of the specifications, instructions to bidders and general paragraphs unless exceptions are otherwise clearly noted in the submitted proposal. Any exceptions, must be written on the submitted bid form and shall be considered, however, in determining the most acceptable proposal.
22. **Inquiries:** Any questions concerning the bid request should be directed to John Hawley, Director of Operations, RSU 16, 3 Aggregate Road, Poland, ME 04274, at [jhawley@rsu16.org](mailto:jhawley@rsu16.org) or by calling 998-2727 x113.

**RSU 16  
BID SHEET**

**Bidding Company's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Snow Plowing Price**

**Price Per Storm Bidders**

<b>Location</b>	<b>Per Storm Price</b>	<b>Additional Trip Price</b>
Poland Regional High School		
Poland Community School		
Elm Street School		
Minot Consolidated School		
Central Office		

**Lump Sum Bidders**

<b>Location</b>	<b>Total Contract Price</b>
Poland Regional High School	
Poland Community School	
Elm Street School	
Minot Consolidated School	
Central Office	

**Exceptions Taken:**

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